

Invocation

Opening of Meeting

Pledge of Allegiance

Roll Call

Approval of minutes from September 8, 2025 (**page 3**)

Approval/Amendments to Agenda

I. Consent Agenda: NONE

(The Consent Agenda is where routine items are approved as a group without Council discussion. If any Council member would like a separate vote or discussion on any Consent Agenda item, the item may be removed from the Consent Agenda and moved to New Business.)

II. Comments from the Public:

- * Each speaker must sign-in on the sign-up sheet on the table at the back of the Council Chambers.
- * During the Comments from the Public portion of the agenda, the City Manager will call on individuals signed in to address Council.
- * When called to speak, each speaker will identify him/herself by giving his/her **name and address**.
- * Each speaker will be limited to speaking one time on any topic. When you are finished speaking please step away from the podium and be seated.
- * Each speaker will be limited to **three (3) minutes** and each group's representative will be limited to a **maximum of five (5) total minutes**. Each group is encouraged to designate a single spokesperson for their group.

III. Public Hearing 6:00pm - Zoning:

- A. Adopt – Ordinance and Approve rezoning request from Ray Johnson to rezone parcel #5685-36-4017 from I2 (Light Industrial) to BD (General Business Commercial) (**page 16**)

IV. Public Hearing 6:00pm- Other: NONE

V. Scheduled Public Appearances: NONE

VI. Correspondence and Special Reports:

- A. Memo – PO's > \$50,000 (**page 29**)
B. Memo – Budget Transfers: NONE

- VII. Reports from Boards, Commissions and Committees:
- A. Report – Washington Tourism Development Authority
 - B. Report – Washington-Warren Airport Authority
 - C. Report – Human Relations Council
 - D. Report – Washington Electric Advisory Board
 - E. Report – Other Boards/Commissions/Committees
- VIII. Appointment:
- A. Appointments – Human Relations Council **(page 30)**
 - B. Appointment – Washington Tourism Development Authority **(page 36)**
- IX. Old Business: NONE
- X. New Business:
- A. Adopt – Budget Ordinance Amendment for the replacement of the 8” asbestos concrete water line along 11th Street **(page 46)**
 - B. Accept – 2024 Assistance to Firefighters Grant and Adopt corresponding Grant Project Budget Ordinance **(page 48)**
 - C. Adopt – Grant Project Ordinance Amendment to close the Sewer Rehab Grant Project **(page 52)**
 - D. Authorize – City Manager to approve an updated job description and salary grade for the Human Resources Specialist **(page 54)**
 - E. Approve – Update to Personnel Policy Article III, Section 8 Outside Employment **(page 57)**
 - F. Approve – Electric Base Rate reduction **(page 59)**
- XI. Any other items from City Manager:
- XII. Any other business from the Mayor or other Members of Council:
- XIII. Closed Session: Under NCGS 143-318.11 (a)(1) Disclosure of Confidential Information, 143-318.10(e) Public Records Act and (a)(3) Attorney/Client Privilege
- XIII. Adjourn: Until November 10, 2025 at 5:30pm in the City Council Chambers.

**CITY COUNCIL MINUTES
WASHINGTON, NORTH CAROLINA**

September 8, 2025

The Washington City Council met in a regular session on Monday, September 8, 2025 at 5:30pm in the Council Chambers at the Municipal Building. Present: Donald Sadler, Mayor; Anthony Tyre, Mayor Pro tem; Lou Hodges, Councilmember; William Pitt, Councilmember; Antwan Horton, Councilmember and Richard Brooks, Councilmember. Also present, Jonathan Russell, City Manager; Franz Holscher, City Attorney and Cynthia Sullivan Bennett, City Clerk.

Invocation by Pastor Antwan Horton.

Mayor Sadler called the meeting to order and Mayor Pro tem Tyre led the Pledge of Allegiance.

APPROVAL OF MINUTES:

By motion of Councilmember Horton, seconded by Mayor Pro tem Tyre, Council approved the minutes of August 4, 2025 as presented.

VOTE:	YES	NO
Mayor Pro tem Tyre	x	
Councilmember Hodges	x	
Councilmember Brooks	x	
Councilmember Horton	x	
Councilmember Pitt	x	

APPROVAL/AMENDMENTS TO AGENDA

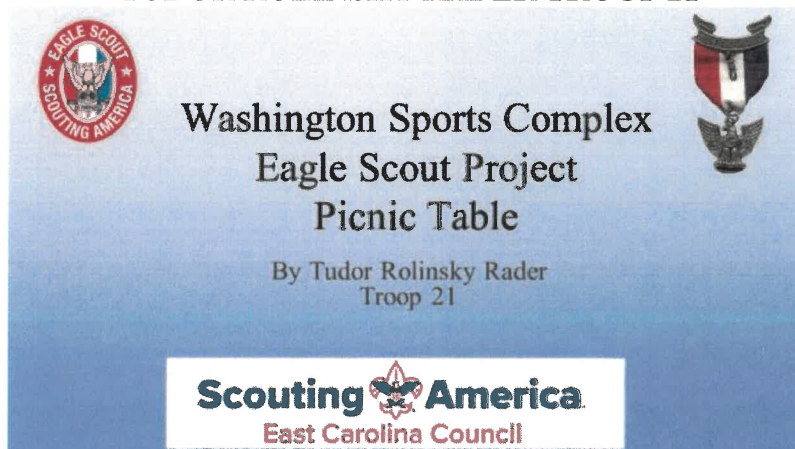
*Remove: APPOINTMENT – PLANNING BOARD ALTERNATE MEMBER

*Add: PRESENTATION - TUDOR ROLINSKY RADAR: EAGLE SCOUT PROJECT

By motion of Councilmember Horton, seconded by Councilmember Brooks, Council approved the agenda as amended.

VOTE:	YES	NO
Mayor Pro tem Tyre	x	
Councilmember Hodges	x	
Councilmember Brooks	x	
Councilmember Horton	x	
Councilmember Pitt	x	

TUDOR ROLINSKY RADER TROOP 21



Introduction:

Name: Tudor Rolinsky Rader

Bio: I am from Washington N.C, I am 17 and a student a Beaufort County Early College High School in senior year and enrolled in certified nursing assistant program at Pitt Community College.

I have been in Boys Scouts since I was 7 years old and always living by scout law and oath.

Eagle Scout Project Content:

The proposed project is to build a picnic table at the sports complex on 125 Airport Road Washington NC.

This picnic table will serve as a recreational space for parents and children during soccer games. This will also be a place of comfort for all people visiting the sports complex.

