

# CITY COUNCIL AGENDA APRIL 24, 2017



PNC PRESENTS



FREE  
OUTDOOR  
CONCERTS!

ROCKY MOUNT'S  
**DOWNTOWN**  
Live!  
summer music series

SCHEDULE			
May 11	The Wallers	August 3	Liquid Pleasure
May 25	East Coast Rhythm & Blues Band	August 17	Jim Quick & Coastline
June 8	Throwback Thursday- Love Tribe	August 31	Steve Owen & Summertime
June 22	Spare Change	September 14	The Embers featuring Craig Woolard
July 6	The Tams	September 28	The Band of Oz
July 20	The Main Event Band		

DOORS OPEN AT 5:00 PM    FOOD & BEVERAGES AVAILABLE ON SITE  
MUSIC STARTS AT 6:00 PM    NO COOLERS ALLOWED

THURSDAYS  
on the lawn at the  
**IMPERIAL  
CENTRE**  
FOR THE ARTS & SCIENCES  
270 GAY STREET  
DOWNTOWN  
ROCKY MOUNT  
252.972.1266  
WWW.IMPERIALCENTRE.ORG



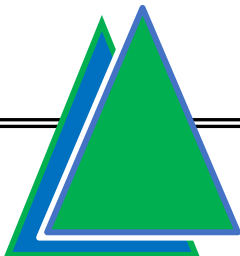
## ROCKY MOUNT CITY COUNCIL VISION STATEMENT

*Rocky Mount is a City composed of people  
of diverse backgrounds, heritages, and interests  
with a shared sense of values, stewardship and community.*

*It is a City where all citizens have the opportunity  
to realize their full potential  
through individual initiative and community support.*

*Its citizens enjoy and value the benefits  
of efficient, cost-effective and responsive public services,  
a strong and diversified economy,  
and superior cultural and educational resources.*

*Rocky Mount recognizes and appreciates its history  
while responding to the challenges and opportunities  
of regional and global change in a proactive and realistic manner.*





# W E L C O M E !

We are pleased you are attending a Rocky Mount City Council meeting. You are now participating in the process of representative government. We appreciate your interest and hope you and your fellow citizens will attend often. Democracy cannot endure without an informed electorate.

Rocky Mount has the Council-Manager form of local government. Policy is set by the Mayor and Council, who are elected by the people. The policy is implemented by the City Manager, who is appointed by the Council. The Council decides what is to be done. The City Manager, operating through the entire City staff, does it. This separation of policy-making and policy administration is considered the most economical and efficient form of City government.

## COUNCIL MEETINGS

The City Council meets in regular session twice each month in the George W. Dudley City Council Chamber of the Frederick E. Turnage Municipal Building. These meetings are open to the public and are held on the following schedule:

**2nd Monday - 7:00 p.m.**

**4th Monday - 4:00 p.m.**

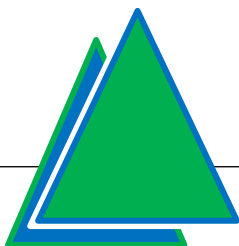
At these meetings, the City's business is conducted and ordinances and resolutions, the laws of Rocky Mount, are enacted. Ordinances take effect upon their adoption when approved by a majority of the Council. All ordinances must be in writing. They are introduced at one meeting and adopted at a subsequent meeting. The Council may, however, by an affirmative vote of five (5) members, adopt an ordinance at the same meeting it is introduced. The Council frequently uses this procedure.

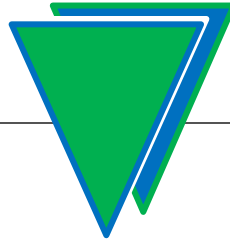
Councilmembers receive the agenda for a Council meeting, together with detailed background material, on the Thursday prior to each regular meeting. This gives them the opportunity to study each item on the agenda prior to the meeting and consult with the City Manager or City staff members. If no additional pertinent facts are presented at the meeting, items are often acted upon without further discussion, particularly in routine matters. This procedure helps Council meetings to move more expeditiously.

## INFORMAL WORK SESSIONS OR COMMITTEE MEETINGS

The Council generally conducts a work session or COMMITTEE OF THE WHOLE meeting at 5:00 p.m. prior to the first regular monthly meeting. The COMMITTEE OF THE WHOLE is the entire City Council meeting as a committee to discuss matters requiring more in-depth explanation, study or discussion. The Committee frequently makes recommendations to the City Council, however, no recommendations made by the COMMITTEE OF THE WHOLE are final until accepted by the Council in a regular meeting.

*These meetings are open to the public.*





## HOW A CITIZEN CAN BE HEARD

Citizens may appear before the Council to be heard on any subject related to City government, or any individual matter which may involve City government. A provision is made on each City Council agenda for **PETITIONS TO BE RECEIVED FROM THE PUBLIC**. At this time, citizens are encouraged to bring to the Council's attention matters that are not otherwise specifically listed on the agenda. If the matter you are interested in is specifically listed on the agenda, you are asked to address that issue when it is being considered. If you desire to be heard, you are asked to advise the Mayor in which item you are interested at the time it appears on the agenda. You will be requested to use the speakers stand, give your name and address and identify any group which you represent. Citizens addressing the Council on any matter shall not abuse their privilege and shall confine themselves to the question under debate, and avoid all personal or indecorous language. The City Clerk prepares the minutes of the meetings. After approval by the Council, these become the official record of the proceedings. The entire meeting is tape recorded for accuracy in preparing the minutes.

## PUBLIC HEARINGS

Prior to the enactment of some ordinances or resolutions, the law requires that the City Council conduct a public hearing in order that the public may have an opportunity to be heard. The most common of these are zoning ordinance changes, the ordering of public improvements and determination of assessments. Most public hearings are conducted in the general course of a regular meeting and are usually scheduled for the evening meeting of the City Council on the second Monday of each month to afford more citizens an opportunity to attend.

### MAYOR

DAVID W. COMBS

### CITY COUNCIL

W. B. BULLOCK, MAYOR PRO TEM  
(Ward 6)

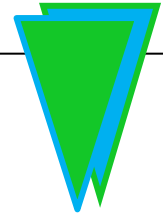
ANDRÉ D. KNIGHT (Ward 1)  
REUBEN C. BLACKWELL, IV (Ward 2)  
LAMONT WIGGINS (Ward 3)

LOIS WATKINS (Ward 4)  
TOM ROGERS (Ward 5)  
CHRIS MILLER (Ward 7)

### CITY STAFF

STEPHEN W. RAPER, *Interim City Manager*  
PAMELA O. CASEY, *City Clerk*  
TASHA LOGAN FORD, *Assistant City Manager*  
THOMAS MOTON, JR., *Assistant City Manager*  
TAMEKA KENAN-NORMAN, *Public Affairs Manager*  
RICHARD J. ROSE, *City Attorney*





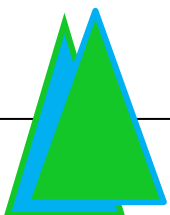
**AGENDA FOR A REGULAR SCHEDULED MEETING OF THE CITY COUNCIL OF THE CITY OF ROCKY MOUNT TO BE HELD MONDAY, APRIL 24, 2017 AT 4:00 P.M. IN THE GEORGE W. DUDLEY CITY COUNCIL CHAMBER OF THE FREDERICK E. TURNAGE MUNICIPAL BUILDING.**

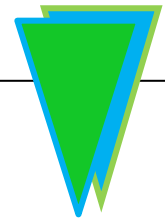
1. Meeting Called to Order by the Mayor.
2. Prayer.
3. Roll Call by the City Clerk.
4. Approval of the Minutes of a Regular Meeting of the City Council Held April 10, 2017 and Special Called Committee of the Whole Meetings Held on April 5 and 18, 2017.
5. Presentation and Recognition:
  - Presentation of Certificate of Achievement and Plaque to Amy Staton, Director of Finance, and the City's Department of Finance for Receipt of Award from The Government Finance Officers Association for Excellence in Financial Reporting (CAFR - 23<sup>rd</sup> consecutive year).
6. Petitions to be Received from the Public.

*Note: Citizens shall state their name and address for public record and limit presentations to three (3) minutes. Time will be monitored*
7. Consideration of the Following Requests for Temporary Street Closings:
  1. From Nellene Deloatch-Richardson of Resurrected Ministries to Close the 400 Block of Madison Street from 11:00 a.m. to 3:00 p.m. on Saturday, May 6, 2017 for a Community Day; and
  2. From Clinton and Barbara Richardson to Close the 1000 Block of Luper Street from 12:00 p.m. to 4:00 p.m. on Sunday, May 28, 2017 for a Family and Friends Cookout.

Recommended Action: Approve Temporary Street Closings.

8. Consideration of Temporary Easement to Piedmont Natural Gas Company, Inc. for a 130-Square Foot Parcel of City-Owned Property (Parcel ID # 3875-00-65-2070) Relative to Replacement of an Existing Pipeline owned by Piedmont Natural Gas Company (compensation \$1,500; easement will expire when construction complete).





Recommended Action: Approve Easement and Authorize the Mayor and the City Clerk to Execute the Same and Any Other Required Documentation on Behalf of the City.

*\*Consideration Deferred until April 10, 2017 City Council Meeting*

9. Consideration of Scheduling City Council Budget Review Sessions and Public Hearing on the Budget as Follows:

Monday, May 22 – immediately following Council Meeting (Committee Room)

Wednesday, May 24 – 4 p.m. (Committee Room)

Tuesday, May 30 – 4 p.m. (if necessary) (Committee Room)

Wednesday, May 31 – 4 p.m. (if necessary) (Committee Room)

Monday, June 12 – public hearing – 7 p.m. (Council Chamber)

Monday, June 26 – budget adoption – 4 p.m. (Council Chamber)

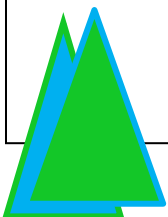
Recommended Action: Schedule Budget Review Sessions and Public Hearing as Recommended.

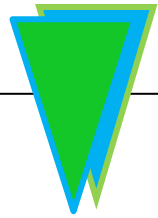
10. Consideration of New Market Tax Credit (NMTC) Financing Documents Relative to Additional Funding for the Downtown Community Facility (DCF) (*SEE APPENDIX FOR DOCUMENTS*):

- a. Resolution Approving New Markets Tax Credit Transaction to Provide Financing for a Portion of the Cost of the Rocky Mount Downtown Community Facility, Including a Wellness Clinic Therein and Authorizing the Execution and Delivery of Related Instruments and Determining Other Matters in Connection Therewith;
- b. Bylaws of Rocky Mount Public Facilities Corporation;
- c. Memorandum of Understanding;
- d. Ground Lease – Rocky Mount Downtown Community Facility;
- e. Operating Lease Agreement;
- f. Promissory Note;
- g. Loan Agreement;
- h. Security and Pledge Agreement; and
- i. Development and Contribution Agreement.

