

The Smithfield Town Council met in regular session on Tuesday, January 3, 2017 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Emery Ashley, Mayor Pro-Tem
Marlon Lee, District 1
J. Perry Harris, District 2
Travis Scott, District 3
Roger A. Wood, District 4
John A. Dunn, At-Large
Stephen Rabil, At-Large

Councilmen Absent

Administrative Staff Present

Michael Scott, Town Manager
John Blanton, Fire Chief
Lenny Branch, Public Works Director
Ted Credle, Public Utilities Director
Paul Embler, Planning Director
Gary Johnson, Parks & Rec Director
Tim Kerigan, Human Resources/PIO
R. Keith Powell, Chief of Police
Greg Siler, Finance Director
Shannan Williams, Town Clerk

Present:

Bob Spence, Town Attorney
Bill Dreitzler, Town Engineer

Administrative Staff Absent

The invocation was given by Councilman Scott followed by the Pledge of Allegiance.

APPROVAL OF AGENDA:

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Scott, to approve the agenda with the following amendments:

- o Add Consent Agenda Item #9: Council Appointments to the Employee Benefits Committee
- o Business Item #1 will be closed session pursuant to NCGS (a) (3) & (6) to consult with the Town Attorney and to discuss a personnel matter.

Unanimously approved.

PRESENTATIONS:

1. Proclamation: Honoring Rick Childrey's Dedicated Service to the Greater Smithfield Selma Area Chamber of Commerce

Mayor Moore presented a proclamation to Rick Childrey and congratulated him on his recent retirement.

PROCLAMATION

**In Honor of Rick Childrey's Dedicated Service to the
Greater Smithfield Selma Chamber of Commerce
and the Town of Smithfield**

WHEREAS, Rick Childrey has served as the President of the Greater Smithfield Selma Area Chamber of Commerce for thirty years; and

WHEREAS, Rick Childrey retired from his position with the GSSA Chamber of Commerce on December 31, 2016; and

WHEREAS, these years of service have been marked by exemplary dedication to the best interests of the community, and he has worked constantly for the betterment of its economic, cultural and aesthetic development; and

WHEREAS, Rick Childrey used his vision to preserve history by relocating and renovating the Yelvington-Lee House for the Chamber of Commerce office where it still stands today; and

WHEREAS, during his tenure, Rick Childrey implemented many new programs including the Leadership Johnston Program and the Flame for Learning Award; and

WHEREAS, Rick Childrey has been an important resource, advocate and friend for our community; and

WHEREAS, the Town Council and staff deeply appreciate the important contributions that Rick Childrey has made to the Greater Smithfield Selma Area Chamber of Commerce and to the Town of Smithfield.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, express our deepest gratitude to Rick Childrey for his countless contributions and exemplary service to the Greater Smithfield Selma Area Chamber of Commerce and the Town of Smithfield and offer our best wishes for a long and happy retirement.

2. Proclamation: Honoring H. Lynn Corbin's 28+ years of service to the Town of Smithfield

Mayor Moore presented a proclamation to Lynn Corbin and congratulated him on his recent retirement.

PROCLAMATION In Honor of H. Lynn Corbin's 28+ Years of Service to the Town of Smithfield

WHEREAS, H. Lynn Corbin retired from the Town of Smithfield on December 31, 2016 and is being awarded this recognition as a testimonial of loyal and dedicated service for over twenty-eight years; and

WHEREAS, in 1993, H. Lynn Corbin was promoted to the position of Animal Control Officer where he remained until his retirement; and

WHEREAS, H. Lynn Corbin, with compassion and positivity, assisted countless citizens with any and all animal related issues; and

WHEREAS, his dedication and zeal in his work has won him the respect and affection of the citizens of Smithfield and of his fellow workers; and

WHEREAS, he will be missed both professionally and as a friend, and we extend our very best wishes for his continued success in his life's pursuits.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, express our sincere appreciation to H. Lynn Corbin for his distinguished service to the Town of Smithfield, and urge our citizens to join with us as we extend our sincere appreciation for his work, and wish him well in his future endeavors.

3. Recognition: Police Lieutenant Brian O'Branovich obtained the Advanced Law Enforcement Certification from the North Carolina Education and Training Standards Commission.

Chief of Police R. Keith Powell and Mayor Moore presented Police Lieutenant Brian O'Branovich with a framed Advanced Law Enforcement Certificate.