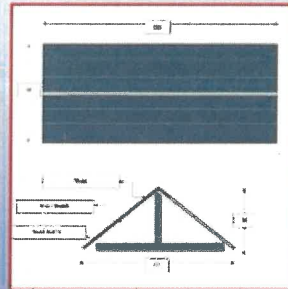
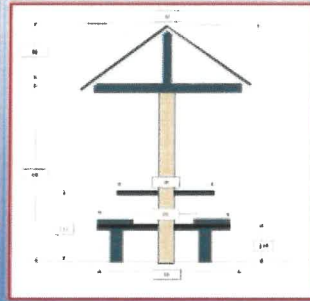
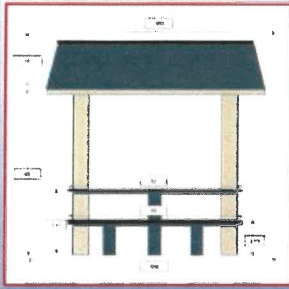
This will also serve as a tribute to show scout's dedication to our community.



Project Location:



Design Blueprints:



Note: No permit is required!

Project Budget:

Materials:	\$1,000
Supplies:	\$195.76
Tools:	\$57.86
Other:	\$1355.51
Total Costs:	\$2,608.56

The list of Materials and Supplies:

Materials Needed:

- 6x6 Lumber
- 2x6 boards (for tabletop and seats)
- 2x4 boards (for support braces)
- 4x4 posts (for legs and main supports)
- Metal for roofing

Masonry / Base

- Bricks (to create a stable base or border around the picnic table area)
- Concrete mix (if anchoring posts or stabilizing bricks is required)

Hardware

- Exterior-grade wood screws or carriage bolts with washers/nuts
- Metal brackets (optional, for reinforcement)
- Finishing Supplies
- Exterior wood sealant or weather-resistant paint/stain
- Sandpaper (to smooth edges for safety)

Supplies Needed

- Work gloves (for safety)
- Safety glasses and dust masks
- Measuring tape, pencils, and markers
- Sandpaper and sanding blocks
- Paint Brushes or rollers (for stain/sealant)
- Rags or shop towels (for cleanup)
- Trash bags (for collecting scraps and debris)
- Water bottles and snacks for volunteers

Tools and Equipment Needed

- Tape measure and carpenter's square (for accurate measuring and marking)
- Circular saw or hand saw (for cutting lumber)
- Power drill with drill bits and screwdriver bits
- Hammer and mallet
- Wrenches or socket set (for bolts and nuts)
- Clamps (to hold boards steady while working)
- Shovel and wheelbarrow (for placing bricks or mixing concrete)
- Level (to make sure the table and base are even)
- Sander or sanding block (to smooth edges and surfaces)

Fundraising Opportunities:

- Troop 21 - 50%
 - Fundraising Event - \$500
 - Donations - \$309
 - Donations Agape Health Services - \$500
- City of Washington - 50%
 - \$1300



Project Timeline:

Stages	Activities	Deadline
1. Planning	Boys Scouts Board Review	August 27
	City Council Meeting	September 8
2. Fundraising	Fundraising Event	September 27
	Meeting with Agape Health Services - Dr. Michael McDuffie	TBD
	Smoke on the Water Event	October 17-18
3. Debriefing	Debriefing with volunteers and scouts group	September 18
4. Materials and Supplies	Gathering materials and supplies	September 15 week
5. Project Implementation	Project START DAY	September 22
	Project END DAY	December 19

Conclusion: Questions & Answers



Council offered their support of this project.

CONSENT AGENDA:

(The Consent Agenda is where routine items are approved as a group without Council discussion. If any Council member would like a separate vote or discussion on any Consent Agenda item, the item may be removed from the Consent Agenda and moved to New Business.)

A. AUTHORIZE – POLICE AND FIRE SERVICES TO APPLY FOR A WALMART GRANT

By motion of Councilmember Horton, seconded by Councilmember Pitt, Council approved the Consent Agenda as presented.

COMMENTS FROM THE PUBLIC: NONE

1. *Each speaker must sign-in on the sign-up sheet on the table at the back of the Council Chambers.*
2. *During the Comments from the public portion of the agenda, the City Manager will call on individuals signed in to address Council*
3. *When called to speak, each speaker will identify him/herself by giving his/her name and address.*
4. *Each speaker will be limited to speaking one time on any topic. When you are finished speaking please step away from the podium and be seated.*
5. *Each speaker will be limited to **three (3) minutes** and each group's representative will be limited to a **maximum of five (5) total minutes**. Each group is encouraged to designate a single spokesperson for their group.*

SCHEDULED PUBLIC APPEARANCES: NONE

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO – PO'S > \$50,000

The following budgeted purchase orders that are in excess of \$50,000 have been issued for the month:

<u>PO Number</u>	<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
069516	\$262,774.73	Gregory Poole Equipment Co.	CAT 926 Small Wheel Loader

MEMO – BUDGET TRANSFERS

The Budget Officer reallocated appropriations among various departmental totals of expenditures within authorized funds.

NC GS 159-15 states that this shall be reported to the Council at its next regular meeting and be entered in the minutes.

010-4400-5701	-\$40,000.00
010-4250-0204	\$40,000.00
085-5038-6300	-\$2,500.00
085-5035-6300	\$1,100.00
085-5039-6300	\$1,400.00

010-4400-5401	-\$50,722.00
010-4124-5400	\$11.00
010-4130-5400	\$481.00
010-4260-5400	\$33,180.00
010-4310-5400	\$1,930.00
010-4340-5400	\$15,120.00
035-8380-1700	-\$15,000.00
035-8390-7400	\$15,000.00
010-4400-5701	-\$24,000.00
010-4132-4500	\$24,000.00

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Workers Comp	085-5038-6300	None	WC Claims Solid Waste	2500.00
TO:	Workers Comp	085-5035-6300 085-5039-6300	None	WC Claims Electric WC Claims Cemetery	1100.00 1400.00

For the purpose of: cover potential workers comp reserve adjustment

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Miscellaneous	010-4400-5401	None	Insurance	50722.00
TO:	TDA Finance City Hall Police Fire	010-4124-5400 010-4130-5400 010-4260-5400 010-4310-5400 010-4340-5400	None	Insurance Insurance Insurance Insurance Insurance	11.00 481.00 33180.00 1930.00 15120.00

For the purpose of: covering insurance bill for different departments after insurance reallocation done

	Department	Account Number	Account Name	Amount
FROM:	Electric	035-8380-1700	Maint/Repair Vehicles	\$15,000
TO:	Electric	035-8390-7400	Capital Outlay	\$15,000

For the purpose of: Cover expenses for two trailer purchases.

	Department	Account Number	Project Account	Account Name	Amount
	MISCELLANEOUS	010-4400-5701		MISCELLANEOUS EXPENSES	\$24,000.00
TO:	INFORMATION SERVICES	010-4132-4500		CONTRACT SERVICES	\$24,000.00

For the purpose of: Migration of Microsoft Office

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Miscellaneous	010-4400-5701	None	Miscellaneous	40,000.00
TO:	Equipment Svcs	010-4250-0204	None	Salary reimbursement	40,000.00

For the purpose of: make sure department is in positive budget ahead of year end entries

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:
REPORT – WASHINGTON TOURISM DEVELOPMENT AUTHORITY –

The regular WTDA board meeting will be held on September 17th along with training scheduled for September 24th.

