

**City of New Bern
Board of Aldermen Retreat
February 7, 2020 – 1:00 p.m.
Development Services' Conference Room
303 First Street**

Board Members in Attendance: Mayor Dana Outlaw; Aldermen Sabrina Bengel, Jameesha Harris, Robert Aster, Johnnie Ray Kinsey, Barbara Best, and Jeffrey Odham. A quorum was present.

Also in Attendance: Mark Stephens, City Manager; and Brenda Blanco, City Clerk.

Mayor Outlaw opened the meeting with prayer. The pledge of allegiance was cited. Mr. Stephens briefly commented on the current power outages due to high winds.

City Manager's Overview of Retreat

Mr. Stephens introduced the first item as a discussion with the School Board regarding School Resource Officers.

Discuss School Resource Officers

David Hale, Chairman of the Craven County Board of Education ("BOE"), and Stacey Lee, Chief of Systems and Operations for Craven County Schools, were in attendance on behalf of the school system. Alderman Bengel asked about the BOE's plan with respect to School Resource Officers ("SROs") in the eight elementary schools that do not have SROs. She noted only three of those schools were within the city limits (Trent Park, Ben D. Quinn, and Creekside), and she questioned whether the BOE planned to ask the City to provide SROs at those locations. Mr. Lee stating there is currently no strategic plan and that funding for SROs is provided through the State. The goal is to eventually have an officer in all schools. Noting the school system is funded by the County, Alderman Bengel highlighted the cost that is borne by the City to provide SROs. She questioned whether residual lottery funds that remain after construction and repair of school buildings could be used to fund SROs. Mr. Hale stated he would seek clarification on that and notify the City of his findings. Alderman Aster asked how much the BOE actually contributed toward funding the SROs. Mr. Lee explained all of the funding came from a state allotment and previous money that was allotted by the County prior to implementation of the State grants. Mr. Hale explained the difference in funding \$39,000 versus \$49,000 per officer was due to the increase in state funding. Alderwoman Harris suggested the City plan to budget for three additional SROs for the schools that lie within the city limits but do not have officers.

In previous discussions, Alderman Odham stated the County indicated it controls the money, but it was up to the BOE to create its budget and request funds from the County. Alderman Aster suggested the BOE request the County fund 100% of the SROs.

Alderman Bengel stated that is why she asked about funding from the lottery. Noting less than \$1 million of the \$3.4 million received by the County was used for school construction, she questioned how the remaining \$2 million was used. Mr. Hale said his understanding was the lottery funds could only be used for debt or facilities. Alderman Bengel stated she would seek clarification as to that. Remarking that the BOE was in its budget season, Alderman Aster suggested they ask the County to approve additional funding for the SROs.

Alderman Odham asked Police Chief Toussaint Summers what percentage of time a SRO spent on City work versus school work. During the school months, Chief Summers stated the officers spend 100% of their time at school. He pointed out one of the schools that the City serves is year round. The others are on a 10-month schedule, so the officers spend 75-80% of their time annually at school. Stating the City is supplementing more than what the SRO cost is to the City, Alderman Odham suggested staff compute the true cost of the officers and provide that figure to the BOE as the additional amount that needs to be funded. Mr. Stephens called attention to the fact that the school districts are not contiguous with the city limits; the City is providing two SROs at New Bern High School and receiving funds of \$39,500 through the old allotment to serve students who are not residents of the city. This is another reason to argue that the County should be supplementing more of the cost. Alderman Bengel noted Creekside is another school that falls into that scenario. Chief Summers pointed out the cost associated with an officer goes beyond the salary and includes cars, radios, etc.

Alderman Odham reiterated his recommendation for staff to compute the all-in true cost for each SRO, the percentage of time spent in the school and outside of the school, subtract that amount from the funding received by the BOE, and then deliberate whether to ask the County to supplement that funding. Now is the time to forward information to the BOE since everyone is in their budget season. In the meantime, it was suggested funding for three more SROs be put in the "parking lot" for consideration in the City's budget. Chief Summers announced he had budgeted for a SRO Supervisor and explained the need for that position.

Mayor Outlaw asked that everyone, including the BOE, look at how Stanley County has handled SROs. According to the Mayor, that County has mandated SROs in its school system.

Mr. Stephens introduced Mary Hogan, the City's incoming Director of Finance. He stated Mrs. Hogan is attending the retreat on her own accord to get familiar with the retreat process and acquire information that will help her through the budget process.