PUBLIC HEARING:

1. Rezoning request by Sue Warrick (RZ-16-04)

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to open the Public Hearing. Unanimously approved.

Planning Director Paul Embler addressed the Council on a request by Sue Warrick. The applicant was requesting to rezone approximately 19.18 acres of land from the R-20A (Residential-Agricultural) zoning district to the LI (Light Industrial) zoning district. The property considered for rezoning is located on the north side of Barbour Road approximately 1300 feet east of its intersection with US Hwy Business 70 West. The property is further identified as Johnston County Tax ID# 15079006B.

Planning Director Paul Embler has incorporated his entire record and provided it to Council in written form in the January 3, 2017 agenda packet.

The Planning Board, at its December 13, 2016 meeting, unanimously voted to recommend approval of the request to rezone approximately 19.18 acres of land from the R-20A (Residential-Agricultural) zoning district to the LI (Light Industrial) zoning district.

The Planning Department recommends approval of the request to rezone approximately 19.18 acres of land from the R-20A (Residential-Agricultural) zoning district to the LI (Light Industrial) zoning district.

Mayor Moore asked if the applicant wished to provide additional information.

Johnston County Economic Development Director Chris Johnson addressed the Council on behalf of Ms. Warrick. Mr. Johnson explained that the Johnston County Economic Development Office has had this property listed on its website for the past six months. By rezoning it now, it removes any hurdles for potential developers.

Mayor Moore asked if there were any comments/questions from those that wished to speak on this matter. There were none.

Mayor Moore asked if there were any questions from Council.

Mayor Pro-Tem Ashley questioned if the Johnston County Economic Development Office worked with the Town's Economic Development liaison or the Smithfield Economic Development Advisory Committee about the property. Mr. Johnson responded that he did not and in no way meant to insult or not include anyone.

Councilman Wood made a motion, seconded by Councilman Rabil, to close the Public Hearing. Unanimously approved.

The Written Finding of Facts

Town Council of the Town of Smithfield decided the matter of this Rezoning Application by motion and vote on each of the following eight findings of fact.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to vote in the affirmative to all of the below Finding of Facts. Unanimously approved.

- **Finding One of Eight: Agree**

The zoning petition is in compliance with all applicable plans and policies of the Town of Smithfield.

The rezoning request from the low density residential zoning district to a light industrial zoning district is consistent with the recommendations of the Future Land Use Plan which calls for industrial uses at this location. Expanding the existing light industrial zoning district to the subject property will create opportunities for future job growth in the area.

- **Finding Two of Eight: Agree**

The rezoning petition is compatible with established neighborhood patterns of the surrounding area.

The rezoning petition is compatible with established neighborhood patterns of the surrounding area. This area contains some of the most productive industrial properties located within the Town of Smithfield planning and zoning jurisdiction.

- **Finding Three of Eight: Agree**

The rezoning petition is compatible with the changing neighborhood conditions that might warrant a rezoning.

The rezoning request from the low density residential to a light industrial zoning district is consistent with historical trends suggesting that some industrial and manufacturing facilities prefer to be located in close proximity to Johnston County Airport.

- **Finding Four of Eight: Agree**

The rezoning request is in the community interest

The rezoning will allow for a wider range of commercial and light industrial uses and provide additional area for consideration of large scale manufacturing uses and developments. Any development that will occur from the rezoning will increase the tax base as an additional benefit.

- **Finding Five of Eight: Agree**

The request does not constitute “Spot Zoning”

It is unlikely an argument could be made for “spot zoning” or “small scale” since the rezoning will be expanding on an already existing light industrial zoning district.

- **Finding Six of Eight**

Present regulations deny or restrict the economic use of the property

The property is currently zoned for residential and agricultural uses. Additional manufacturing and industrial uses such as those permitted in the light industrial zoning district cannot occur unless the property is rezoned.

- **Finding Seven of Eight**

The availability of public services allows consideration of this rezoning request

In addition to public water and sewer being available to the site, the property is served with electricity by Duke Progress Energy. CenturyLink and Time Warner also serve the area with phone and cable respectively.

- **Finding Eight of Eight**

Physical characteristics of the site prohibit development under present regulations

There are no physical restraints to the area considered for rezoning such as wetlands, stream buffers, potential flood hazard areas and storm water that would outright prohibit development of the property. There is no limiting geological and hydrological formation that would prohibit development (rock outcrops, lakes, etc.).