REPORT – WASHINGTON-WARREN AIRPORT AUTHORITY

The City Manager noted the stormwater project at the airport is nearing completion and was funded with state appropriations. The STEM building construction is underway as well as three hangar pads.

REPORT – HUMAN RELATIONS COUNCIL – No report

REPORT – WASHINGTON ELECTRIC ADVISORY BOARD

The City Manager stated there was a brief large scale outage this past weekend at our point of delivery substation.

REPORT – OTHER BOARDS/COMMISSIONS/COMMITTEES – No report

APPOINTMENTS:

APPOINTMENT – PLANNING BOARD ALTERNATE MEMBER

Item removed from agenda

OLD BUSINESS: NONE

NEW BUSINESS:

APPROVE – LETTER OF SUPPORT FOR A NCDEQ MERGER AND REGIONALIZATION FEASIBILITY (MRF) STUDY WHERE BEAUFORT COUNTY WOULD BE THE LEAD APPLICATION ON THE GRANT APPLICATION

BACKGROUND AND FINDINGS: The North Carolina Division of Water Infrastructure administers a Merger and Regionalization Feasibility Study Grant (MRF) program to facilitate studies on the potential of gaining economies of scale through merger, consolidation, regionalization and/or resource sharing. Beaufort County wishes to explore how shared resources may build a more viable Beaufort County through a feasibility study with the partnership of the County, the City of Washington, Town of Aurora, Town of Bath, Town of Belhaven, Town of Chocowinity and the Town of Washington Park. The MRF grant, which has no match requirement, facilitates a non-binding study of opportunities to move utilities to greater viability.

By motion of Mayor Pro tem Tyre, seconded by Councilmember Horton, Council approved the letter of support for a NCDEQ Merger and Regionalization Feasibility (MRF) Study where Beaufort County would be the lead applicant on the grant application.

VOTE:	YES	NO
Mayor Pro tem Tyre	x	
Councilmember Hodges	x	
Councilmember Brooks	x	
Councilmember Horton	x	
Councilmember Pitt	x	

NC Division of Water Infrastructure
 Submitted electronically with MRF grant application

September 8th, 2025

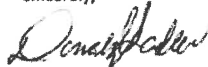
To whom it may concern,

Beaufort County and project partners have need for and intend to conduct a study in a project described as "Beaufort County Merger and Regionalization Feasibility Study (The Beaufort County Partnership)".

The City of Washington acknowledges Beaufort County's grant application to the NC Division of Water Infrastructure to participate in a merger/regionalization feasibility study. By submittal of this letter, we commit our willingness to cooperate to the extent necessary to perform a merger/regionalization feasibility study for the purposes of ensuring the viability of all systems involved. Our collaboration in this study does not bind us to act on the recommendations of the study. There is no local cash match required to participate.

The governing board has unanimously approved this acknowledgement letter at the September 8th, 2025 board meeting. Thank you for the opportunity to apply for funding to complete this merger/regionalization feasibility study.

Sincerely,



Donald Sadler
 City of Washington Mayor

ADOPT – BUDGET ORDINANCE AMENDMENT FOR APPROPRIATING FUND BALANCE IN FUND 030 AND 032 FOR ADDITIONAL FUND TO COVER INSURANCE PREMIUMS

BACKGROUND AND FINDINGS: Additional funds need to be appropriated to cover the insurance premiums for fund 030 and 032. City equipment was reallocated to their home fund, so funding needs to be reallocated to match the cost to the proper funds.

By motion of Councilmember Horton, seconded by Councilmember Brooks, Council adopted a Budget Ordinance Amendment for appropriating fund balance in fund 030 and 032 for additional funds to cover insurance premiums.

VOTE:	YES	NO
Mayor Pro tem Tyre	x	
Councilmember Hodges	x	
Councilmember Brooks	x	
Councilmember Horton	x	
Councilmember Pitt	x	

AN ORDINANCE TO AMEND THE BUDGET ORDINANCE OF THE CITY OF WASHINGTON, N.C. FOR THE FISCAL YEAR 2025-2026

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

Section 1. That the following accounts of the Water Fund revenue budget be increased or decreased by the respective amounts indicated to cover insurance premium expenses for the remainder of the year:

030-3991-9910 Fund Balance Appropriated \$ 32,000

Section 2. That the following accounts of the Water Fund appropriations budget be increased or decreased by the respective amounts:

030-6610-5400 Insurance Premiums \$ 32,000

Section 3. That the following accounts of the Sewer Fund revenue budget be increased or decreased by the respective amounts indicated to cover insurance premium expenses for the remainder of the year:

032-3991-9910 Fund Balance Appropriated \$ 64,500

Section 4. That the following accounts of the Sewer Fund appropriations budget be increased or decreased by the respective amounts:

032-6611-5400 Insurance Premiums \$ 64,500

Section 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 6. This ordinance shall become effective upon its adoption.

Adopted this 8th day of September, 2025.



CITY CLERK



 MAYOR

ADOPT – BUDGET ORDINANCE AMENDMENT FOR THE PURCHASE OF LAND AT 224 E 7TH STREET

Background and Findings: Purchase land adjacent to bobby Andrews center we worked with the property owner and allow site control at this location and expansion of parking at this location.

By motion of Councilmember Brooks, seconded by Mayor Pro tem Tyre, Council approved the budget ordinance amendment for the purchase of land at 224 E 7th Street.

VOTE:	YES	NO
Mayor Pro tem Tyre	X	
Councilmember Hodges	X	
Councilmember Brooks	X	
Councilmember Horton	X	
Councilmember Pitt	X	

AN ORDINANCE TO AMEND THE BUDGET ORDINANCE OF THE CITY OF WASHINGTON, N.C. FOR THE FISCAL YEAR 2025-2026

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

Section 1. That the following accounts of the General Fund revenue budget be increased or decreased by the respective amounts indicated:

010-3991-9910 Fund Balance Appropriated \$ 25,506

Section 2. That the following accounts of the General Fund appropriations budget be increased or decreased by the respective amounts for the purchase of property at 224 E 7th Street:

010-4400-7100 Land Acquisition \$ 25,506

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 8th day of September, 2025.



[Signature]
MAYOR

AWARD – BID TO DOWN EAST PRESERVATION AND APPROVE PURCHASE ORDER FOR RENOVATIONS TO THE HISTORY CENTER AND MUSEUM

BACKGROUND AND FINDINGS: The City of Washington received bids on August 13, 2025 for the Renovations to History Center and Museum 0717-2025. One bid was received in the amount of \$202,460.00 from Down East Preservation. Large amount of revenue from donations to move this project forward. This is 100% funded through donations.