Discuss City Hall Annex

Mr. Stephens introduced Tripp Eure, an architect with MBF Architects, PA. The annex will potentially house additional departments, including Development Services and Human Resources. Mr. Eure was accompanied by Melissa Wheeler, Interior Designer,

and David Griffith, Project Manager. The current City Hall building was constructed between 1895 and 1897, and the clock tower was added around 1910. The structure has previously served as a courthouse and post office and is a landmark building that is important to both the community and historic preservation. Interior renovations were completed somewhere around 1990. To facilitate the annex, an arcade will be created between the current building and the addition. Mr. Eure shared slides of the proposed plans. He noted two elevators would be needed if the third floor is to be accessible. The plan provides for Development Services, Inspections, and Utility Billing to be located on the first floor, with Human Resources and Accounting on the second floor. Security concerns will be addressed by having the main entry on Craven Street and confining the public to a reasonable area during after-hour meetings.

(Alderman Best momentarily stepped out of the room at 1:47 p.m.)

Mr. Eure stated there would be a need for additional egress for stairs on the Christ Episcopal Church side of the building. The possibility of having a single-story elevator from the second to third floor was discussed. There will be some degree of access control within the building that could include elevator access to the third floor only by designated personnel with card access. Alderman Aster suggested standpipes in the elevators and sprinklers throughout the building.

Noting the addition of personnel working in the building and an increase in the number of people seeking services at the site, Mayor Outlaw and Alderman Odham asked about the plans to address parking.

(Alderman Best returned to the room at 1:53 p.m.)

Mr. Stephens stated the first option would be to utilize the City's lot across the street. A parking deck could be considered if the County were to entertain relocating the tax office. Moving other departments to City Hall will require an additional 30+/- spaces for staff. Alderman Odham suggested a meeting be scheduled with the County to let them know the City may need the spaces it is leasing to them, and to see if the County has any plans yet with respect to the Tax and Register of Deeds' offices.

Alderwoman Harris suggested extra space in the courtroom or an overflow area be added to the plan. Mr. Eure pointed out the potential for overflow space outside of the new courtroom entrance. Alderman Bengel was not concerned about overflow since it is not a regular issue. Mr. Stephens said there were two conference rooms on that floor that could be opened up, if needed.

Mayor Outlaw asked for a cost estimate, and Mr. Eure said the annex would cost around \$6,575,000 (roughly \$255/sf for 22,404 sf), which includes contingency and fees. The current building consists of roughly 13,000 sf. The cost estimate does not include any significant work to the existing historic building.

Mayor Outlaw felt the overall planning would commensurate with the future needs of the City. He stated if the Board was not comfortable with the estimate of \$6,575,000 versus approximately \$1 million for just an elevator, then it needed to voice that so staff would know how to proceed. Alderwoman Harris said she felt it was essential to have an elevator, but affordable housing was a high priority and she could not see spending \$6 million to up fit City Hall.

(Mayor Outlaw stepped out of the room momentarily at 2:07 p.m., returning at 2:08 p.m.)

Financing was questioned, and Mrs. Hogan stated the project would be a long-term asset that would likely be financed over 40 years. Alderman Odham said a 30-year loan at 2.5% could be covered with a one-cent increase on the tax rate. Noting the elevator was a must, Alderman Best expressed concern about parking issues and questioned the need to add additional offices and remodel the building. Mr. Stephens said the Development Services and Fort Totten buildings could be sold and put on the tax roster, or the Fort Totten building repurposed. If sold, the sale of the properties could help chip away at the cost of the annex. Alderman Aster questioned whether the need to build a new fire station had been taken into consideration.

Alderman Kinsey asked about the cost to build a new facility to house everyone. Alderwoman Harris suggested a one-story structure. Mr. Eure said the cost of a new building would be \$6.5 million plus the cost of the land purchase, as the cost per square foot will be \$255 regardless of whether it is a new building or an annex to City Hall. Alderman Kinsey expressed concern about still having an old building versus having a new one. Mr. Eure said he did not think politically an elected official would want to give up City Hall. Additionally, an advantage of the annex is it protects half of the current City Hall building by removing it from the weather elements.