Recommended Action: 1) Adopt Resolution;  
2) Approve Documents; and  
3) Authorize Execution of Any Relevant Documents on Behalf of the City.

11. Consideration of Change Order No. 1 on Contract No. C-2016-31 with Barnhill/Holt Brothers Construction Ventures, LLC Relative to the Downtown Community Facility (provides for OIC Clinic addition and other miscellaneous scope adjustments; moves funding for acquisition of furniture, fixtures and equipment (FF&E) movables and testing outside of the Barnhill/Holt guaranteed maximum price (GMP) design-build contract; decreases Barnhill/Holt contract by \$2,697,551 and reallocates funds for City service providers and vendors).



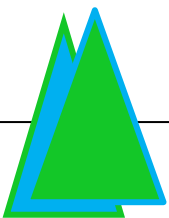


Recommended Action: Approve Change Order and Authorize the Mayor and City Clerk to Execute the Same on Behalf of the City.

12. Consideration of Re-Bids:

- a. Ballocity Equipment – award to International Play Company @ total cost of \$270,446;
- b. Clip & Climb Equipment – award to Walltopia Adventure @ total cost of \$237,016; and
- c. Ropes Course Equipment – award to Ropes Courses Incorporated @ total cost of \$174,516.37.

Recommended Action: 1) Award Bids as Recommended; and  
2) Authorize the Mayor and City Clerk to Execute the Bid Contracts on Behalf of the City





April 10, 2017

The City Council of the City of Rocky Mount met this day in regular session at 7:00 p.m. in the George W. Dudley City Council Chamber of the Frederick E. Turnage Municipal Building with Mayor David W. Combs presiding.

Councilmembers present: André D. Knight, Reuben C. Blackwell, IV, Lamont Wiggins, E. Lois Watkins, Tom Rogers, W. B. Bullock and Christine Carroll Miller.

Staff Present: Stephen W. Raper, Interim City Manager; Pamela O. Casey, City Clerk; Tasha Logan Ford and Thomas M. Moton, Jr., Assistant City Managers; Tameka Kenan-Norman, Public Affairs Manager; Ken Graves, Director of Planning and Development; Nicki Gurganus, Accounting Manager; Archie Jones, Director of Human Relations; Todd Gardner, Transit System Manager; and Richard J. Rose, City Attorney.

Security Officer: Police Sergeant William Mayfield.

Mayor Combs opened the meeting and prayer was offered by Councilmember W. B. Bullock.

#### WELCOME

The Mayor welcomed citizens and directed them to copies of the agenda near the entrance of the City Council Chamber.

He welcomed former City Manager and Interim City Manager, Stephen W. Raper and thanked him for serving the City in the interim position following the retirement of City Manager, Charles W. Penny.

#### APPROVAL OF MINUTES

The minutes of a regularly scheduled meeting of the City Council held March 27, 2017 were approved as submitted to the City Council prior to the meeting.

#### PETITIONS FROM THE PUBLIC

Mayor Combs opened the meeting for petitions from the public.

**Bronson Williams** of 611 Hargrove Street welcomed former City Manager and Interim City Manager Stephen W. Raper back to the City team. He expressed appreciation to Police Chief James Moore for expeditiously rectifying a recent problem.

#### FAIR HOUSING MONTH

The Mayor read a Proclamation proclaiming the month of April 2017 as Fair Housing Month in the City of Rocky Mount. The Mayor presented the Proclamation to Human Relations Director Archie Jones and Human Relations Commission member, Ralph E. "Steve" Stephenson. Mr. Stephenson noted that he is also the chairman of the State Human Relations Commission. The Mayor and Interim City Manager joined Mr. Jones and Mr. Stephenson for a photograph.

#### COMMUNITY DEVELOPMENT WEEK (ADDED TO AGENDA IN OPEN MEETING)

The Mayor presented a Proclamation proclaiming the week of April 17-22, 2017 as Community Development Week in the City of Rocky Mount to Planning Director Ken Graves and joined him for a photograph.



CONSENT AGENDA**A. PROJECT ORDINANCE AMENDMENTS: (recommended for adoption)**

1. Ordinance No. O-2017-34 entitled GRANT PROJECT AMENDMENT/FY 2017 RURAL TRANSIT OPERATING PROJECT; and
2. Ordinance No. O-2017-35 entitled GRANT PROJECT AMENDMENT/FY 2017 RURAL TRANSIT CAPITAL PROJECT.

**B. TEMPORARY STREET CLOSING (recommended for approval):**

- Request by Pastor Mack E. Battle, on behalf of East End Baptist Church, for permission to close the 900 block of East Highland Avenue (from the corner of Coleman to the corner of Magnolia) from 2:00 p.m. until 6:00 p.m. on Saturday, April 15, 2017 for the church's Easter Community Celebration.

**C. AD VALOREM TAX RELEASES**

**SCHEDULE A - acknowledge receipt of report of the following taxes under \$100 approved for release and/or refund by the City Manager:**

<u>YEAR</u>	<u>BILL NO.</u>	<u>NAME/ADDRESS</u>	<u>TAX</u>		<u>COMMENT</u>
<u>NASH COUNTY</u>					
2011	574	ADVANTAGE TAX INC	45.70	CITY	BILLED IN ERROR
		ATTN DEBRA STATON	4.57	PEN	ADMINISTRATIVE
		1589 SKEET CLUB RD STE 102	24.38	INT	DISSOLUTION 8/25/10
		HIGH POINT, NC 27265-8818			
		<b>TOTAL RELEASE:</b>	<b>74.65</b>		
2012	597	ADVANTAGE TAX INC	44.47	CITY	BILLED IN ERROR
		ATTN DEBRA STATON	17.57	INT	ADMINISTRATIVE
		1589 SKEET CLUB RD STE 102			DISSOLUTION 8/25/10
		HIGH POINT, NC 27265-8818			
		<b>TOTAL RELEASE:</b>	<b>62.04</b>		
2013	596	ADVANTAGE TAX INC	43.55	CITY	BILLED IN ERROR
		ATTN DEBRA STATON	13.28	INT	ADMINISTRATIVE
		1589 SKEET CLUB RD STE 102			DISSOLUTION 8/25/10
		HIGH POINT, NC 27265-8818			
		<b>TOTAL RELEASE:</b>	<b>56.83</b>		
2014	731	ADVANTAGE TAX INC	41.90	CITY	BILLED IN ERROR
		ATTN DEBRA STATON			ADMINISTRATIVE
		1589 SKEET CLUB RD STE 102			DISSOLUTION 8/25/10
		HIGH POINT, NC 27265-8818			
		<b>TOTAL RELEASE:</b>	<b>41.90</b>		
2015	652	ADVANTAGE TAX INC	42.83	CITY	BILLED IN ERROR
		ATTN DEBRA STATON	4.28	PEN	ADMINISTRATIVE
		1589 SKEET CLUB RD STE 102	5.89	INT	DISSOLUTION 8/25/10
		HIGH POINT, NC 27265-8818			
		<b>TOTAL RELEASE:</b>	<b>53.00</b>		
2015	1000321	KEA ERIC LAFONZA	77.68	CITY	BILLED IN ERROR
		101 BUNCH CIR	7.77	PEN	
		ROCKY MOUNT, NC 27804	10.04	INT	
		<b>TOTAL RELEASE:</b>	<b>95.49</b>		

**SCHEDULE B - approve release and/or refund of the following taxes over \$100:**

<u>YEAR</u>	<u>BILL NO.</u>	<u>NAME/ADDRESS</u>	<u>TAX</u>		<u>COMMENT</u>
<u>NASH COUNTY</u>					
2015	1000320	KEA ERIC LAFONZA	91.35	CITY	BILLED IN ERROR
		101 BUNCH CIR	18.27	PEN	
		ROCKY MOUNT, NC 27804	12.88	INT	
		<b>TOTAL RELEASE:</b>	<b>122.50</b>		
2016	1000361	PINE STATE ICEHOUSES LLC	413.48	CITY	BILLED IN ERROR
		ATTN TERRY LOWERY	206.74	PEN	DUPLICATE BILL
		503 KEMPTON DR	12.59	INT	
		GREENVILLE, NC 27834			
		<b>TOTAL RELEASE:</b>	<b>632.81</b>		
2016	1000360	PINE STATE ICEHOUSES LLC	451.35	CITY	BILLED IN ERROR
		ATTN TERRY LOWERY	270.81	PEN	DUPLICATE BILL
		503 KEMPTON DR	14.67	INT	
		GREENVILLE, NC 27834			
		<b>TOTAL RELEASE:</b>	<b>736.83</b>		

Motion was made by Councilmember Rogers, seconded by Councilmember Wiggins and unanimously carried that the recommendations relative to the Consent Agenda items be approved inclusive of approval of the street closing, tax releases and adoption of the Ordinances contained therein.

**PLANNING BOARD RECOMMENDATIONS**

The City Council received the minutes and recommendations from a Planning Board meeting held March 14, 2017. The minutes are on file in the office of the City Clerk. The following action was taken upon the recommendations of the Planning Board.

**REZONING REQUEST/PUBLIC HEARING**

Mayor David W. Combs called on Planning Director Ken Graves to give an overview of the following rezoning request recommended for approval and found in compliance with the Comprehensive Plan by the Planning Board:

- request by Robert Pridgen to rezone +/-12.96 acres at 1750 Meadowbrook Road from A-1 to R-6MFA

Mr. Graves reported that the property is heir property and the petitioner desires to increase the density to make the property more marketable.

Mayor Combs opened the public hearing and no one from the public appeared relative to the rezoning request. The Mayor declared the public hearing closed.

Motion was made by Councilmember Bullock, seconded by Councilmember Knight and unanimously carried that Ordinance No. O-2017-36 entitled ORDINANCE AMENDING THE LAND DEVELOPMENT CODE AND MAP OF THE CITY OF ROCKY MOUNT be adopted.

**REZONING REQUEST/1545 SOUTH CHURCH STREET**

The Mayor announced that on January 11, 2017 a public hearing was held with regard to the following rezoning request recommended for approval and found in compliance with the Comprehensive Plan by the

Planning Board on December 13, 2016 and the matter was referred back to the Planning Board and thereafter re-recommended for approval and found in compliance with the Comprehensive Plan February 14, 2017:

- request by Ibrahim Hasan Odeh to rezone ±0.34 acres at 1545 South Church Street from I-2 to B-5

He added that an additional public hearing was held on March 13, 2017 and action deferred until tonight's meeting. The Mayor stated the Human Relations Department was tasked to have conversations with businesses and the community on what is taking place in businesses owned by members of the Middle Eastern community inside African American communities and report to Council.