PROJECT:

RENOVATIONS FOR HISTORY CENTER AND MUSEUM 0717-2025

BID DUE DATE/TIME:

AUGUST 13, 2025 @ 3:00pm

CONTRACTORS:

COASTAL BUILDERS
 TOTAL BASE BID: NO BID
 DOWN EAST PRESERVATION
 TOTAL BASE BID: \$202,460.00
 HUDSON BROTHERS
 TOTAL BASE BID: NO BID
 STOCKS & TAYLOR
 TOTAL BASE BID: NO BID
 WIMCO
 TOTAL BASE BID: NO BID

RECOMMENDATION: DOWN EAST PRESERVATION \$202,460.00

CERTIFIED BY: ANGELA M. FLOWERS

By motion of Mayor Pro tem Tyre, seconded by Councilmember Brooks, Council awarded the bid to Down East Preservation and approved the subsequent purchase orders for the renovations on the first floor of the Train Station Depot.

VOTE:	YES	NO
Mayor Pro tem Tyre	x	
Councilmember Hodges	x	
Councilmember Brooks	x	
Councilmember Horton	x	
Councilmember Pitt	x	

PUBLIC HEARING 6:00PM - ZONING: NONE

RECESS

PUBLIC HEARING 6:00PM- OTHER:
ECONOMIC INCENTIVE GRANT FOR PROJECT GLOBE

Mayor Sadler opened the public hearing.

Agenda Title: Incentive to locate Project Globe, \$5,000,000 investment, retain 24 jobs and create 37 new jobs in the City of Washington Beaufort County, NC.

Presenter: Jonathan Russell, Washington City Manager reviewed the request with City Council.

Summary of Information: Subject to NC General Statute § 158-7.1 Project Globe has requested WBCIP lot 5668-71-5402 (aerial below) be provided so they can establish a new manufacturing facility, invest \$5,000,000 in real property, retain 24 jobs and create 37 jobs in the City of Washington, NC. Project Globe currently leases a building in the Washington Beaufort County Industrial Park. The company wants to build their own new facility to allow for continued growth. The company is engaged in global sourcing and supply chain management, bookbinding, manufacturing, and online sales through multiple platforms.



It is estimated the property tax revenue paid to the County and City will amount to \$46,500 Annually (\$24,250 City of Washington & \$22,250 Beaufort County). It is estimated that the taxes generated will pay for the land incentive grant of \$122,200 within 3 years. Project Globe is stating the project is competitive in that they could locate the project in other associated sites in NC.

Grant: The land appraised value \$20,000 per acre, 6.11 acres total value \$122,200. The incentive agreement between the company and the City and County will require the company to meet its capital investment within 3 years as described by Project Globe, or the land must be returned to the County and City.

Inter-Governments Agreement: Subject to NC General Statute 160A-461, to increase the efficiency and reduce the costs associated with government operations the City of Washington will request Beaufort County act as the agent for the city in the paperwork involved in the granting of land to Project Globe.

NC General Statute 160A-461 authorizes such interlocal cooperation between units of local government and provides that units may enter into contracts or agreements with each other in order to execute any undertaking. The statute requires that contracts and agreements be of reasonable duration, as determined by the participating units, and that they be ratified by resolution of the governing board of each unit and referenced in its minutes.

Public Benefits: As stated, the public benefits derived from this land grant incentive are an increase in the tax base and the creation of new jobs in the City of Washington, NC.

Mayor Pro tem Tyre asked what is needed from the City for this project and Mr. Russell stated we would partner with Beaufort County on this project and donate the land. If they do not fulfill the requirements, there is a claw back in the agreement.

There being no comments from the public, the hearing was closed at this time.

By motion of Mayor Pro tem Tyre, seconded by Councilmember Horton, Council authorized the City Manager, City Attorney, Beaufort County Assessor and Beaufort County Economic Developer draw up the necessary documentation for the granting of land to Project Globe as well as authorizing an Inter-Governments Agreement be drawn up between the City of Washington, NC and Beaufort County, NC so the County can act as the City’s agent in this matter.

VOTE:	YES	NO
Mayor Pro tem Tyre	x	
Councilmember Hodges	x	
Councilmember Brooks	x	
Councilmember Horton	x	
Councilmember Pitt	x	

ANY OTHER ITEMS FROM CITY MANAGER:

- *Soccer started on Saturday with approximately 600 participants.
- *Splash pad schedule has changed and will close at the end of September.
- *Debt service reduction from Duke Energy.

ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:

Mayor Pro tem Tyre inquired where do citizens find updated schedules for the splash pad and soccer? Mr. Russell stated we are in the process of upgrading our current website as well as our social media. We have also added a YouTube channel.

CLOSED SESSION: NONE

ADJOURN:

By motion of Mayor Pro tem Tyre, seconded by Councilmember Brooks, Council adjourned the meeting until October 13, 2025 at 5:30pm in the City Council Chambers.

(Subject to approval of City Council)

s/Cynthia S. Bennett, MMC
City Clerk



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of the City Council
From: Domini Cunningham, Interim Community & Cultural Services Director
Date: October 6, 2025
Subject: Public Hearing – Rezoning Request
Applicant Presentation: Ray Johnson
Staff Presentation: Domini Cunningham

RECOMMENDATION:

I move that the City Council adopt the attached ordinance and approve the requested rezoning from I2 to B2 based on the findings that 1) the request is generally consistent with the Comprehensive/CAMA Future Land use Plan’s Commercial Marina Character Area 2) the request is consistent with the Comprehensive/CAMA Plan’s Parks, Natural Areas, & Open Spaces Policy 2, 8, and 10, and Economic Development Policy 1 and because of the uses allowed in the B2 zoning district and 3) that it is reasonable and in the public’s interest to rezone the property since it would provide an additional access point to the water and additional job opportunities. I further move to amend the Future Land Use Map to designate the subject area from Conservation, Parks, Open Space, or Environmentally Constrained Character Areas to Commercial Marina Character Area, consistent with this action.

-OR-

I move that the City Council deny the requested rezoning based on the finding that 1) the request is not specifically consistent with the Comprehensive/CAMA Future Land Use Plan Map’s recommendation of Conservation, Parks, Open Space, or Environmentally Constrained Character Area, 2) the request is not consistent with the Comprehensive/CAMA Plan’s Parks, Natural Areas & Open Space Policy 1 and 5 because of the uses allowed in B2, and that 3) the rezoning is unreasonable and not in the public interest because the uses allowed in B2 may be detrimental to the relationship between the current permissible development on the property and adjacent areas.

BACKGROUND AND FINDINGS:

The Comprehensive/CAMA Future Land Use Map recommends Conservation, Parks, Open Space, or Environmentally Constrained use for this area. The requested zoning of B2 is generally consistent with the Comprehensive Plan/CAMA Future Land Use Map. The request could also be found to be consistent with Parks, Natural Areas, & Open Spaces Policy 2, 8, and 10, and Economic Development Policy 1 of the Comprehensive/CAMA Plan.