Mayor Outlaw asked Mrs. Hogan to elaborate on what she knows others cities have done with respect to affordable housing competing with projects like the annex. Mrs. Hogan pointed out that affordable housing does not utilize general fund money, but instead grant funding such as CDBG funds. A \$7 million loan at 3% interest for 40 years would equate to an annual debt payment of about \$300,000. Mrs. Hogan did not see why affordable housing had to compete with the annex. Mr. Stephens pointed out some of the cost for the annex could be spread out over the enterprise funds since the Utility Business Office would be utilizing the building. Mayor Outlaw felt the City could see an annual energy savings of \$50,000 by simply combining the departments and divisions into one building. Knowing the debt payment would be \$300,000 annually and that a new building elsewhere would cost the same as the annex, Alderman Aster said he was ready to move forward with the annex.

(Mayor Outlaw momentarily stepped out of the room at 2:24 p.m., returning at 2:25 p.m.)

Alderman Aster asked if taxpayer funds could be used for affordable housing, to which Mr. Stephens responded such funds could be used for infrastructure. Bonds could be used, which taxpayers would have to vote on and approve.

With respect to the annex, Mr. Stephens said the next step would be to issue a Request for Qualifications for services. As a reminder, he stated an elevator alone would cost \$1.3 million, an exterior shaft would cost \$2.6 million, and the annex would cost \$6 million. These three options were presented to the Board previously, and the third option is the one the Board directed staff to pursue. Instead of modifying City Hall, Alderwoman Harris asked if a new building that incorporated a parking garage could be erected on the Craven Street parking lot.

The Mayor asked for a show of hands as to who wanted to continue with the annex process. Everyone except Aldermen Harris, Best and Kinsey raised their hands.

Alderman Bengel acknowledged Gerry Hobbins, a citizen and retired architect, who was in attendance. She also acknowledged David Griffith and Billy Faulkenbury were to be recognized as Main Street champions.

Alderman Bengel made a motion to take a brief recess, seconded by Alderman Aster. The motion carried unanimously 7-0, time being 2:38 p.m.

The meeting resumed at 2:54 p.m.

Departmental Overview and Vision for Next Fiscal Year

Mr. Stephens explained each Department Head would share the direction in which they want to take their department in the upcoming year and the items they plan to request in their budget.

- **General Government (includes General Administration, Governing Board, PEG and IT)**

Administration

No real significant changes will be sought in Administration's budget, per Mr. Stephens. Legal fees will be increased by 4.2%, which is reflective of the Consumer Price Index ("CPI") for the last two years. Even with this increase, the legal budget is still less than the amount the City paid for legal fees the year that Attorney Scott Davis began working for the City.

The addition of a Resiliency Officer position was considered. However, it will take 9-12 months for the resiliency plan to be approved. Thus, it would be best to wait to put that position in the budget once the plan is developed and the scope of the position is determined.

Information Technology

Information Technology (“IT”) will be requesting an additional Senior IT Technician. Instead of each department paying a portion of the Munis support costs, the full cost will be included in IT’s budget.

PEG

The PEG operating budget will increase by approximately \$8,000 for additional storage. The pros and cons of converting from standard definition to high definition were discussed in some detail. Colleen Roberts, Public Information Officer, said the PEG channel is 9 years old and most of the equipment was purchased 10 years ago. Alderman Aster asked if there was any way to find out how many viewers the PEG channel has, and Mrs. Roberts stated Suddenlink has previously replied no when asked that question. Alderman Aster asked Mr. Stephens to see if he could obtain statistics on how many people are viewing the channel. Alderwoman Harris felt if the PEG channel was underutilized that it would make sense to use that money elsewhere.

Mayor Outlaw said he gets a lot of complaints and questions about the benefits of the PEG channel over social media. People are suggesting important notices are better communicated by social media. Alderman Best countered that there was a part of the population that only utilized television and not social media, such as the elderly and those without a computer. Alderman Aster voiced a desire to see more information displayed on street closures, etc. The benefits of utilizing social media versus the PEG channel were discussed. In conclusion, Mayor Outlaw said the Board was voicing a desire for the PEG channel to remain status quo next year, especially since more people are utilizing social media.

- **Development Services**

Jeff Ruggieri, Director of Development Services, reviewed the department’s broad goals. North Carolina Statutes require a change to the land use ordinance to update Chapter 160D. Part of those changes require the long-range comprehensive plan to be updated. Mayor Outlaw expressed concern with the stormwater system as the City continues to grow, and the requirement of the Mayor to sign off on plans for new developments. Mr. Ruggieri noted Public Works now has an inspector, a position that was not previously in place. Staff is working on being responsive to ensure that everything will work once a developer turns over a development, and the City Attorney is tightening up the bond requirements. With those measures, a lot of problems are being caught early now.