Human Relations Director Archie Jones reported that efforts have been made to resolve community concerns, however, there are still a number of unresolved concerns and fears. He told the City Council that another meeting is scheduled with the community.

Motion was made by Councilmember Wiggins, seconded by Councilmember Rogers unanimously carried that this matter be deferred until the May 8, 2017 meeting of the City Council.

**CONDITIONAL USE REZONING REQUEST/725 SOUTH CHURCH STREET**

Consideration of the following conditional use rezoning request recommended for approval and found in compliance with the Comprehensive Plan by the Planning Board was deferred on March 13, 2017 until the April 10, 2017 meeting, following a public hearing:

- request by Hassan Shehadeh to rezone ±0.37 acres at 725 South Church Street from I-2 to B-5CU

The City Council was advised that Human Relations' staff has met with the owner and potential operator and the petitioner has agreed that the following allowable operations permitted under the B-5 zoning be removed from the request and be prohibited:

- Alcoholic beverages, packaged, retail store, including ABC store;
- Adult establishment
- Boardinghouse operation
- Flea market (indoor or outdoor)
- Nightclub, bar & tavern
- Salvage operation or junk yard

Human Relations Director Archie Jones told the City Council that at the South Rocky Mount Community Neighborhood Association on April 3, 2017 residents agreed that the 725 S. Church Street re-zoning would serve the community in a positive manner and voiced no objections to the re-zoning. It was noted that should the operation goes as expected, the petitioner does intend to apply for alcohol sales at a future date.

Motion was made by Councilmember Wiggins, seconded by Councilmember Watkins and unanimously carried that the requested rezoning from I-2 to B-5CU be approved, with the amended conditional uses, and that **Ordinance No. O-2017-37** entitled **ORDINANCE AMENDING THE LAND DEVELOPMENT CODE AND MAP OF THE CITY OF ROCKY MOUNT** and **Resolution No. R-2017-12** entitled **RESOLUTION AUTHORIZING CONDITIONAL USE PERMIT FOR HASSAN SHEHADEH** be adopted, as amended.

COMMITTEE OF THE WHOLE MINUTES

The City Council received the minutes from a Special Called Committee of the Whole meeting held March 27, 2017. The minutes are as follows:

**MINUTES OF A SPECIAL CALLED MEETING OF THE COMMITTEE OF THE WHOLE HELD MONDAY, MARCH 27, 2017 AT 2:00 P.M. IN THE COMMITTEE ROOM OF THE FREDERICK E. TURNAGE MUNICIPAL BUILDING:**

**MEMBERS PRESENT:**

W. B. Bullock, Mayor Pro Tem  
 Andre D. Knight  
 Reuben C. Blackwell, IV\*  
 Lamont Wiggins\*  
 Lois Watkins  
 Tom Rogers  
 Chris Miller  
 David W. Combs, Mayor

**STAFF PRESENT:**

Charles W. Penny  
 Pamela O. Casey  
 Tasha Logan Ford  
 Thomas Moton, Jr.  
 Tameka Kenan-Norman  
 Brad Kerr\*\*  
 Amy Staton  
 Nicki Gurganus\*\*  
 Ken Graves\*\*  
 Rich Worsinger\*\*  
 Rusty Owens\*\*  
 Richard J. Rose

**OTHERS PRESENT:**

R. L. Willoughby, Power Services\*\*  
 Kiel Blanton, Power Services\*\*  
 Mary Nash Rusher, Hunton & Williams, LLP\*

\*\*Present in Open Session only

**OPENING OF MEETING**

Mayor Pro Tem W.B. Bullock called the meeting to order at 2:10 p.m. He thanked all for their presence and stated Committee of the Whole meetings are designed as working meetings for the City Council, thereby the agenda does not include an opportunity for citizen petitions or questions. He requested that any questions be held until after the meeting.

**WHOLESALE ELECTRIC RATE PRESENTATION - Rich Worsinger**

The Mayor Pro Tem called on City Manager Charles W. Penny to introduce the agenda items. Mr. Penny told the City Council that today they will hear good news relative to a wholesale electric rate adjustment. He invited Energy Resources Director, Rich Worsinger, to share details of the rate adjustment.

Mr. Worsinger told the Council that it was important that Mr. Penny be at today's presentation to share in this good news at the end of his tenure. He introduced R. L. Willoughby and Kiel Blanton with Power Services and Energy Resources Operations Manager, Rusty Owens. Mr. Worsinger introduced R. L. Willoughby of Power Services to assist in bringing a report.

Mr. Willoughby and Mr. Worsinger presented a PowerPoint presentation outlining the following main points:

- 2017 POWER COSTS PROJECTION UPDATE:
  - Review of the 2015 Wholesale Power Cost Decrease
    - o July 2015 - NCEMPA: finalized sale of Generation Assets
    - o September 2015 - Rocky Mount: realized a 14% retail rate reduction
    - o January 2017 - Duke: projects reduced costs due to market price of natural gas; NCEMPA: members voted to reduce wholesale power costs; Rocky Mount: realized wholesale power cost decrease (4.4%)
    - o 2017 NCEMPA Wholesale Power Cost Decrease
  - The following graphs were provided and explained:
    - o NCEMPA 2015 vs. 2017 projected wholesale power costs (debt will be paid in 2026)

- o NCEMPA 2017 projected wholesale power cost components
  - o Rocky Mount Retail Changes (2015 vs. 2017) based on NCEMPA wholesale projections (had expected 3% increase in 2017 and every year into the foreseeable future)
- Proposed City of Rocky Mount Retail Rate Changes
  - o Today proposing a 5% decrease as of July 2017 and do not foresee a retail rate increase until July 2029 (12 years) based on projections by Duke and the Power Agency (subject to change); still have some numbers to crunch
  - o Outline of Rocky Mount Retail Rate provided showing changes (proposal for passing along savings to customers):
    - Residential Energy:
      - ❖ Energy / -3%
    - Small General Service (small business):
      - ❖ Energy - 1<sup>st</sup> 750 / -7%
      - ❖ Energy - next 1250 / -7%
      - ❖ Energy - ≥2000 / -7%
    - Medium General Service (larger commercial operations, chain restaurants, big box stores):
      - ❖ 1-ph facilities charge / +52%
      - ❖ 3-ph facilities charge / +32%
      - ❖ Energy / -9%
    - General Seasonal Service (farmers):
      - ❖ No meaningful impact; analysis not complete
    - Large General Service (currently 16 customers; significant reductions):
      - ❖ Energy / -12%
      - ❖ Demand / -3%
    - Industrial (currently 9 customers); decrease will make the City more competitive and attractive to potential new businesses; incents operation of generators):
      - ❖ Facilities charge / +61%
      - ❖ Energy / -16%
      - ❖ Demand - utility peak / +12%
      - ❖ Demand - excess city / -15%
      - ❖ Demand - additional / -3%
    - Electric System Impact Fee:
      - ❖ Energy Change / +19%
- Proposed Load Management Switch Program Changes
  - o Residential Load Management Switch Program
    - Wholesale Power Cost: based on monthly energy and demand
      - ❖ Energy: # kWh City buys each month
      - ❖ Demand: maximum City uses during peak hours each month
    - Reduced Peak - reduced wholesale power cost
    - Share savings with customers who reduce their demand during the peak (3 ways):
      1. Water heater: current credit - \$2/month
        - Cycled off during load management periods
        - Water in tank remains hot and available for use
        - Customers will not notice
      2. Air conditioner: current credit - \$20/month, 3 cooling season months
        - Compressor turned off during load management period;
        - Fan continues to circulate cool air
        - Customers may notice
      3. Heat Strip: current credit - \$15/month, 3 heating season months
        - Heat strips controlled during winter load management periods
        - Compressors continue to provide heat

- Customers will not notice

Mayor Combs stated that he sometimes receives questions relative to using solar power and asked why that does not work well in Rocky Mount. Mr. Worsinger responded that the City buys its power from the Power Agency and, therefore, does not offer the financial incentives that Duke offers, though it does offer some programs.

Mr. Worsinger provided the Council with proposed management credits as follows:

<u>Load Management</u>	<u>Credits (annual)</u>		<u>Change</u>
	<u>Current</u>	<u>Proposed</u>	
Water heater control	-\$24.00	-\$90.00	275%
Air conditioner control	-\$60.00	-\$60.00	0%
Heat strip control	-\$45.00	-\$75.00	67%
<b>TOTAL</b>	<b>-\$129.00</b>	<b>-\$225.00</b>	<b>74%</b>

He explained the savings using load management switches is approximately 2 months electric usage for customers using 200 kWh hours and provided a sample of a monthly residential bill based on a typical residential customer with monthly usage of 1,000 kWh. The Council was advised that the City will work to promote use of load management switches.

Mr. Worsinger expressed his delight in receiving this unexpected great news of a wholesale electric rate decrease.

The City Manager shared his enthusiasm and stated that for many years Rocky Mount has dealt with high utility costs and the gap with Duke Energy has now closed. He stated the City will be sharing this good news with the public.

(Mr. Worsinger and PowerServices representatives left the meeting).

A printed copy of the PowerPoint presentation is on file in the office of the City Clerk.

**COMMITTEE RECOMMENDATION. Report only. No action.**

**DOWNTOWN COMMUNITY FACILITY - SITE PLAN PRESENTATION - Tasha Logan Ford and Brad Kerr**

City Manager Charles W. Penny called on Assistant City Manager Tasha Logan Ford for a site plan presentation of the DCF.

Brad Kerr, Director of Engineering, provided and explained a map of the site showing the footprint of the building and parking (permanent and during construction - 307 permanent spaces/5,000 spaces within 1500 feet). He indicated there will be a charge for parking. Mrs. Ford discussed the timing of construction including demolition, the groundbreaking, asbestos abatement (Pemberton, Stokes and Hunter Odom properties) and the building process.

She added that a meeting is planned for Tuesday, March 28, with residents and business tenants in the Douglas Block at the Booker T Theater and that conversations with St. James AME Zion Church relative to parking are ongoing.

\*Councilmember Wiggins arrived.

\*Mary Nash Rusher arrived.

Council was advised additional satellite parking will be available. Mrs. Ford noted that the site plan will be placed on the City's website to be publicly available and shared with Council via OneDrive.

\*Councilmember Blackwell arrived.

The City Manager shared that staff in the process of working on the budget and reviews should conclude this week. He said consideration

will need to be given to the tax rate (currently 60.5¢) due to the recent tax revaluations. He said in order to bring a revenue neutral budget an increase to 64¢ will be required. He reminded the Council that a 2¢ increase was previously recommended relative to the DCF, making the recommended tax rate 66¢. He added that he is not recommending the additional 2¢ increase attributable to the DCF at this time and is hopeful the City will experience growth and the additional increase will not be necessary. He added that a 1¢ increase prior to the revaluation equated to \$380,000, but now would be \$360,000.