On September 23, 2025, the Planning Board voted to recommend approval of the rezoning request to City Council based on the finding that the request is generally consistent with the Comprehensive/CAMA Future Land Use Map and that the request is consistent with Parks, Natural Areas, & Open Spaces Policy 2, 8, and 10, and Economic Development Policy 1 contained in the City of Washington’s Comprehensive/CAMA Plan.

FISCAL IMPACT

Currently Budgeted (Account _____) _____ Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Ordinance, Staff Report, Location Map, Application, Adjacent Property List and Letter

ORDINANCE FOR A PROPOSED ZONING MAP AND FUTURE LAND USE MAP
AMENDMENT
THE CITY OF WASHINGTON, NORTH CAROLINA

WHEREAS, A request has been made to rezone the 0.27 acres, parcel number 5685-36-4017 from I2 (Light Industrial) to B2 (General Business). The property is further described as:

Lying and being in the City of Washington, County of Beaufort, State of North Carolina and more particularly described as follows:

BEGINNING at a NEW IRON PIN with cap with NC Grid Coordinates of: N: 656133.13, E: 2583373.61; thence S 73°10'48" E a distance of 11.86' to a Point Not Set; thence S 71°19'29" E a distance of 42.64' to a Point Not Set; thence S 69°45'36" E a distance of 71.00' to a New Iron Pin with Cap; thence S 69°22'46" E a distance of 23.45' to a Point Not Set; thence S 54°28'07" W a distance of 11.23' to a Point Not Set; thence S 54°28'07" W a distance of 36.33' to a Point Not Set; thence S 54°02'02" W a distance of 34.11' to a Point Not Set; thence S 53°36'07" W a distance of 26.98' to a Point Not Set; thence S 59°03'52" W a distance of 13.66' to a Point Not Set; thence S 65°12'19" W a distance of 16.75' to a Point Not Set; thence S 69°02'09" W a distance of 10.84' to a Point Not Set; thence S 70°04'20" W a distance of 6.47' to a Point Not Set; thence S 74°40'25" W a distance of 5.81' to a Point Not Set; thence N 14°43'21" W a distance of 10.04' to a New Iron Pin with Cap; thence N 14°43'21" W a distance of 86.70' to a Chiseled X In Concrete; thence N 26°46'18" E a distance of 46.70' to a New Iron Pin with Cap; which is the point of beginning, having an area of 11,649.98 square feet, 0.27 acres and further shown on the survey map by Sorrell Land Surveying, Inc. for Ray Johnson, dated August 13, 2025. Reference is herein made to said survey, and the same is incorporated for a more complete and adequate description.

WHEREAS, the City Council of the City of Washington, North Carolina in accordance with Chapter 160D of the General Statutes of North Carolina, caused a public notice to be published once a week for two successive weeks in the Washington Daily News setting forth that the City Council would, on the 13th day of October 2025 conduct a public hearing on the zoning map amendment; and

WHEREAS, the City Council has been informed of and has considered the City of Washington Planning Board's recommendation on the subject zoning map amendment; and

WHEREAS, in accordance with the applicable provisions of North Carolina General Statute 160D-605, the City Council does hereby find and determine that the adoption of the ordinance is generally consistent with the adopted Comprehensive/CAMA Plan and other officially adopted plans that are applicable and that the adoption of the ordinance zoning the following described property is reasonable and in the public interest due to its consistency with the Comprehensive/CAMA Plan and other officially adopted plans that are applicable and, as a result, its furtherance of the goals and objectives of the comprehensive plan and other officially adopted plans that are applicable; and

WHEREAS, as a further explanation as to why the action taken is reasonable and in the public interest in compliance with the applicable provisions of North Carolina General Statute 160D-605, the City Council of the City of Washington does hereby find and determine that the adoption of this ordinance will, in addition to the furtherance of other goals and objectives, promote the safety and general welfare of the community because the requested zoning is consistent with the recommended Future Land Use Map Commercial Marina Character Area.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Washington, North Carolina that, this proposed zoning map amendment of be approved and the Comprehensive/CAMA Future Land Use Map be updated to reflect Marina Character Area within the described area; The Director of Community and Cultural Services is directed to amend the zoning map and future land use map of the City of Washington in accordance with this ordinance; and all ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

Adopted this 13th day of October, 2025.

Donald R. Sadler, Mayor

ATTEST:

Cynthia Bennett, Clerk



Rezoning Request Staff Report

Development Services,
Planning & Zoning Division

Request: Rezoning request from Ray Johnson

Parcel #: 5685-36-4017

Lot Size: 0.27 acres

Existing Zoning: I2 (Light Industrial)

Proposed Zoning: B2 (General Business Commercial)

Required Notices:

Adjoining property owner notices were mailed and a notice sign was placed on the property on October 3, 2025. The public hearing notice advertisement date was October 1st & 11th, 2025.

Surrounding Land Uses and Zoning:

The subject property is surrounded by some vacant tracts, some light industrial uses and some commercial uses. The property has approximately 150 feet of frontage on Runyon Creek. Backwater Jacks restaurant is located directly across the street and the NC Wildlife boat ramp is located beside the property. All of the adjacent properties are zoned Light Industrial. There is also a small commercial marina directly across Runyon Creek from the subject property that is within the Town of Washington Park.

Development Notes:

The subject property is currently being used as a welding shop with adjacent commercial uses. The property is located within the 100-year floodplain (See attached flood map). Further development of the property will be subject to the City's Flood Damage Prevention Ordinance.

Comprehensive Plan/CAMA Land Use Plan Recommendations:

The Comprehensive/CAMA Future Land Use Map identifies this property as Conservation, Parks, Open Space, or Environmentally Constrained Character Areas with Light Industrial Character Areas within close proximity. The existing zoning of I2 is considered a light industrial zoning district. The requested zoning of B2 is not considered a light industrial zoning district and is not specifically consistent with the newly adopted Future Land Use Map. If this property is rezoned by the City Council, it will be considered an amendment to the Future Land Use Plan

based on State Law. The subject property will then be classified as the Commercial Marina Character Area.

To further support the requests' inconsistency with the Comprehensive/CAMA Plan it could be found that the request does not meet the Comprehensive/CAMA Plan's Parks, Natural Areas & Open Space Policy 1 and 5 and that the rezoning is unreasonable and not in the public interest because the uses allowed in B2 may be detrimental to the relationship between the current permissible development on the property and adjacent areas.

However, the proposed rezoning could be found to be generally consistent with the Comprehensive/CAMA Plan's Parks, Natural Areas, & Open Spaces Policy 2, 8, and 10, and Economic Development Policy 1 because of the uses that are allowed in the B2 zoning district, and that it is reasonable and in the public's interest to rezone the property since it would provide an additional access point to the water and additional job opportunities

Referenced Comprehensive/CAMA Plan Policies

Parks, Natural Areas, & Open Spaces

Policy 1: Continue parks planning efforts.

Policy 2: Continue enhancements to existing parks.

Policy 5: Discourage traditional development patterns adjacent to beneficial wetlands and environmentally-sensitive natural areas.