The budget request will include three new staff members: a) an administrative support position to assist the Community & Economic Development Manager with various tasks and preparing minutes; b) a nuisance abatement officer; and c) a GIS

Technician to assist the GIS Coordinator. Other budget requests will include replacement of a 15-year-old vehicle and potentially implementation funds for the Redevelopment Commission. Mr. Ruggieri announced revenues have been steady and should modestly increase. Staff is looking at grants to assist with HPC guidelines as they relate to flooding and historic structures. Alderman Bengel said a citizen who has a background in that area was willing to provide the grant-writing service pro bono. Alderman Best asked what type of funds would be required for the Redevelopment Commission, and Mr. Ruggieri stated that would not be known until the plan is approved.

- **Finance**

Personnel changes will not be requested for Accounting or the Warehouse, according to Lori Mullican, Interim Director of Finance. Alderman Bengel inquired as to whether some of the Utility Business Office (“UBO”) personnel would be moved to Electric. Mr. Stephens said the said metering staff has already been transitioned to Electric. Once Mrs. Hogan is on staff, he will have a discussion with her to get her input on moving the billing, payment and customer service portions of the UBO to Electric. The possibility of that has already been discussed with Charlie Bauschard, Director of Public Utilities. Alderman Odham commented that the UBO was extremely heavy with 27 employees. If the skill set is available, some of those positions could be moved to Development Services. However, Alderman Odham cautioned that such action would move the personnel costs from the electric fund to the general fund.

- **Fire**

The department’s vision and goals were reviewed by Fire Chief Bobby Boyd. Accreditation of the department is anticipated in March 2021. Next year’s budget will include requests for a new fire station, the addition of six firefighters, an accreditation manager, and an office assistant. Chief Boyd felt these positions could be added through previous and future retirement attrition.

As part of his presentation, Chief Boyd also provided an update on operations, projected growth and needs, and strategic plans. He described the CAD-to-CAD process, which is now underway.

(Alderman Kinsey momentarily stepped out of the room at 4:23 p.m.)

Noting six firemen were approved in the recent budget and six more are requested for next year, Mayor Outlaw questioned how many more would be sought three years from now. At that point in the future, there would be four stations, and the Mayor inquired about the potential of reciprocity or reconfiguring personnel. Chief Boyd voiced understanding of the concern.

(Alderman Kinsey returned to the room at 4:26 p.m.)

Alderman Odham asked about the role of the six firemen at the Thurman Road station. Chief Boyd explained the additional firemen would equip the station with enough personnel to run a ladder and an engine company.

- **Human Resources**

Sonya Hayes, Director of Human Resources, provided an update on the implementation of Munis with respect to the HR component. She also provided an update on NEOGov.

Alderman Bengel said she receives complaints that no one ever hears as to the status of their application, and she asked if Insight would provide those statuses. Mrs. Hayes said currently the program acknowledges receipt of applications, notifies applicants if their application has been forwarded to the hiring manager, and sends a letter once the position has been filled. Alderman Bengel suggested applicants be provided with a list of the steps they could expect after applying for a position. Mrs. Hayes stated she could add that to the application process.

Alderman Odham asked about potential savings on prescription costs. Mrs. Hayes was pleased to report that the City had seen some savings.

- **Parks and Recreation**

Foster Hughes, Director of Parks and Recreation, said the department currently has one vacant position, and he planned to hold that custodian position open for now. After several years of inactivity, the community garden will be reopened. Interest has been expressed, with several people already signed up to participate. Additional budget requests will include funding for cemetery preservation, security cameras in the larger and heavier used parks, and replacement of a 33-year-old bus. Interest for a community center at Pleasant Hill Park has continued to be expressed, and funding of approximately \$550,000 will be requested in the budget.

Mayor Outlaw asked about implementing additional policies to prohibit people from walking dogs in a cemetery and disrespecting graves. While the ordinance could be changed, Mr. Hughes did not think that would help. Instead, additional signage and more doggy waste centers may prove helpful. A dog park will also be considered in one of the upcoming phases of Martin Marietta Park.

Additionally, the department's budget request will include funding for three additional positions. He noted a lot of work is being completed in-house, which is saving the City significant money.

Alderman Bengel expressed concern about safety in the smaller parks and suggested a camera also be placed in Don Miller Park. She suggested grant funds be sought for the chess park desired by Alderwoman Harris at the intersection of Queen and Pollock Streets.