Record of Decision: Approval of Rezoning Request (RZ-16-04)

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, based upon satisfactory compliance with the above stated eight findings and fully contingent upon full incorporation of all statements entered into the record by the applicant and applicant's representative I move to approve rezoning petition RZ-16-04. Unanimously approved.

CITIZENS' COMMENTS:

- Charles Forte of 303 Oak Street addressed the Council on a utility billing issue. In an effort to resolve the matter, Town Manager Michael Scott and Mr. Forte scheduled a meeting for the following morning.

CONSENT AGENDA:

Councilman Harris made a motion, seconded by Mayor Pro-Tem Ashley, to approve the following items as listed on the Consent Agenda:

1. Approved the following Minutes:

December 6, 2016 – Regular Meeting
December 6, 2016 – Closed Session

2. Approved Amending the 2017 Employee Holiday Schedule.

2017 Holiday Schedule

- January 2nd – New Year's Day
- January 16th – Martin Luther King, Jr. Day
- April 14th – Good Friday
- May 29th – Memorial Day
- July 4th – Independence Day
- September 4th – Labor Day
- November 10th – Veteran's Day
- November 23rd & 24th – Thanksgiving
- December 22nd – 26th – Christmas (This was amended from the State's observed holiday schedule of December 25th – 27th)

3. Approved an Annual Agreement with Robert Spence Jr., Spence and Spence, P.A. to serve as the Town's Attorney.

A copy of the agreement is on file in the Office of the Town Clerk.

4. Approved the promotion of an internal candidate from Sanitation Equipment Operator to Sanitation Crew Leader.
5. Approved the career ladder promotion of a Police Officer II to the rank of Master Police Officer.
6. Bid award to Carolina Environmental System in the amount of \$164,989.00 for the purchase of a 2018 International Trash Truck. Bids received were as follows:

- | | |
|----------------------------------|--------------|
| • Carolina Environmental Systems | \$164,989.00 |
| • Amick Equipment | \$165,176.22 |
| • White's International Trucks | \$167,198.77 |

- Carolina Freightliner of Raleigh \$169,807.22

7. Bid award to Deacon Jones in the amount of \$29,344.40 for the purchase of a 2017 Chevrolet Colorado 4WD Crew Cab to be utilized by the Public Utilities Water/Sewer Department. Bids received were as follows:

- Deacon Jones \$29,344.40
- Capital Chevrolet \$30,052.00
- Hendrick Auto \$34,182.46

8. New Hire Report

Filled Position	Department	Budget Line	Rate of Pay
Public Works Supervisor	PW – Sanitation	10-5800-0200	\$18.55/hr (\$38,584.00/yr)

Current Vacancies	Department	Budget Line
Code Enforcement Officer	Planning	10-4900-0200
Police Officer	Police	10-5100-0200
(2) Equipment Operators	PW – Sanitation	10-5800-0200
Sanitation Crew Leader	PW - Sanitation	10-5800-0200
Water Plant Operator	PU – Water Plant	30-7200-0200

9. Council Board Appointments to the Employee Benefit Committee – Councilman Stephen Rabil and Councilman Travis Scott were appointed to this committee for the 2017 and 2018 calendar years.

Unanimously approved.

BUSINESS ITEMS:

1. Closed Session Pursuant to NCGS 143-318.11 (a) (3) to consult with the Town Attorney and (a) (6) to discuss a personnel matter.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Dunn to go into closed session pursuant to NCGS 143-318.11 (a) (3) & (6). Unanimously approved at 7:34 pm.

Reconvene in Open Session:

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Scott, to reconvene in open session. Unanimously approved at 8:32 pm.

No action taken.

2. Approved the application for a USDA Rural Business Development Grant for the Wayfinding Project and approval of Resolution #596 (01-2017)

Economic Development Liaison Tim Kerigan and Downtown Smithfield Development Corporation Director Sarah Edwards addressed the Council on a request to submit an application for a USDA Rural Business Development Grant to fund the Wayfinding Project. Mr. Kerigan explained that this was a \$200,000 nonmatching grant, but with the \$50,000 already allocated to the project for gateway signs, the application would be received more favorably than others without committed non-federal funds.

Sarah Edwards explained this grant has previously funded wayfinding systems in other communities. Also, if awarded, the grant would allow the Town to proceed with the wayfinding project sooner, and would reduce the Town’s total associated cost.