Policy 8: Update the shoreline and water access plan. Identify priority areas (street ends, vacant parcels, etc.) where property could be purchased and/or developed to provide water access. Priority should be given to small craft launches (kayaks, canoes, paddle boards) and fishing and crabbing access.

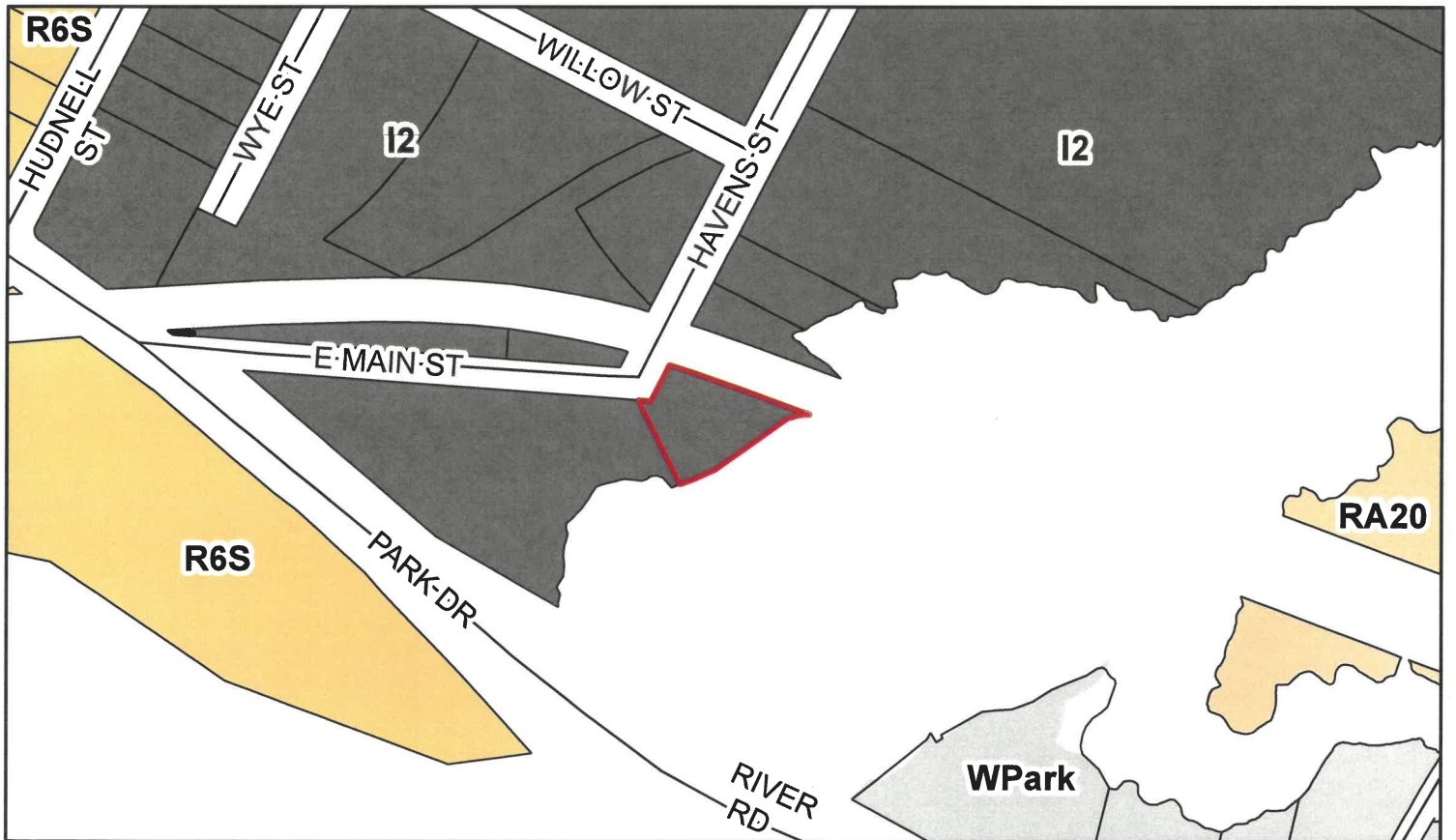
Policy 10: Increase access (including handicapped accessible access) and opportunities to enjoy Washington's public waterways and waterfront.

Economic Development

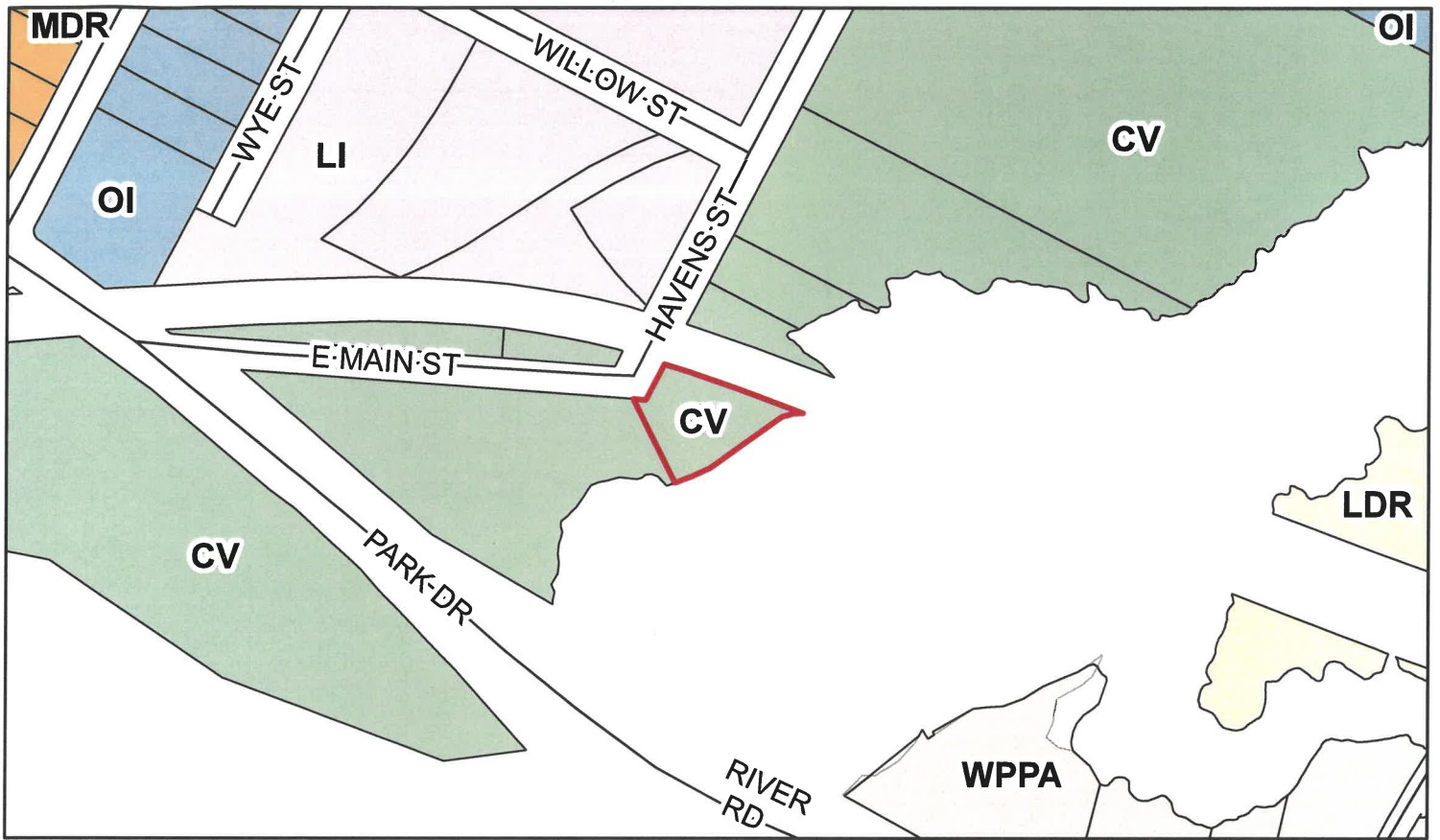
Policy 1: Review regulations and procedures to assure a business-friendly process for new business development and existing business expansion