Mayor Combs stated that people do not understand that tax rate and market rate have nothing to do with each other.

**COMMITTEE RECOMMENDATION. Report only. No action.**

**CLOSED SESSION.** The City Manager requested a Closed Session for matters involving economic development and attorney-client privilege.

**COMMITTEE RECOMMENDATION. Motion was made by Councilmember Miller, seconded by Councilmember Wiggins and unanimously carried that the City Council go into Closed Session at 3:18 p.m. to discuss matters involving economic development and attorney-client privilege.**

The minutes of the Closed Session shall be placed on file as **ESM-464** at the end of Minute Book 33 upon approval for release by the City Attorney.

\*\*\*\*\*

**REGULAR SESSION/RECESS.** The Mayor Pro Tem convened the Committee in regular session at 4:00 p.m. and recessed the meeting for the regular scheduled City Council meeting, with the COW to reconvene immediately thereafter.

**COMMITTEE OF THE WHOLE RECONVENED.** The Mayor Pro Tem reconvened the Committee of the Whole in regular session at 4:30 p.m.

**COMMITTEE RECOMMENDATION. By consensus, the Council returned to closed session at 4:39 p.m.**

\*\*\*\*\*

#### **REGULAR SESSION/ADJOURNMENT**

The Mayor Pro Tem convened the Committee in regular session at 5:15 p.m. and there being no further business for the Committee of the Whole adjourned the meeting.

Motion was made by Councilmember Miller, seconded by Councilmember Knight and unanimously carried that the minutes from the Committee of the Whole be approved.

#### **TAXICAB LICENSE/ADDITIONAL APPLICATION**

The City Council received a recommendation from the Chief of Police for the issuance of one (1) additional taxi cab right to Otis T. Battle, Jr.

Motion was made by Councilmember Knight, seconded by Councilmember Wiggins and unanimously carried that an additional taxi permit be approved for issuance to Otis T. Baker, Jr. as recommended by the Chief of Police.



**DEMOLITION ORDINANCE**

The City Council received an ordinance ordering the Community Code Inspector to proceed with demolition of the following substandard property:

- 511 S. Washington Street

Motion was made by Councilmember Wiggins, seconded by Councilmember Blackwell and unanimously carried that **Ordinance No. O-2017-38** entitled **ORDINANCE ORDERING THE COMMUNITY CODE INSPECTOR TO PROCEED TO DEMOLISH CERTAIN DILAPIDATED STRUCTURES PURSUANT TO THE HOUSING CODE OF THE CITY OF ROCKY MOUNT** be adopted.

**ASSESSMENTS/HOUSING CODE ENFORCEMENT**

The City Council received the preliminary assessment roll prepared to recover costs incurred by the City in connection with Housing Code Enforcement on the following properties:

- a. 1401 Branch Street
- b. 2601 S. Church Street
- c. 721 E. Grand Avenue
- d. 409 Madison Street
- e. 723 Pender Street
- f. 257 Rose Street
- g. 731 Sunset Avenue
- h. 920 Sunset Avenue

Motion was made by Councilmember Blackwell, seconded by Councilmember Wiggins and unanimously carried that receipt of the preliminary assessment roll be acknowledged; that **Resolution No. R-2017-13** entitled **RESOLUTION OF DETERMINATION OF COST OF REPAIR/DEMOLITION OF SUBSTANDARD HOUSING AND STRUCTURES** and **Resolution No. R-2017-14** entitled **RESOLUTION OF PRELIMINARY ASSESSMENT ROLL** be adopted; and that a public hearing on the assessments be scheduled for May 8, 2017.

**ENGINEERING SERVICES TASK ORDER/HIGH SERVICE PUMP NO. 2 REPLACEMENT**

The City Council was provided with Task Order No. 3 on a contract with L. E. Wooten & Company d/b/a The Wooten Company for engineering services to add replacement of high service pump No. 2 at the Sunset Avenue Water Treatment Plant at a cost of \$68,000.

Motion was made by Councilmember Wiggins, seconded by Councilmember Knight and unanimously carried that Task Order No. 3 with L. E. Wooten & Company d/b/a The Wooten Company be approved and that the Mayor be authorized to execute the Task Order on behalf of the City. Task Order No. 3 will be filed with the original contract (C-2015-15) in the office of the City Clerk.

**CONVEYANCE OF CITY-OWNED PROPERTY/PUBLIC PURPOSE**

Assistant City Manager Tasha Logan Ford informed the City Council that the WODA Groups, Inc. needs additional acreage to aid in the design and development of the proposed eighty (80) units to be constructed for Ravenwood Crossing. She reported that the additional lots will provide for stormwater management and will not be developed for any future construction. The Council was provided with an agreement with the WODA Group relative to the transfer of Lots 6 and 7 located off Ravenwood

Drive to Preservation Rocky Mount and a resolution authorizing the conveyance of City owned real estate for the support of an affordable housing project. Ms. Ford recommended conveyance to Preservation Rocky Mount to be used for public purposes pursuant to NCGS §160A-279.

Motion was made by Councilmember Watkins, seconded by Councilmember Miller and unanimously carried that **Resolution No. R-2017-15** entitled **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKY MOUNT AUTHORIZING THE CONVEYANCE OF REAL ESTATE TO AID AND SUPPORT AN AFFORDABLE HOUSING PROJECT ON RAVENWOOD DRIVE** be adopted. This Resolution approves donation of the properties listed above and authorizes the Mayor and City Clerk to execute the deed(s) transferring the property to Preservation Rocky Mount on behalf of the City, subject to legal review and publication of the required public notice.

**GRANT-ROCKY MOUNT COMMUNITY FOUNDATION/CHILDREN'S MUSEUM AND SCIENCE CENTER**

City Manager Thomas Moton, Jr. advised the City Council that staff is seeking approval for the submission of a grant to the Rocky Mount Community Foundation for \$25,000 for the purchase and development of new interactive exhibit components that will allow visitors to explore the science and technology that veterinarians use through role play. He added that the exhibit will become a permanent exhibit of the Children's Museum and Science Center.

Motion was made by Councilmember Miller, seconded by Councilmember Rogers and unanimously carried that staff be authorized to submit the grant application on behalf of the City.

**MUNICIPAL AGREEMENT/MARTIN LUTHER KING, JR. HIGHWAY SIGNS**

The City Council was provided with an agreement with the North Carolina Department of Transportation (NCDOT) relative to funding estimated at \$20,000 for the design, fabrication and installation of two signs renaming a section of US 64 from I-95 (Exit 464) to E. Raleigh Boulevard (Exit 472) as Martin Luther King, Jr. Highway.

Motion was made by Councilmember Blackwell, seconded by Councilmember Knight and unanimously carried that the municipal agreement with the North Carolina Department of Transportation (WBS Elements: 4SP.10641.15) (C-2017-14) be approved and that the Mayor and City Clerk be authorized to execute the same and any related documentation required on behalf of the City.

**TEMPORARY EASEMENT/PIEDMONT NATURAL GAS**

The City Council was provided with a compensation agreement (\$1,500) with Piedmont Natural Gas Company, Inc. (PNG) for acquisition of a temporary construction easement comprising of 130 square feet (0.003 acres) across a city-owned parcel of land in Whitakers near the CDC Sewer Pump Station needed for construction of the proposed Atlantic Coast Pipeline. Council was advised that once the pipeline is constructed, the temporary easement will expire and no encumbrance will remain on the parcel.

Motion was made by Councilmember Miller that the matter be tabled.

Interim City Manager Stephen W. Raper advised that the proposed project has nothing to do with the pipeline construction and is for a project Piedmont Natural Gas needs for its own service line and unrelated to construction of the pipeline; is a construction easement only; and, once completed, the property will be restored to its natural condition.

Councilmember Miller requested that it be noted that the easement is not related to construction of the Atlantic Coast Pipeline and withdrew her Motion to table.

Discussion was held relative to the information received by Council with regard to the matter and Assistant City Manager Moton indicated he would look into the matter. City Attorney Richard J. Rose recommended the matter be deferred.

Motion was made by Councilmember Miller, seconded by Councilmember Rogers and unanimously carried that consideration of the agreement be deferred until the April 24, 2017 meeting.

#### **STREET CLOSING**

The City Council received a petition from former City Manager Charles W. Penny requesting the closing of a portion of Fourth Street between Pin No. 375940169100 and Pin No. 375940148800.

Motion was made by Councilmember Wiggins, seconded by Councilmember Rogers and unanimously carried that **RESOLUTION NO. R-2017-16** entitled **RESOLUTION OF INTENT TO CLOSE FOURTH STREET BETWEEN PIN NO. 375940169100 AND PIN NO. 375940148800** be adopted.

#### **BID/CURED IN PLACE PIPE (CIPP)**

The City Council received the tabulation of bids received for cured in place pipe (CIPP). Bids were received and opened on March 21, 2017 after all necessary legal procedures had been implemented and the bid tabulation is on file in the office of the City Clerk as **BD-2017-12**.

Motion was made by Councilmember Miller, seconded by Councilmember Wiggins and unanimously carried that the bid for cured in place pipe (CIPP) be awarded to Tri-State Utilities at a total cost of \$334,463.50 and that the Purchasing Division be authorized to issue a purchase order for the equipment in accordance with the Council's award.

#### **BIDS/ONE (1) COMBINATION SEWER JET/VACUUM TRUCK**

The City Council received a recommendation to purchase one (1) combination sewer jet/vacuum truck (\$355,154.18) through the National Joint Powers Alliance (NJPA), a competitive group purchasing program which allows purchases to be made through competitive bidding and offers competitively obtained purchasing services at discount prices to two or more public agencies, pursuant to N.C.G.S. 143-129(e)(3). The NJPA advertised as required by law and opened sealed bids on February 21, 2014. Bid documentation is on file in the office of the City Clerk as **BD-2017-13**.

Motion was made by Councilmember Miller, seconded by Councilmember Wiggins and unanimously carried that the bid be awarded to Jet-Vac Equipment Company, LLC a total cost of \$355,154.18 based on contract RFP

#022014-HVC awarded by the National Joint Powers Alliance (NJPA) and that the Purchasing Division be authorized to issue a purchase order for the equipment in accordance with the Council's award.

APPOINTMENTS

Motion was made by Councilmember Rogers, seconded by Councilmember Watkins and unanimously carried that Chris Miller be appointed to the STEP Board for a one-year term to expire December 31, 2017.

Motion was made by Councilmember Wiggins, seconded by Councilmember Watkins and unanimously carried that Juanita Bynum be appointed to the Martin Luther King, Jr. Commission to fill the unexpired term which will expire June 30, 2017 (added to agenda in open meeting).

CLOSED SESSION

The City Attorney requested a Closed Session to discuss matters concerning attorney-client privilege.