Councilman Harris questioned how much of the wayfinding project the grant would fund. Mr. Kerigan responded that if the total \$200,000 was awarded it would solidify all the signage.

As a point of clarity, Town Manager Michael Scott explained that the total amount of funding would be \$250,000 with \$50,000 from Town funds already approved by the Council and the remaining \$200,000 being grant funds. The total funds would be used to complete the wayfinding system.

Mayor Pro- Tem Ashley made a motion, seconded by Councilman Rabil to approve the request and Resolution #596 (01-2017). Unanimously approved.

RESOLUTION # 596 (01-2017)

AUTHORIZING RESOLUTION BY GOVERNMENT BODY OF THE APPLICANT USDA Rural Business Development Grant

WHEREAS, the United States Department of Agriculture (USDA) Rural Development Office administers the Rural Business Development Grant (RBDG) program, which provides funding to support targeted technical assistance, training, and other activities leading to the development or expansion of small and emerging private businesses in rural areas; and

WHEREAS, the Town of Smithfield's Economic Development Plan priorities include existing business support, retail development, and marketing; and

WHEREAS, the Town of Smithfield has adopted a wayfinding plan that will support those priorities; and

WHEREAS, the Town of Smithfield needs assistance in funding its wayfinding system; and

WHEREAS, the Town of Smithfield intends to request grant assistance for the implementation of its wayfinding system from the Rural Business Development Grant.

NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD:

That Michael Scott, Town Manager, and successors so titled, is hereby authorized to execute and file an application on behalf of the Town of Smithfield with the USDA for a grant to fund the implementation of the wayfinding system.

That Michael Scott, Town manager, and successors so titled, is hereby authorized and directed to furnish such information as the USDA may request in connection with an application or with the project proposed; to make assurances as contained in the application; and to execute such other documents as may be required in connection with the application.

That the Town of Smithfield has substantially complied or will substantially comply with all federal, state, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto.

3. Approved the application to AFG SAFER Grant for Fire Department Personnel

Fire Chief John Blanton addressed the Council on a request to apply for the AFG SAFER grant. Chief Blanton explained that the process opens in February 2017 and closes in March 2017. The grant allows Fire Departments to apply for additional personnel or for the retention of personnel. The Smithfield Fire Department would like to utilize this grant opportunity to fund 3 additional firefighters to meet the NFPA and OSHA's minimum requirements. The amount of the grant, if awarded to the Town, would be \$242,396.25 for the additional personnel over a three year period. The grant program requires cost sharing from the grant recipients. The grant provides 75% funding for each of the first two years and 35% in the third year. Since this is a cost sharing grant, the Town's responsibility would be 25% in the first and second years for a total of \$65,512.50 (\$32,756.25 for each of the first 2

years). The Town would then be responsible for %65 of the third year for a total cost of \$85,166.25. These yearly costs are only if the grant awards the maximum amount of requested personnel. If after the fourth year, the Town chose to continue the employment of these personnel permanently; the financial impact would be \$131,025.00, to not including raises or increases every year thereafter.

In addition to the cost sharing amount in the first year, the Town would also be responsible for providing turnout gear and uniform's to meet the NFPA standards for each employee hired. The costs of the gear and daily uniforms would be \$3,500.00 per person for a total of \$10,500.00. This grant would not cover overtime accrued during employment as that would be the responsibility of the Town.

Mayor Pro-Tem Ashley questioned if the Town would be responsible for the turnout gear and 65% of the employee's salary and benefits. Chief Blanton explained that the Town would be responsible for the turnout gear and 25% of salary and benefits the first year. Mayor Pro-Tem Ashley further questioned if this grant was for the three firefighters that were approved in the FY 2016-2017 budget or for three additional firefighters. Chief Blanton responded that this grant would fund three new positions.

Councilman Scott asked Chief Blanton to explain the allocation of staff and how the additional personnel would benefit the citizens. Chief Blanton responded that there are 5 personnel per shift (15 Firefighter's total) which equates to a 3 firefighter engine company and a 2 firefighter ladder/rescue company per shift. In order to meet the NFPA and OSHA requirements, you must have 4 firefighters on each. Currently, the Department is meeting this requirement with mutual aid assistance only.