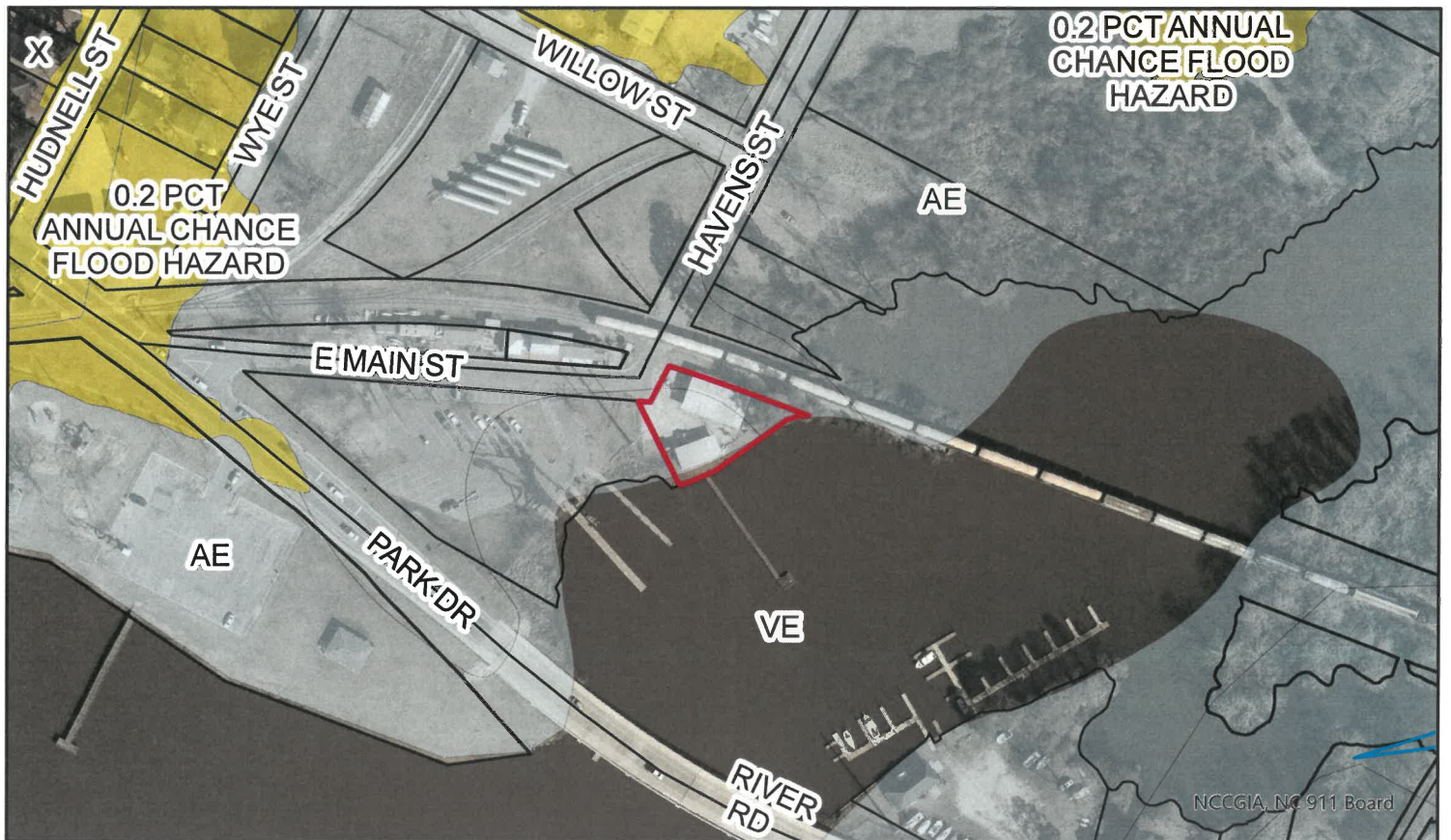
Location Map



Zoning Map



Future Land Use Map



Flood Zone Map



REZONING REQUEST

DEVELOPMENT SERVICES PLANNING & ZONING

Applications are due to the City of Washington, Department of Planning and Development by 5:00 p.m. on the 15th of the month. Applicants will be heard at the following month's meeting.	OFFICE USE ONLY	
	Fee: \$300.00	Date Paid:

APPLICANT INFORMATION:			
Applicant Name: Ray Johnson		Date of Application: 08-15-2025	
Phone No.: 704-223-2217		Alt Phone:	
Address: 7040 Stalbridge Road			
<small>Address</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>
Applicant's Legal Interest in the Property: Buyer to the property.			

OWNERSHIP INFORMATION:			
Owner: Leo Bargelt			
Phone No.:		Alt Phone:	
Address: 206 Crown Drive		Washington	27889 27889
<small>Address</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>

PROPERTY INFORMATION:			
Date Property Acquired: 12/22/2003		Deed Reference: Book 1370, Page 987	
Tax Map: 5685-36-4017		Parcel Number: 41878	
Area (square feet or acres): 0.27 Acres			
Current Land Use: Metal fabrication shop			
Location of Property: 1054 East Main Street		Washington	NC 27889
<small>Address</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>

ZONING REQUEST INFORMATION:	
Existing Zone: I2	Requested Zone: B2
Reason for zoning change and a statement regarding the changing conditions, in the area and in the City, that makes the proposed amendment reasonably necessary for the promotion of the public health, safety and general welfare. In order to build a boat marina with service to boat slips, restrooms, fuel, and other boating items.	