Motion was made by Councilmember Wiggins, seconded by Councilmember Knight and unanimously carried that the City Council adjourn to Closed Session at 7:28 p.m. for the purpose stated. The minutes of the Closed Session shall be filed as ESM-466 at the end of Minute Book No. 33 upon approval for release by the City Attorney.

\*\*\*\*\*

REGULAR SESSION

The Mayor convened the meeting in regular session at 8:50 p.m. and there being no further business, the Council meeting was adjourned.

---

Pamela O. Casey  
City Clerk

MINUTES OF A MEETING OF A SPECIAL CALLED COMMITTEE OF THE WHOLE HELD  
MONDAY, APRIL 5, 2017 AT 5:00 P.M. IN THE COMMITTEE ROOM OF THE  
FREDERICK E. TURNAGE MUNICIPAL BUILDING:

MEMBERS PRESENT:

W. B. Bullock, Mayor Pro Tem  
Andre D. Knight  
Reuben C. Blackwell, IV  
Lamont Wiggins  
Lois Watkins  
Tom Rogers  
Chris Miller

MEMBER ABSENT:

David W. Combs, Mayor

OTHERS PRESENT:

Joe Durham, Developmental Associates

OPENING OF MEETING

Mayor Pro Tem W.B. Bullock called the meeting to order.

CLOSED SESSION

The Mayor Pro Tem requested a closed session to discuss a personnel matter.

Motion was made by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_ and unanimously carried that the City Council adjourn to Closed Session at 5:00 p.m. for the purpose stated. The minutes of the Closed Session shall be placed on file as ESM-466 at the end of Minute Book 33 upon approval for release by the City Attorney.

\*\*\*\*\*

REGULAR SESSION

The Mayor Pro Tem convened the City in regular session at \_\_\_\_\_ p.m.

**ADJOURNMENT**

There being no further business, the Committee meeting adjourned.

---

Pamela O. Casey  
City Clerk

**DRAFT**

**MINUTES OF A MEETING OF A SPECIAL CALLED COMMITTEE OF THE WHOLE HELD  
MONDAY, APRIL 18, 2017 AT 3:00 P.M. IN THE COMMITTEE ROOM OF THE  
FREDERICK E. TURNAGE MUNICIPAL BUILDING:**

**MEMBERS PRESENT:**

W. B. Bullock, Mayor Pro Tem  
Andre D. Knight  
Reuben C. Blackwell, IV  
Lamont Wiggins  
Lois Watkins  
Tom Rogers  
Chris Miller  
David W. Combs, Mayor

**STAFF PRESENT:**

Stephen W. Raper  
Pamela O. Casey  
Tasha Logan Ford  
Thomas Moton, Jr.  
Tameka Kenan-Norman  
Amy Staton  
Nicki Gurganus  
Richard J. Rose

**OTHERS PRESENT:**

Mary Nash Rusher, Hunton & Williams, LLP  
Bridget Chisholm, BWC Consulting  
Jomerro McMillian, CFO, OIC  
Dr. Tisa Roberts, Medical Director, OIC  
Sam Dickens, Chief Operating Officer, OIC  
Ty Holt, Barnhill/Holt  
James McGibney, CMTS

**OPENING OF MEETING**

Mayor Pro Tem W.B. Bullock called the meeting to order and welcomed the City Council, staff members and others present.

**CLOSED SESSION**

The Mayor Pro Tem requested a closed session to discuss matters concerning attorney-client privilege.

Motion was made by Councilmember Miller, seconded by Councilmember Wiggins and unanimously carried that the City Council adjourn to Closed Session at 3:01 p.m. for the purpose stated. The minutes of the Closed Session shall be placed on file as **ESM-468** at the end of Minute Book 33 upon approval for release by the City Attorney.

\*\*\*\*\*

**REGULAR SESSION**

The Mayor Pro Tem convened the City in regular session at 4:44 p.m.



ADJOURNMENT

There being no further business, the Committee meeting adjourned.

---

Pamela O. Casey  
City Clerk

\*\*\*DRAFT\*\*\*



City Manager's Office  
City Council Agenda

Date: 4/19/2017

Subject: Certificate of Achievement for Excellence in Financial Reporting (CAFR)

Summary of Requested Action: Accept receipt of CAFR award for fiscal year ended June 30, 2016. This is the 23<sup>rd</sup> consecutive year the city has received the award.

Department Requesting Action: Finance

Budgetary Impact: No budgetary impact.

City Manager's Recommendation:

*Recommend Approval.*  
*[Signature]* 4/19/17



The Government Finance Officers Association  
of the United States and Canada

*presents this*

## AWARD OF FINANCIAL REPORTING ACHIEVEMENT

*to*

**Finance Department**  
City of Rocky Mount, North Carolina



*The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.*

Executive Director

*Jeffrey R. Emer*

Date March 24, 2017



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**City of Rocky Mount  
North Carolina**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2016**



Executive Director/CEO

Item #2017-

7A



City Manager's Office  
City Council Agenda

Date: April 6, 2017

Subject: Request by Nellene Deloatch-Richardson on behalf of Resurrected Ministries, to close the 400 block of Madison Street.

Summary of Requested Action: Council approval to close the 400 block of Madison Street on Saturday, May 6, 2017 from 11:00 a.m. until 3:00 p.m. for a Community Day.

Department Requesting Action: City Manager's Office.


Budgetary Impact: None.

City Manager's Recommendation: *Recommend approved. J. Logan Lord 4/13/17*

*Recommend Approval.*

*J. Logan Lord 4/12/17*

**INTEROFFICE MEMORANDUM  
CITY MANAGER'S OFFICE**

To: Stephen W. Raper, Interim City Manager  
From: Tasha Logan Ford, Assistant City Manager   
Date: April 6, 2017  
Subject: Request to Close the 400 Block of Madison Street

The City has received a request from Nellene Deloatch-Richardson, on behalf of Resurrected Ministries, to close the 400 block of Madison Street on Saturday, May 6, 2017 from 11:00 a.m. until 3:00 p.m. for a Community Day.

The Police Department, Fire Department and Public Works Department have reviewed the request and recommend approval. Therefore, staff recommends that City Council approve this request.

cjw

Attachment

10: The City of Rocky Mount and City Council.

We are asking to block off the Street  
of Madison Street in the 400 block;  
On May 6<sup>th</sup> for a Community Day  
The Event will start at 8am with yard  
Sales from members in the Community  
then at 11am the Community Fellowship  
with other agencies in the Community with  
Music and Games for children; 11-3 is  
When we need to have the Street block off  
if not the whole time. Thank you  
The Company Asking for this event is  
Resurrected Ministries which will be at  
419 Madison Street Attached is the  
Signed Agreement with the Community  
to Allow this Event and blocking off of the  
Street

Nellene Deloatch-Richardson  
252-767-2056



# Resurrected Ministries

Sponsoring A Community day for  
the Madison Street (400 block) of Rocky  
Mount NC 27801. We are asking the community  
to allow us to have this event and we  
are asking the community to come out and  
do your yards. And participate in the event.  
8am - 3pm MAY 6th 2017

I, a community resident agree to allow Resurrected  
Ministries to block off our street of Madison Street (400 block)  
on MAY 6th 2017 for at least 4 hours or more.

Name + Address:

Maurice Gray 411 Madison St	
Stephanie <del>2</del> <del>413</del> Madison	
Sheila Whitfield 518 Madison	
Joseph Whitaker 518 Madison	
Mrs. Hodge 211 Carolina Ave	
Maryann Carl Brown 514 Shaver St	



City Manager's Office  
City Council Agenda

**Date:** April 13, 2017

**Subject:** Request by Mr. Clinton Richardson and Ms. Barbara Richardson to close the 1000 block of Luper Street.

**Summary of Requested Action:** Council approval to close the 1000 block of Luper Street on Sunday, May 28, 2017 from 12:00 p.m. until 4:00 p.m. for a Family and Friends Cookout.


**Department Requesting Action:** City Manager's Office.

**Budgetary Impact:** None.

**City Manager's Recommendation:** *Recommend approval. I. Logan Lurd 4/17/17*  
*Recommend Approval.*  
*[Signature] 4/17/17*

**INTEROFFICE MEMORANDUM  
CITY MANAGER'S OFFICE**

To: Stephen W. Raper, Interim City Manager

From: Tasha Logan Ford, Assistant City Manager 

Date: April 13, 2017

Subject: Request to Close the 1000 block of Luper Street

The City has received a request from Clinton and Barbara Richardson to close the 1000 block of Luper Street on Sunday, May 28, 2017 from 12:00 p.m. until 4:00 p.m. for their annual Family and Friends Cookout.

The Police Department, Fire Department and Public Works Department have reviewed the request and recommend approval. Therefore, staff recommends that City Council approve this request.

cjw

March 22, 2017

ROCKY MOUNT CITY COUNCIL

PO DRAWER D

ROCKY MOUNT, NC 27802

Attn: Charlene Wilkins

RE: Street Closure at Luper and Dexter Street – Richardson Family & Friends Annual Cookout

Clint & Barbara Richardson residing at 601 Dexter Street, Rocky Mount are requesting that the City close the 1000 block of Luper Street from 12:00pm to 4:00pm on ~~Saturday~~ <sup>Sunday</sup>, May 28, 2017 in observance of their Annual Family & Friends Cookout. There are no residents residing in the 1000 block of Luper Street therefore a sign petition is not necessary.

Please contact Fran Hendricks for more information at: 252-885-0009; to reach Clint or Barbara Richardson call 252-977-2260.

*Clint & Barbara Richardson*

Clint & Barbara Richardson

601 Dexter Street

Rocky Mount, NC 27803



City Manager's Office  
City Council Agenda  
Item #2017-

Date: 4/18/17

Subject: Acquisition of Temporary Construction Easement by PNG

Summary of Requested Action: Approve and Execute Compensation Agreement and Easement Document

Department Requesting Action: Department of Public Works and Water Resources

Budgetary Impact: Funds associated with the acquisition will revert to the Sewer Fund


City Manager's Recommendation:

*Recommend approval. J. Moten  
4/18/17*

*Recommend Approval.  
[Signature] 4/18/17*



## Memorandum

To: Thomas Moton Jr., Assistant City Manager  
From: Jonathan Boone, Public Works & Water Resources Director   
Date: April 18, 2017  
Re: Proposed easement acquisition by Piedmont Natural Gas (PNG)

---

There was an item on the April 10, 2017 agenda regarding acquisition of a temporary construction easement by PNG at the CDC Sewer Pump Station owned and operated by the city of Rocky Mount in Whitakers. The memo incorrectly attributed acquisition of this easement to the Atlantic Coast Pipeline (ACP) when the easement is actually needed in order to replace an existing pipeline that PNG owns and operates in the area. The work constitutes phase 2 of a project that PNG initiated in Northhampton and Halifax Counties. A press release provided by PNG to clarify the specifics related to this project is attached.