Mayor Moore questioned if the department met the standards with mutual aid. Chief Blanton responded that the standards are met with mutual aid, but the goal was to ultimately be able to meet the NFPA and OSHA standards without mutual aid assistance.

Mayor Pro-Tem Ashley questioned if other municipalities in the County were faced with the same issue. Chief Blanton responded that all other municipalities with the exception of Clayton were facing the same issue.

Councilman Harris questioned when the grant would be awarded. Chief Blanton responded that he anticipated the grant award would be announced in eight to ten months. Councilman Harris also questioned if Chief Blanton would be requesting additional personnel in the FY 2017-2018 budget. Chief Blanton responded that he would not be seeking additional personnel above what the grant would help fund.

Councilman Scott made a motion, seconded by Councilman Dunn, to approve the request to apply for the AFG SAFER Grant. Unanimously approved.

4. Approved the reorganization of the Planning Department

Town Manager Michael Scott addressed the Council on a request to reorganize the Planning and Zoning Department to better facilitate customer service and operational efficiency. Town Manager Scott explained that in October 2016, the Town's Code Enforcement Officer resigned. Since that time, the Planning Department has been functioning with the assistance of an Administrative Support Specialist. Town Manager Scott requested that he be authorized to hire the Administrative Support Specialist on a full time basis and hire a Part-Time Code Enforcement Officer within the mid-range of the current salary schedule for this position, authorizing this person to work up to 30 hours per week. Budget amendments would not be necessary due to the Administrative Support Specialist position being less salary than the Code Enforcement Officer position and the Part-time Code Enforcement Officer not receiving Town benefits.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil, to approve the reorganization of the Planning Department as submitted. Unanimously approved.

5. Approved the 5-Year Capital Improvement Plan Update for the Public Utilities Department

Public Utilities Director Ted Credle addressed Council on a request to update the 5 Year Capital Improvement Plan for the Public Utilities Department. Mr. Credle explained that in order to stay competitive for future grants and loans through the State's various programs, each applying governing body needs to have a current Capital Improvement Plan (CIP) that outlines the future direction of the utility. The current 5-year CIP was approved in August of 2014. This "updated version" addresses future Town needs in the areas of growth management and stability of water supply. The updated CIP also furthers the long running issues of electric voltage conversion, I&I in the sewer collection system, and the upgrade of the Town utility infrastructure. Mr. Credle further explained that by approving this plan, it does not mean that the Council is bound to completing these projects.

Councilman Scott questioned how the items on the plan were prioritized. Mr. Credle responded that the water plant expansion is in response to the County's increased demand for water and for any future growth of the Town. The water/sewer system is in response to the demand needed for water and getting the water to the customers and a sewer collection system that can carry the waste to the county's wastewater treatment facility. As for the electric system, the priorities are for redundancy and for more load to be transferred to the Brogden Road substation.

Councilman Scott asked Mr. Credle to focus on the electric asset debt and if any of that debt could be paid off early so that those savings could be passed onto the customers. Mr. Credle responded that he would research the issue and report back to the Council.

Councilman Wood made a motion, seconded by Councilman Rabil, to approve the request. Unanimously approved.

Councilman Harris asked Mr. Credle to explain the Brogden Road transformer being brought on line in December. Mr. Credle responded that the second transformer was purchased to add redundancy and stability. At the end of December, staff transferred power to the Brogden Road substation for about 30 minutes to identify any issues. The test proved to be flawless. Town Manager Michael Scott also stated that the second transformer can also assist with economic growth east of I-95 and in the Booker Dairy and Buffalo Road area.

6. Bid Award and contract approval to Professional Services Group, LLC in the amount of \$399,000 for site work and concrete for the Partnership to Build a Miracle Inclusion Park & Miracle League Baseball Field.

Parks and Recreation Director Gary Johnson and Engineer Bill Dreitzler addressed the Council on a bid award and contract approval for site work and concrete for the Inclusion Park and Miracle League baseball field. On Wednesday, December 7, 2016, staff received bids for the Sitework /Grading/Concrete phase of construction for the Inclusion Park and Miracle League Baseball Field. Bids were opened at 3:00 PM and read aloud. The following bids were submitted:

Professional Services Group, LLC	\$399,999.99
JP Edwards, Inc.	\$485,104.00

Mr. Dreitzler explained that the PSG bid was considered complete and included the Bid Form, Non-Collusive Affidavit, Authority to Execute, and acknowledgement of the 3 bid addendum. The bid package also included references. His due diligence review of the apparent low bidder, PSG, found the bid to be complete and acceptable with the exception of his concern over the undercut unit price included in the bid form. PSG submitted an undercut unit rate of \$55/CY versus a rate of \$19.50/CY submitted with the JP Edwards bid. The engineer's quantity estimate for undercut was 750 CY and this estimate was included in the bid form. However, based on a field assessment of site conditions it was his opinion that the undercut quantity for the project may exceed 2,000 CY. Mr. Dreitzler discussed his concerns with Mr. Ken Wood, PSG regarding the high unit rate for undercut and our limited project budget. PSG agreed to limit the \$55/CY rate to the first 750 CY of undercut. Any undercut quantities that exceed 750 CY will be charged either at a lower negotiated rate or on a cost-plus basis. Final language regarding the cost of undercut will be included in the contract. Based on PSG's agreement to cap the \$55/CY undercut unit rate at 750 CY, Mr. Dreitzler recommended award

of the contract to Professional Services Group, LLC. The lump sum base bid award amount is \$399,999.99. Additional project costs to be measured based on quantity include rock excavation and undercut. We do not anticipate any rock excavation.

Councilman Harris questioned if the project is within budget. Mr. Dreitzler responded that it was finally within budget.

Councilman Scott questioned who was responsible for the funding of this project. Mr. Johnson responded that part of it was funded through a PARTF grant and partial funding was from The Partnership to Build a Miracle. Mr. Scott further questioned if Mr. Dreitzler will be working with Mr. Johnson on this project. Mr. Dreitzler responded that they will be working together on the project.

Councilman Harris questioned the timeline as to when the project would begin. Mr. Dreitzler responded as soon as possible with a site meeting potentially being held at this end of the week or the following week.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil, to approve the bid award and contract to Professional Services Group, LLC in the amount of \$399,000 for site work and concrete for the Partnership to Build a Miracle Inclusion Park & Miracle League Baseball Field. Unanimously approved.

7. Bid Award to JLP Carpentry in the amount of \$14,000 for the restroom renovations at Talton Park.

Parks and Recreation Director Gary Johnson addressed the Council on a request to award the bid for renovations to the restrooms at Talton Park to JLP Carpentry in the amount of \$14,000. Mr. Johnson explained that the Council approved the expenditure in the FY 2016-2017 budget. Staff requested quotes for the renovations and they are as follows:

JLP Carpentry	\$ 14,000.00
Griswold Construction Group	\$ 16,880.00
G&G Remodeling and Additions	\$ 18,850.00

It was staff's recommendation to award the Talton Field Restroom Renovations Project to JLP Carpentry.

Councilman Scott stated that he was concerned with the hand written estimate and asked that a more formal quote be obtained.

Councilman Scott made a motion, seconded by Councilman Wood, to approve the request contingent on a more formal quote being obtained by staff. Unanimously approved.

Councilmembers Comments:

- Councilman Scott explained that he has received complaints about the property located at the corner of Hospital and Buffalo roads. This abandoned property sustained major flooding during Hurricane Matthew.

Town Manager Michael Scott asked Planning Director Paul Embler to respond to Councilman Scott's concerns. Mr. Embler explained that FEMA has funds for buys-out, elevation and relocation but these are for residential properties only. To his knowledge, there are no funds allocated for commercial property other than possible grant funding. Mr. Embler further explained that the owners are located in Hickory and he will attempt to reach them to discuss the issues with the property. Town Manager Michael Scott stated that it was possible that the Town could pursue condemnation of the property. Councilman Harris suggested that something more formal from the Town Attorney be sent to the property owners.

Town Manager's Report:

Town Manager Michael Scott gave a brief update to the Council on the following items:

- Venture Drive Project – The project has been sent out for bid and it should be submitted to the Council for consideration at the February regular meeting.
- Martin Luther King, Jr. Parade – The Martin Luther King, Jr. Parade will be held on Friday, January 13th at 6:00 pm. Town Hall will be open and refreshments will be served.
- **Department Reports**
 - A highlight of each department's monthly activities was given to the Council.

Adjourn

There being no further business, Mayor Pro-Tem Ashley made a motion, seconded by Councilman Harris, to adjourn the meeting. Unanimously approved.

The meeting adjourned at 9:27 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Williams, Town Clerk