Alderman Aster asked about the property where the jet used to be located and questioned if that property could be given to the adjacent landowners or sold. This would eliminate the need for the City to maintain the lawn. Mr. Stephens said he thought that property had been deemed surplus and was on the list of properties available through the bidding process.

Mayor Outlaw questioned whether additional granite markers or brick pavers were still being sold for placement in Union Point Park ("UPP").

(Alderman Aster stepped out of the room momentarily at 4:58 p.m.)

Mr. Hughes thought the pavers were previously sold by Swiss Bear or the Chamber, and Alderman Bengel confirmed the pavers were a separate fundraiser. She expressed concern about markers and plaques being placed in the parks, on trees, and on other property without the City's consent. Mr. Hughes said there are current opportunities to purchase benches in UPP, plaques for trees, and pavers at Kidsville. There are several blank pavers at UPP, which means there is opportunity for the City to sell those as well.

(Alderman Aster returned to the room at 5:02 p.m.)

Alderman Odham commended Mr. Hughes on the improvements that have been made since he has been Director of Parks and Recreation. He suggested Mr. Hughes look at a comprehensive program to identify the number of pavers, tree plaques, benches, etc. that are available for purchase in each of the City's parks.

Alderman Best made a motion to take a 10-minute recess, seconded by Alderman Odham. The motion carried unanimously 7-0, time being 5:05 p.m.

The meeting resumed at 5:17 p.m.

- **Police**

Police Chief Toussaint Summers said the department's training budget was expected to increase due to a number of staff members in new positions. All of the supervisors have less than three years' experience in their current rank. Among other technology requests, the budget will include a request for message boards that can also be utilized by other departments. The PD will request funding for three

additional SROs and two civilian positions. The SRO positions will be funded 100% by the City, if no other funding mechanisms are available. Officers performed over 5,000 hours of off-duty/extra-duty work this past year. Additional positions would provide some relief for officers who are working a lot of hours and for those who are going through training. Chief Summers said if the request for two additional officers could not be funded, he would like to have the ability to over hire by two officers. Noting the constant turnover within the PD, he explained the “over hire” status would not last long.

(Alderwoman Harris stepped out of the room momentarily at 5:37 p.m.)

After Chief Summers reviewed additional requests. Mayor Outlaw asked if the department would be considering the purchase of generators to keep stoplights working during power outages. Mr. Stephens said staff had reached out to the NC Department of Transportation (“NCDOT”) for information on the cabinets located at significant intersections. NCDOT stated the cabinets could be retrofitted by an electrician to accommodate generators. Staff is looking into this matter further.

(Alderwoman Harris returned to the room at 5:38 p.m.)

Mayor Outlaw requested an update on the simulation program through Craven Community College (“CCC”). Chief Summers said staff is exploring some grant opportunities, and he would be presenting ideas to the City Manager.

- **Public Works**

Matt Montanye, Director of Public Works, announced insurance rates will increase by 7-10%, which is partially due to Hurricane Florence. As far as personnel, his budget will request two additional street positions and will propose that the one seasonal position be converted to a full-time position.

As Mr. Montanye was reviewing the current year’s projects, Alderwoman Harris asked when the programs would be initiated at the OMEGA center. Mr. Hughes explained there are problems with the HVAC system and its air quality. Once the issues are resolved, the programs will begin.

Mayor Outlaw expressed a desire for a fountain at East Front and Broad Streets. He also reiterated a need to address sidewalks and suggested \$200,000 be placed in the budget for this need.

Mr. Montanye explained how ditches are being addressed and how the work will progress utilizing a contractor. The project will take several years to complete. Mayor Outlaw expressed a need to work on communicating what is the responsibility of private property owners versus the City’s responsibility.

Noting the number of complaints received, Alderman Odham asked staff to obtain quotes for the cost to citizens if the City were to provide an additional recycling service.

Citing a similar situation as Airport Road, Alderman Kinsey asked for staff to look at Racetrack Road with respect to the width of the road and buses meeting each other. Concern was also expressed about the kids walking from the area of Colony Estates to CCC's early college. When the grass is tall, the kids walk in the roadway. Alderwoman Harris asked if a partnership could be undertaken with CCC to address the issue. Alderman Odham noted the overpass will be replaced in the next 10 years since the interstate is coming through and the overpass does not meet the height requirements.

Alderman Aster made a motion to permit the department heads who had already made their presentations to leave, seconded by Alderman Kinsey. The motion carried unanimously 7-0, time being 6:08 p.m.