I trust that this clarification addresses the concern raised by the memo that incorrectly referenced the ACP. Should you require any additional information, please advise.



**MEDIA CONTACTS:**

Stacey Perrow  
Piedmont Natural Gas  
(704) 731-4102  
[stacey.perrow@duke-energy.com](mailto:stacey.perrow@duke-energy.com)

David Coburn  
Luquire George Andrews  
(704) 552-6565  
[coburn@lgapr.com](mailto:coburn@lgapr.com)

**MEDIA ADVISORY**

**WORK UNDERWAY AS PIEDMONT NATURAL GAS PERFORMS ROUTINE PIPELINE REPLACEMENT IN NORTH CAROLINA'S HALIFAX AND NORTHAMPTON COUNTIES**

**WHAT:** As part of its ongoing work to provide safe and reliable service to customers, Piedmont Natural Gas, a subsidiary of Duke Energy, is replacing 27 miles of natural gas pipeline that runs through parts of Halifax and Northampton counties. Work on this routine project began March 15 and is expected to continue through the end of the year. The new pipeline will follow the existing route except for a nearly 6-mile section which will be routed away from Roanoke Rapids and through a less-populated area in Weldon.

This work is Phase 1 of a three-phase project expected to be completed by 2019. It is part of Piedmont's ongoing commitment to meet the Federal Department of Transportation's pipeline safety and inspection standards, and is not associated with the Atlantic Coast Pipeline. ✓

Once construction is completed, Piedmont will restore the area to its original condition or better.

**WHY:** Piedmont's No. 1 priority is safety – for its customers, associates and the communities it serves. Pipeline replacement projects such as this are key to ensuring safe, reliable service and preserving Piedmont's commitment to supporting the growth of its communities and meeting the increased demand for natural gas.

**WHO:** Piedmont Natural Gas employees and contractors will be performing all routine pipeline replacement work.

**WHEN:** Beginning March 15 and continuing through the end of the year

**WHERE:** The project will take place in portions of Halifax and Northampton counties. It will start north of Roanoke Rapids, near the North Carolina-Virginia state line, and extend to a few miles south of Enfield.

###



Total Compensation Agreement for Permanent Easement,  
Temporary Construction Easement and Damages ("Agreement")

**COPY**

Piedmont Natural Gas Company, Inc. ("PNG")  
Line 6 Corridor Replacements  
Project Tract # NASH-017

Landowner Name: City of Rocky Mt

Address: PO Box 1180

Rocky Mount, NC 27802

In consideration of the right(s) of way and/or easement(s), (collectively, "Easement") granted by Landowner to PNG, PNG agrees to pay to Landowner the following amounts:

1. Permanent Easement:                      acres X \$                      per acre \$
2. Temporary Easement:                      0.003 acres X \$ 952.00 per acre \$ 3.00
3. Access Easement:                      acres X \$                      per acre \$
4. Utility Station Site:                      \$
5. Signing Bonus:                      \$ 1000.00
6. Additional Easement Acreage Allowance:                      \$ 497.00
7. Multiple Line Rights Payment:                      rods X \$ 1.00 per rod \$
8. Damages: (List type, i.e. timber, crops, landscaping, etc.)
  - Timber                      acres X \$                      per acre \$
  - Crops                      acres X \$                      per acre \$
  - Other -                      \$
  - Total Damage Cost:                      \$

Landowner agrees that all terms, provisions and conditions of this Agreement and the Easement are and shall remain confidential and Landowner agrees not to disclose any such terms, provisions or conditions to any person or entity. This Agreement shall be governed by North Carolina law.

TOTAL COMPENSATION                      \$ 1500.00

Landowner's signature

Date of Acceptance

Landowner's signature

Date of Acceptance

Timothy J Baranska

2-14-17

Timothy J Baranska

Date of Offer

Piedmont Natural Gas Land Agent Signature

## **EASEMENT**

Return Recorded Document To: Piedmont Natural Gas  
189 S. Winstead Ave.  
Rocky Mount, NC 27804  
Attention: Ron Norman

STATE OF NORTH CAROLINA  
COUNTY OF NASH  
PARCEL ID # 3875-00-65-2070

LINE NO. 427  
PROJECT NO. 2751321  
PARCEL NO. NASH-017

THIS "EASEMENT" is made and granted as of this \_\_\_\_ day of \_\_\_\_\_, 2017, from CITY OF ROCKY MOUNT, a MUNICIPAL CORPORATION ("Grantor", whether one or more), to PIEDMONT NATURAL GAS COMPANY, INC., a North Carolina corporation ("Piedmont").

WHEREAS, Grantor is the owner of, or has an interest in, that property situated in North Whitakers Township, Nash County, North Carolina, as more particularly described in the instrument recorded in Book 1091, Page 836, Nash County Registry (the "Property").

NOW, THEREFORE, Grantor for and in consideration of the sum of \$500.00 and other valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, hereby grants, bargains, sells, and conveys unto Piedmont, its successors and assigns the following easement(s) and right(s) of way under, upon, over, through and across the Property:

**Temporary Construction Easement.** The temporary and exclusive right to use the temporary construction easement area shown in the attached "Exhibit A" (the "TCE Area") for construction activities including, without limitation, installing temporary fencing around the TCE Area and laying, storing, erecting, or parking equipment, vehicles, materials, fill, components, parts, and tools within the TCE Area during construction of the Facilities, which temporary right shall terminate upon Piedmont placing such Facilities in service and release of Piedmont from its obligations under all permits issued for construction of such Facilities including, without limitation, all sedimentation and erosion control permits. Piedmont shall have all rights necessary or convenient for the full use and enjoyment of the TCE Area, including without limitation: (1) reasonable access to and from the TCE Area across the Property and (2) to keep the TCE Area cleared of Obstructions. Upon completion of construction and the Facilities being placed in service, Piedmont shall restore the TCE Area to substantially the same condition as it existed prior to Piedmont's entry thereon, ordinary wear and tear excepted.

For purposes of this EASEMENT, the term "Easements" shall refer collectively to all easements described above and the term "Easement Areas" shall refer collectively to all the easement areas described above.

**Grantor's Reservation of Rights.** Grantor reserves the right to use the Property and Easement Areas for all purposes that do not unreasonably interfere with the rights granted herein and that are not inconsistent with the rules and regulations of the North Carolina Utilities Commission, the Guidelines, or any applicable federal, state, or local law, rule, or regulation. Grantor shall obtain written approval from Piedmont prior to making any use of the Easement Areas, which approval shall not be unreasonably withheld. Anything to the contrary herein notwithstanding, Grantor shall not: (1) unreasonably interfere with Piedmont's access to or maintenance of the Facilities or the Easement Areas, or (2) endanger the safety of Grantor, Piedmont, the general public, or the Facilities.

**Damages.** Piedmont shall be responsible for actual physical damage to: (1) the land within the Property and Easement Areas; and (2) improvements and annual crops located on the Property that are not in violation of the terms hereof, provided that such damage must be caused by Piedmont in exercising the rights granted herein, and provided further that a claim is made by Grantor within sixty (60) days after such damages are sustained. Piedmont shall restore and level the surface of the Easement Areas to, as nearly as can be reasonably done, the same condition as prior to Piedmont's use of the Easement Areas. Piedmont shall not be liable for any damage caused to Obstructions or improvements installed in violation of the terms hereof and may remove them at Grantor's expense.

**No Waiver or Additional Representations.** The failure by Piedmont to exercise and/or enforce any of the rights, privileges, and Easements herein described shall not be construed as a waiver or abandonment of any such rights, privileges and easements, and Piedmont thereafter may exercise and/or enforce, at any time and from time to time, any or all of them. It is understood and acknowledged by the undersigned that the person securing this grant on behalf of Piedmont is without authority to make any agreement with regard to the subject matter hereof which is not expressed herein, and that no such agreement will be binding on Piedmont.

**Ownership of the Property.** Grantor represents, warrants and covenants that it is the lawful owner of the Property and has the right to convey the rights set forth herein and that the Property is free from all encumbrances, except for encumbrances of record.

To have and to hold said rights, privileges, and easements unto Piedmont, its affiliates, successors, and assigns. Piedmont, its successors and assigns, shall have the right to assign, license, lease, or otherwise transfer, in whole or in part, this EASEMENT, or any rights granted herein, to any person or entity, including but not limited to, any affiliated parent or subsidiary entity of Piedmont, for the uses and purposes expressly stated herein. This EASEMENT shall run with the land and inure to the benefit of and be binding upon Grantor, Piedmont and their respective heirs, successors and assigns.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, this Easement has been signed under seal by Grantor, as of the date first above written.

Subscribing Witness:

GRANTOR:

CITY OF ROCKY MOUNT, a MUNICIPAL CORPORATION

Sign: \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public for \_\_\_\_\_ County, North Carolina, certify that \_\_\_\_\_ personally came before me this day and acknowledged that he (or she) is \_\_\_\_\_ of \_\_\_\_\_, a corporation, and that he (or she), in such capacity, being authorized to do so, executed the foregoing Easement on behalf of the corporation.

Witness my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
My commission expires: \_\_\_\_\_

**INTEROFFICE MEMORANDUM**

**CITY MANAGER'S OFFICE**

**TO: Steve Raper, Interim City Manager**

**FROM: Kenneth Hunter, Budget & Evaluation Manager**


**DATE: April 5, 2017**

**SUBJECT: FY 2018 Budget Review with City Council**

Based on last year's schedule, and in accordance with all applicable City and State Laws, here are the proposed dates for presentation, review and adoption of the Fiscal Year 2015 Annual Operating Budget:

Monday, May 15 <sup>th</sup>	City Manager Proposed FY 2018 Budget distributed to City Council
Monday, May 22 <sup>nd</sup>	First Council Worksession, Immediately Following Council Meeting, Committee Room
Wednesday, May 24 <sup>th</sup>	Council Worksession, 4pm, Committee Room
Tuesday, May 30 <sup>th</sup>	Council Worksession, 4pm, Committee Room (if necessary)
Wednesday, May 31 <sup>st</sup>	Council Worksession, 4pm, Committee Room (if necessary)
Monday, June 12 <sup>th</sup>	Budget Public Hearing during Council Meeting, 7pm, Council Chambers
Monday, June 26 <sup>th</sup>	Budget Adoption during Council Meeting, 4pm, Council Chambers

Additional worksessions can be scheduled following the public hearing, if believed to be necessary.