Prior to the presentation by Water Resources, Mayor Outlaw asked about the possibility of a police substation being located at the old water and sewer building. Mr. Stephens said the property should be viewed as more than a potential training facility, but maybe an opportunity to get out of the mall and create a new substation. Chief Summers said he would like to have a joint training facility with Fire so the same instructors could be used, etc. However, the old water and sewer facility would not work for that. Mr. Stephens noted the fire training facility was lost during Hurricane Floyd. In replacing that, there is the potential for building a facility large enough to accommodate Fire and Police. Mr. Stephens said space is needed for storage, and he suggested the old water and sewer facility be used as storage for records, documents, decorations, trailers, etc. Alderman Kinsey asked for the grounds to be cleaned up, and Mr. Stephens indicated he would have Parks and Recreation put out mulch and make the property look presentable.

- **Water Resources**

Jordan Hughes, City Engineer, reviewed his presentation which included goals and challenges for FY20/21. He stated New Bern has some of the oldest infrastructure in North Carolina, and plans are to continue replacing that aging infrastructure. The financial impacts of upcoming NCDOT projects was explained; the City will be responsible for covering 25% of the costs. The Highway 70 project is complex, and once it starts, it will be challenging, very costly and involve miles of pipe. Relocation of the infrastructure will be handled by NCDOT's contractors, although the City will work with them to ensure the work is streamlined and as cost-effective as possible. New Bern's water and sewer customer base is growing, which means revenue is on the uptick and the growth is starting to cover revenue that is lost through annual water conservation.

- **Electric**

Charlie Bauschard, Director of Public Utilities, forecasted no rate increase through FY2023/24. His budget will request capital improvement funds for the County Line Road substation. He hopes to fund the project through an EDA grant that will require a 20% match. However, if the grant is not received, the project would be funded 100% through debt service. Mr. Bauschard reported on challenges with the UBO's operations, regional growth, and forecasting NCDOT projects since the City has to cover 25% of infrastructure relocation costs. He stated utility billing cycles have been decreased from 21 to 5.

Employee turnover was reviewed. Electric employees are basically being trained by the City and once they have experience, they are leaving to accept jobs with Duke and at Cherry Point. While the private-sector jobs may pay \$1-2 more per hour, the City's benefits outweigh that small increase, but it's hard for some of the younger employees to see that.

(Alderman Kinsey momentarily stepped out of the room at 6:49 p.m.)

The utility fees and schedules will be reviewed for some minor changes, according to Mr. Bauschard.

(Alderman Kinsey returned to the room at 6:51 p.m.)

Mayor Outlaw suggested staff ride around one evening to identify street lights that are out, and Alderman Aster suggested the PD take note of the burned-out lights when they are patrolling or out on the streets. Mr. Bauschard stated the PD is currently notifying Electric when they observe a light out. The challenge is a light may be working when an area is surveyed, but it could go out moments later. He also explained how LED street lights are being replaced on a per-neighborhood basis.

Mr. Stephens noted the departmental budget requests have not been presented to the budget committee, so the numbers are not yet known. Alderwoman Harris asked if the budget would include employee raises, and Mr. Stephens said that is dependent upon whether raises could be afforded. Alderman Bengel noted the overall structure of the City had been suggested for review. Mr. Stephens replied the overall structure of the City was sound, but he would be reviewing some of the structure with the new Director of Finance. The main focus will surround the UBO and Finance and how that division functions with utilities.

Alderman Odham pointed out that it was time for the City Manager's six-month review. He did not feel the February 11th meeting would be a good time to have a closed session since the agenda was quite lengthy. It was suggested Survey Monkey be utilized and a

closed session be held on February 25th to review the results. Alderman Odham stated he would send Mrs. Hayes the survey template, and she could send out the link.


Adjourn

Alderwoman Harris made a motion to adjourn, seconded by Alderman Kinsey. The motion carried unanimously, time being 7:00 p.m.


The attached documents are incorporated herewith and are hereby made a part of these minutes.

NOTE: For additional details and information on the Board of Aldermen meetings, please visit the City of New Bern's website at www.newbern-nc.org. Video and audio recordings of the meeting have been archived.

Minutes approved: February 25, 2020

A handwritten signature in black ink, appearing to read "Dana E. Outlaw", written over a horizontal line.

Dana E. Outlaw, Mayor

A handwritten signature in black ink, appearing to read "Brenda E. Blanco", written over a horizontal line.

Brenda E. Blanco, City Clerk