*Recommend Approval And Schedule meetings*  


# Memo

**To:** Stephen W Raper, City Manager  
**From:** Amy Staton, Director of Finance *A. Staton*  
**Date:** April 19, 2017  
**Re:** New Market Tax Credit (NMTC) documents

---

The city obtained special obligation bond financing in December 2016 for construction of the Downtown Community Facility. It was anticipated that the city would subsequently receive new market tax credits to provide additional funding for the facility. We have received approximately \$22 million in new market tax credit allocation that will yield equity into the project in the amount of \$5,269,500 as additional funding for the facility. In preparation for closing the NMTC financing, there are several documents which require city council approval that are listed below.

1. Resolution Approving New Market Tax Credit Transaction - this document summarizes the overall new markets financing and requests city council approve the transaction and authorize the mayor and staff to execute the documents listed below, as well as other ancillary documents related to the new markets tax credit financing, to close the financing.
2. Rocky Mount Public Facilities Corporation – in order to facilitate the NMTC financing, a separate nonprofit corporation controlled by the city has been created. The articles of incorporation and bylaws are attached.
3. Memorandum of Understanding – in order to facilitate the NMTC financing, a separate nonprofit controlled by the city called the Rocky Mount Public Facilities Corporation has been formed, which will own 90% of the Rocky Mount DCF, LLC (the qualified active low income active community business created for NMTC program) (the QALICB). Under the Memorandum of Understanding, the city agrees to provide financial support to the Public Facilities Corporation for the project if needed.
4. Ground Lease - Rocky Mount Downtown Community Facility – this agreement is between the City of Rocky Mount (owner of the land) and Rocky Mount DCF, LLC (the "QALICB") for the overall purposes of allowing the construction of the facility.

5. Operating Lease Agreement – this agreement is between the Rocky Mount DCF, LLC (QALICB) and the City of Rocky Mount in the capacity of tenant for use of the facility.
6. Promissory Note (Upper Tier Loan), Loan Agreement (Upper Tier Loan), and Security and Pledge Agreement (Upper Tier Loan) – the city of Rocky Mount will make a loan to the Rocky Mount Public Facilities Corporation (a city controlled entity) for purposes of creating the leverage loan required to activate the new market tax credits. The city's funding for this loan is provided within the special obligation bond proceeds. These documents are the agreement, note, and pledge for the loan.
7. Development and Contribution Agreement – this agreement is between the City of Rocky Mount (owner of land) and the Rocky Mount DCF, LLC (QALICB) that provides for the City of Rocky Mount to be the developer of the property.

The city council will receive a Use Agreement as well as a Construction Disbursing Agreement at a later date. The City and OIC will enter into a Use Agreement for OIC to use portions of the DCF for educational and wellness programming during periods when it is not being used for amateur athletic and community events. The City, the QALICB, the Sub-CDEs, the Tax Credit Investor and Wells Fargo Bank, N.A. as monitoring agent will enter into a construction monitoring agreement (Construction Disbursing Agreement) pursuant to which the proceeds of the QLICI loans will be disbursed and combined with the remaining proceeds of the Bonds to pay construction costs. These last two agreements are referenced in the resolution and are currently being developed.

It is recommended that city council approve the documents listed in 1 through 7 and authorize the mayor and appropriate city staff to sign the documents.

*Recommend Approval*  
*[Signature]*

**See Appendix for  
Full Text of Documents**





City Manager's Office  
City Council Agenda

**Date:** April 19, 2017

**Subject:** RMDCF Change Order #1

**Summary of Requested Action:** Approval of Change Order #1

**Department Requesting Action:** Engineering Department

**Fund Account Number(s) to be used:**

**Budgetary Impact:** Funds are available in the DCF project budget. This change order reallocates funding between budgeted items within the project and no additional funds are required.


**City Manager's Recommendation:**

Approval



INTEROFFICE MEMORANDUM  
Department of Engineering

**TO:** Tasha Logan Ford, Assistant City Manager

**FROM:** Brad Kerr, Director of Engineering 

**DATE:** April 19, 2017

**SUBJECT:** RMDCF Change Order 1

Attached for Council consideration, please find the Change Order #1 summary document. The change order provides for the OIC Clinic addition and other miscellaneous scope adjustments and moves funding for acquisition of FF&E moveables and testing outside of the Banhill/Holt GMP Design-Build Contract to allow these services to be contracted directly by the City with service providers and vendors. Upon approval, the City Manager will be authorized to finalize and execute the change order.

Funds are available in the DCF project budget. This change order reallocates funding between budgeted items within the project and no additional funds are required.

The City's Construction Council, City staff and Owners Representative have reviewed the proposed change order and recommend City Council approval.

*Recommend Approval*  


*4/19/17*

Rocky Mount Downtown Community Facility  
4/17/2017  
Change Order #1 Summary



Scope of Work	Costs
FF&E Movables Package	-\$3,946,067
Special Inspections	-\$41,600
Construction Material Testing	-\$31,200
Portable Flooring Premium	\$246,884
Phone System	\$17,326
Security System	\$4,207
Public Radio Booster	\$19,280
Increased size and capacity of Elevator from 2,500 # to 5,000# Capacity	\$7,157
Additional Abatement Reports provided after 10/31/16 GMP	\$41,842
Utility Relocation Douglas / Booker T	\$27,816
Additional Sidewalks Douglas Block & Ivey Street	\$29,180
OIC Clinic Costs Beyond Allowance Included in GMP	\$916,337
Additional Required Landscaping	\$11,286
Total	-\$2,697,551

Item #2017- 12A



City Manager's Office  
City Council Agenda

**Date:** April 11, 2017

**Subject:** CRM #76200 - Ballocity Equipment

**Summary of Requested Action:** Our recommendation is to award this bid to International Play Company as the lowest responsive responsible bidder at their total cost of \$270,446.00.

**Department Requesting Action:** Finance Department


**Fund Account Number(s) to be used:** This project will be paid for out of fund account number 46012112-558000-Event, which has a fund account balance of \$32,988,675.00.

**Budgetary Impact:** Funds for this expenditure is covered by bonds proceeds. The bond sale closed on December 28, 2016 and funds are currently available.

**City Manager's Recommendation:**

*Recommend Approval.*  
*[Signature]* 4/15/17

**INTEROFFICE MEMORANDUM**  
**FINANCE DEPARTMENT**

**MEMORANDUM TO:** Amy Staton, Director of Finance  
**FROM:**  Delton L. Farmer, Purchasing Manager  
**DATE:** April 11, 2017  
**SUBJECT:** CRM #76200 - Ballocity Equipment-Re-Bid

Re-bids were received and opened on March 30, 2017 for "CRM #76200 - Ballocity Equipment", after all legal procedures; including newspaper advertising had been implemented.

Bids were mailed to three (3) firms with the result of one (1) firm responding as shown on the attached tabulation.

The bids received were evaluated with Sarah Kauffman, Project Manager, with Sports Facilities Management, and the firm assisting with equipping the Downtown Community Facility.

The bid evaluation revealed that International Play Company had provided a cost for providing an installation advisor, but failed to supply a cost for labor for full installation of the ballocity equipment. As referenced in the attached recommendation, Sarah Kauffman states that Rob Lothian, Regional Sales Manager for International Play Company provided a cost of \$6,316.00 to provide full installation of the ballocity equipment.

International Play Company submitted an original total cost of \$264,130.00. With the additional cost of \$6,316.00 to provide full installation of the ballocity equipment, International Play Company's total cost is \$270,446.00.

Based on the bid evaluation and the attached award recommendation from Sarah Kauffman, it is our recommendation to award this bid to International Play Company at a total cost of \$270,446.00.

A contract will be issued to the successful bidder based upon City Council award.

I concur with the above recommendation.

A handwritten signature in blue ink, appearing to read "Amy Staton". The signature is fluid and cursive, with the first name "Amy" and last name "Staton" clearly distinguishable.

Amy Staton  
Director of Finance

Stephen W. Raper  
Interim City Manager



**CITY OF ROCKY MOUNT, N.C.**

**ITEM:** CRM #76200  
Ballocity Equipment

**DATE:** April 11, 2017

**BIDS WERE SENT TO:**

1. Ballocity Equipment
2. Clip & Climb Equipment
3. Ropes Courses Incorporated

**LEGAL PROVISIONS MET:** Yes

**FUND ACCOUNT:** Funds will be paid out of fund account number 46012112-558000-Event, which has a fund account balance of \$32,988,675.00.

**CERTIFICATE OF DEBARMENT:** Yes

**E-VERIFY AFFIDAVIT:** Yes

**IRAN DIVESTMENT ACT CERTIFICATION:** Yes

**AWARD RECOMMENDATION:** See memo attached

**AMOUNT OF AWARD:** \$270,446.00

**INSTRUCTIONS:** See memo attached

**SIGNED:**

  
PURCHASING MANGER

**CRM #76200**  
**BALLOCITY EQUIPMENT**

DESCRIPTION	INTERNATIONAL PLAY COMPANY IPLAYCO	
<b><u>Design Services</u></b> Customized design based on specifications outlined in RFP and depicted in Appendix		
Quantity	INCLUDED	
Price		
Total		
<b><u>Structure and Equipment</u></b> Indoor soft-play area as depicted in Appendix and all necessary equipment for client to safely operate the attraction.		
Quantity	1	
Price	\$240,017.00	
Total	\$240,017.00	
<b><u>Training</u></b> All necessary training sessions and materials for client to safely operate the attraction		
Quantity	INCLUDED	
Price		
Total		
<b><u>Installation &amp; Advisory Services</u></b> Installation advisor to oversee and provide advise during installation process		
Price	\$16,753.00	
Total	\$16,753.00	
<u>Additional cost to provide full installation</u>	\$6,316.00	
<b><u>Freight</u></b> Shipping and handling to Rocky Mount, NC		
	\$7,360.00	
<b>TOTAL COST</b>	\$270,446.00	
<b>DELIVERY</b>	At agreed upon date	





600 Cleveland Street, Suite 910  
Clearwater, FL 33755

Tel: (727) 474-3845  
Fax: (727) 462-2800  
[www.sportadvisory.com](http://www.sportadvisory.com)

April 11, 2017

City of Rocky Mount, NC  
Attn: Delton Farmer  
331 S. Franklin St., PO Box 1180  
Rocky Mount, NC 27802-1180

RE: RFP CRM #76200 BALLOCITY EQUIPMENT PROPOSALS

Dear Mr. Farmer:

On behalf of Sports Facilities Management, regarding RFP CRM #76200 BALLOCITY EQUIPMENT, we recommend pursuing the proposal from International Play Company for the amount of \$270,446 plus applicable taxes (please note this amount is different from the original proposal but has been updated to include full installation as outlined in the email from Rob Lothian on April 3, 2017). The submittal from International Play Company satisfies the requirements as specified in the RFP.

Given the customized design of the equipment, we agree that the payment terms of 50% at contract execution, 20% prior to shipping, and 30% after installation, are reasonable.

Please note that we may make adjustments to the proposed design as we get closer to the installation date; however, the adjustments will remain within the funding awarded unless approved by the City of Rocky Mount.

Feel free to reach out if you have any additional questions or concerns.

Sincerely,



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Fax: (727) 462-2800  
[www.sportadvisory.com](http://www.sportadvisory.com)

Sarah Kauffman

*Project Manager*

Mobile: 717-226-6667

[skauffman@sportadvisory.com](mailto:skauffman@sportadvisory.com)

Item #2017- 12B



City Manager's Office  
City Council Agenda

**Date:** April 11, 2017

**Subject:** CRM #76203 - Clip & Climb Equipment

**Summary of Requested Action:** Our recommendation is to award this bid to Walltopia Adventure as the lowest responsive responsible bidder at their total cost of \$237,016.00.

**Department Requesting Action:** Finance Department

**Fund Account Number(s) to be used:** This project will be paid for out of fund account number 46012112-558000-Event, which has a fund account balance of \$32,988,675.00.

**Budgetary Impact:** Funds for this expenditure is covered by bonds proceeds. The bond sale closed on December 28, 2016 and funds are currently available.


**City Manager's Recommendation:**

*Recommend Approval.*  
 4/18/17

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**INTEROFFICE MEMORANDUM**  
**FINANCE DEPARTMENT**

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**MEMORANDUM TO:** Amy Staton, Director of Finance  
**FROM:**  Delton L. Farmer, Purchasing Manager  
**DATE:** April 11, 2017  
**SUBJECT:** CRM #76203 - Clip & Climb Equipment- Re-Bid

Re-bids were received and opened on March 30, 2017 for "CRM #76203 - Clip & Climb Equipment", after all legal procedures; including newspaper advertising had been implemented.

Bids were mailed to three (3) firms with the result of two (2) firms responding as shown on the attached tabulation.

The bids received were evaluated with Sarah Kauffman, Project Manager, with Sports Facilities Management, the firm assisting with equipping the Downtown Community Facility.

After reviewing the bids received and per the attached recommendation from Sarah Kauffman, it is our recommendation to award this bid to the lowest responsive responsible bidder, Walltopia Adventure at their total cost at \$237,016.00.

A contract will be issued to the successful bidder based upon City Council award.

I concur with the above recommendation.



Amy Staton  
Director of Finance

Stephen W. Raper  
Interim City Manager

**CITY OF ROCKY MOUNT, N.C.**

**ITEM:** CRM #76203  
Clip & Climb Equipment

**DATE:** April 11, 2017

**BIDS WERE SENT TO:**

1. Ballocity Equipment
2. Clip & Climb Equipment
3. Ropes Courses Incorporated

**LEGAL PROVISIONS MET:** Yes

**FUND ACCOUNT:** Funds will be paid out of fund account number 46012112-558000-Event, which has a fund account balance of \$32,988,675.00.

**CERTIFICATE OF DEBARMENT:** Yes

**E-VERIFY AFFIDAVIT:** Yes


**IRAN DIVESTMENT ACT CERTIFICATION:** Yes

**AWARD RECOMMENDATION:** See memo attached

**AMOUNT OF AWARD:** \$237,016.00

**INSTRUCTIONS:** See memo attached

**SIGNED:**

  
PURCHASING MANGER

CRM #76203  
CLIP & CLIMB EQUIPMENT

DESCRIPTION	ENTREPRISES	WALLTOPIA ADVERTURE	
<b><u>Design Services</u></b> Customized design based on specifications outlined in RFP and depicted in Appendix			
Quantity			
Price	\$17,727.00	\$3,000.00	
Total	\$17,727.00	\$3,000.00	
<b><u>Climbing Challenges</u></b> Indoor play climb area as depicted in Appendix with all necessary hardware, connections, cladding, etc.			
Quantity			
Price	\$216,975.00	\$184,800.00	
Total	\$216,975.00	\$184,800.00	
<b><u>Equipment</u></b> All necessary equipment for client to safely operate the attraction at recommended capacity			
Quantity			
Price	\$48,250.00	\$28,368.00	
Total	\$48,250.00	\$28,368.00	
<b><u>Training</u></b> All necessary training sessions and materials for client to safely operate the attraction			
Quantity	INCLUDED	INCLUDED	
Price			
Total			
<b><u>Installation</u></b> Full installation including all necessary supplies, equipment and installation oversight			
Quantity			
Price	\$42,421.00	\$16,848.00	
Total	\$42,421.00	\$16,848.00	
<b><u>Freight</u></b> Shipping and handling to Rocky Mount, NC			
	\$24,627.00	\$4,000.00	
<b>TOTAL COST</b>	\$350,000.00	\$237,016.00	
<b>DELIVERY</b>	5 months lead time	50% advance pmt @ signing	



600 Cleveland Street, Suite 910  
Clearwater, FL 33755

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[www.sportadvisory.com](http://www.sportadvisory.com)

April 11, 2017

City of Rocky Mount, NC  
Attn: Delton Farmer  
331 S. Franklin St., PO Box 1180  
Rocky Mount, NC 27802-1180

RE: RFP CRM #76203 CLIP & CLIMB EQUIPMENT PROPOSALS

Dear Mr. Farmer:

On behalf of Sports Facilities Management, regarding RFP CRM #76203 CLIP & CLIMB EQUIPMENT, we recommend pursuing the proposal from Walltopia Adventure for the amount of \$237,016 plus applicable taxes. The submittal from Walltopia Adventures satisfies the requirements as specified in the RFP.

Given the customized design of the equipment, we agree that the payment terms of 30% at contract execution, 40% prior to shipping, and 30% after installation, are reasonable.

Please note that we may make adjustments to the proposed design as we get closer to the installation date; however, the adjustments will remain within the funding awarded unless approved by the City of Rocky Mount.

Feel free to reach out if you have any additional questions or concerns.

Sincerely,

Sarah Kauffman



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[www.sportadvisory.com](http://www.sportadvisory.com)

*Project Manager*

Mobile: 717-226-6667

[skauffman@sportadvisory.com](mailto:skauffman@sportadvisory.com)



Item #2017- 12C



City Manager's Office  
City Council Agenda

**Date:** April 11, 2017

**Subject:** CRM #76201- Ropes Course Equipment

**Summary of Requested Action:** Our recommendation is to award this bid to Ropes Courses Incorporated at their total cost of \$174,516.37.

**Department Requesting Action:** Finance Department

**Fund Account Number(s) to be used:** The project will be paid for out of fund account number 46012112-558000-Event, which has a fund account balance of \$32,988,675.00.

**Budgetary Impact:** Funds for this expenditure is covered by bonds proceeds. The bond sale closed on December 28, 2016 and funds are currently available.

**City Manager's Recommendation:**

*Recommend Approval.*  
*[Signature]* 4/18/17

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**INTEROFFICE MEMORANDUM**  
**FINANCE DEPARTMENT**

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**MEMORANDUM TO:** Amy Staton, Director of Finance  
**FROM:** *DLF* Delton L. Farmer, Purchasing Manager  
**DATE:** April 11, 2017  
**SUBJECT:** CRM #76201- Ropes Course Equipment- Re-Bid

Re-bids were received and opened on March 30, 2017 for "CRM #76201- Ropes Course Equipment", after all legal procedures; including newspaper advertising had been implemented.

Bids were mailed to three (3) firms with the result of one (1) firm responding as shown on the attached tabulation.

The bids received were evaluated with Sarah Kauffman, Project Manager, with Sports Facilities Management, the firm assisting with equipping the Downtown Community Facility.

After reviewing the bid received and per the attached recommendation from Sarah Kauffman, it is our recommendation to award this bid to, Ropes Courses Incorporated at their total cost at \$174,516.37.

A contract will be issued to the successful bidder based upon City Council award.

I concur with the above recommendation.

  
Amy Staton  
Director of Finance

Stephen W. Raper  
Interim City Manager

**CITY OF ROCKY MOUNT, N.C.**

**ITEM:** CRM #76201  
Ropes Course Equipment

**DATE:** April 11, 2017

**BIDS WERE SENT TO:**

1. Adventure Solutions
2. Experiential Systems
3. Ropes Courses Incorporated

**LEGAL PROVISIONS MET:** Yes

**FUND ACCOUNT:** Funds will be paid out of fund account number 46012112-558000-Event, which has a fund account balance of \$32,988,675.00.

**CERTIFICATE OF DEBARMENT:** Yes

**E-VERIFY AFFIDAVIT:** Yes

**IRAN DIVESTMENT ACT CERTIFICATION:** Yes

**AWARD RECOMMENDATION:** See memo attached

**AMOUNT OF AWARD:** \$174,516.37

**INSTRUCTIONS:** See memo attached

**SIGNED:**

  
PURCHASING MANGER

**CRM #76201**  
**ROPES COURSE EQUIPMENT**

<b>DESCRIPTION</b>	<b>ROPES COURSES INCORPORATED</b>		
Bid Bond	YES		
<b><u>Structure</u></b> Ropes Course as depicted in Appendix Quantity	1		
Price	\$114,305.27		
Total	\$114,305.27		
<b><u>Safety Equipment</u></b> All necessary equipment for client to safely operate the attraction. Quantity	1		
Price	\$14,291.33		
Total	\$14,291.33		
<b><u>Training</u></b> All necessary training sessions and materials for client to safely operate the attraction Quantity	1		
Price	\$11,798.00		
Total	\$11,798.00		
<b><u>Installation/Labor</u></b> All necessary materials and labor for full installation Quantity	1		
Price	\$30,424.27		
Total	\$30,424.27		
<b><u>Freight</u></b> Shipping and handling to Rocky Mount, NC	\$3,697.50		
<b>TOTAL COST</b>	\$174,516.37		
<b>DELIVERY</b>	By 5-15-17		



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April 11, 2017

City of Rocky Mount, NC  
Attn: Delton Farmer  
331 S. Franklin St., PO Box 1180  
Rocky Mount, NC 27802-1180

RE: RFP CRM #76201 ROPES COURSE EQUIPMENT PROPOSALS

Dear Mr. Farmer:

On behalf of Sports Facilities Management, regarding RFP CRM #76201 ROPES COURSE EQUIPMENT, we recommend pursuing the proposal from Ropes Courses, Inc., for the amount of \$174,516.37 plus applicable taxes. The submittal from Ropes Courses, Inc., satisfies the requirements as specified in the RFP.

Given the customized design of the equipment, we agree that the payment terms of 30% at contract execution, 40% prior to shipping, and 30% after installation, are reasonable.

Please note that we may make adjustments to the proposed design as we get closer to the installation date; however, the adjustments will remain within the funding awarded unless approved by the City of Rocky Mount.

Feel free to reach out if you have any additional questions or concerns.

Sincerely,

Sarah Kauffman



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*Project Manager*

Mobile: 717-226-6667

[skauffman@sportadvisory.com](mailto:skauffman@sportadvisory.com)