REZONING REQUEST

DEVELOPMENT SERVICES PLANNING & ZONING

LEGAL DESCRIPTION: (Metes And Bounds Description)

To Wit:

See survey attached.

Location:

1054 East Main Street
Washington, NC 27889

REZONING MAP:

Attach an official Zoning Map of the boundaries illustrating the property to be rezoned, prepared and sealed by a Professional Land Surveyor.

OWNER/AGENT STATEMENT:

I, Leo Barge IT, being the Owner or Agent acting on behalf of the owner request that the attached rezoning request be placed on the agenda of the Planning Board meeting scheduled for 8/15/25

Date

I certify that all of the information presented by me in this application is accurate to the best of my knowledge, information, and belief. I authorize the City of Washington to place a sign on the property in question for the purpose of alerting the general public of my request.

I understand that failure to address any item in these requirements may result in the rezoning not meeting the minimum submission requirements and will be returned to me for revision and resubmission at the next regular review cycle.

Leo Barge IT

Signature

8/15/25

Date

NOTE:

Agents acting on behalf of property owners must complete the authorization form on the next page.



102 East Second Street
Washington, NC 27889
252-975-9383

October 3, 2025

Subject: Rezoning Request

Dear Adjoining Property Owner:

The Department of Planning and Development has received a request from Ray Johnson to rezone 0.27 acres on Havens Street from I2 (Industrial) to B2 (Business Commercial). Beaufort County Parcel Number: 5685-36-4017.

City Council will hold its public hearing on the request at the following date and time:

Date: Tuesday, October 13, 2025
Place: City Council Chambers - City Hall - Municipal Building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor.
Time: 5:30 P.M.

The public is welcome to attend this public hearing and speak either in support of or in opposition to the request.

During the meantime, should you have any questions, please feel free to call the Department of Planning and Development at 252-975-9383 during normal working hours Monday through Friday, 8:00 A.M. to 5:00 P.M.

Sincerely,

A handwritten signature in dark ink, appearing to read "Domini", written over a light blue horizontal line.

Domini Cunningham, PLA, CZO
Interim Community and Cultural Services Director
Historic Preservation Planner
City of Washington
dcunningham@washingtonnc.gov
252-975-9383

Adjacent Property Owners
GPIN: 5685-36-4017
City Council - October 13, 2025

NAME	ADDRESS	CITY	STATE	ZIP
SCOBLE LAURA M	105 FAIRWAY DRIVE	WASHINGTON	NC	27889
D S SWAIN GAS CO INC	1851 CAROLINA AVE	WASHINGTON	NC	27889
BARGELT LEO	206 CROWN DRIVE	WASHINGTON	NC	27889
LITCHFIELD HOLDINGS LLC	135 HARBOR RD	WASHINGTON	NC	27889

Mayor
Donald R. Sadler

City Manager
Jonathan Russell



Washington City Council
Richard Brooks
Lou Hodges
Antwan Horton
William Pitt
Anthony Tyre

To: Mayor Sadler & Members of the City Council
From: Tammy Swindell, C.F.O.
Date: October 01, 2025
Subject: PO's > \$50,000

The following budgeted purchase orders that are in excess of \$50,000 have been issued for the month:

<u>PO Number</u>	<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
069592	\$88,530.00	Talbert & Bright	WO #4207-2501 Amendment # 1 North GA area Hangars and Drone Pad



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of the City Council
From: Cynthia S. Bennett, City Clerk
Date: October 13, 2025
Subject: Appointments to Human Relations Council
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

(Anthony Tyre – Liaison)

I move that the City Council appoint _____ to the Human Relations Council to fill a VACANT unexpired position. Term to expire June 30, 2026.

I move that the City Council appoint _____ to the Human Relations Council to fill a VACANT unexpired position. Term to expire June 30, 2026.

BACKGROUND AND FINDINGS:

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Board Applications

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME Jennifer Folayan

ADDRESS 803 E 7th Street, Washington, NC 27889

PHONE (WORK) _____ (HOME) 443-365-3667

E-MAIL ADDRESS jfolayan@gmail.com

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 1 YEARS

YEARS OF EDUCATION 4+

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES NO

IF YES, PLEASE INDICATE _____

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? No IF YES, EXPLAIN _____

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

5/15/2025
Date

Jennifer Folayan
Signature



Jennifer Folayan

☎ 443-365-3667

✉ jfolayan@gmail.com

📍 803 E 7th St, Washington, NC 27889

May 15, 2025

102 E. Second Street
Washington, NC 27889
Phone: (252) 975-9300
Fax: (252) 946-1965
custserv@washingtonnc.gov

Dear Members of the Washington City Council and Human Relations Council Selection Committee,

I am writing to express my sincere interest in serving on the Washington/Beaufort County Human Relations Council. I believe my background and lifelong commitment to equity, community building, and cultural celebration make me a strong candidate for this appointment.

With over two decades of experience in community organizing, nonprofit leadership, and Indigenous advocacy, I have worked across diverse populations to promote understanding, respect, and collaboration. I currently serve as an executive leader of an Indigenous-led nonprofit, where I facilitate programs that uplift cultural heritage, promote healing, and create inclusive spaces for dialogue and learning.

My experience includes organizing language revitalization camps, environmental justice initiatives, youth leadership summits, and cultural gatherings that bring together people from various racial, religious, and economic backgrounds. These events are designed not only to celebrate diversity but to address the deeper issues of equity and human dignity that affect our communities. I am especially interested in supporting the Human Relations Council in planning and implementing Indigenous and multicultural community events that strengthen cross-cultural relationships in Beaufort County.

I am aligned with the Council's goals to promote peace, understanding, and justice. I believe deeply in the power of public service, community partnerships, and the creation of welcoming forums where all voices are heard and valued. I would be honored to contribute my skills and passion to the Council's ongoing work.

Thank you for considering my application. I welcome the opportunity to serve and help further the mission of the Human Relations Council.

Warm regards,

Jennifer Folayan
JENNIFER FOLAYAN

Requested Board Human Relations Council

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME Constance (Connie) Graddy

ADDRESS 717 NC Hwy 171 North, Wash, NC 27889

PHONE (WORK) 252-975-0720 ext. 1058 (HOME) 252-945-3153

E-MAIL ADDRESS connietgraddy@gmail.com / work: connie.graddy@beaufortcountync.gov

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 47 YEARS

YEARS OF EDUCATION 12

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES NO

IF YES, PLEASE INDICATE _____

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? NO IF YES, EXPLAIN _____

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

Beaufort County is my home; I love the small setting environment and I am committed to helping our youth generation grow and manifest new opportunities and awareness by building relationships and showing & teaching new ways and ideas.

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

6/27/25
Date

Constance Graddy
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: _____

Requested Board Humans Relations Council

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME Macy Riffle

ADDRESS 294 Weston Dr Blounts Creek, NC 27814

PHONE (WORK) (252)799-6483 (HOME) (252)799-6483

E-MAIL ADDRESS macyreaganriffle3@gmail.com

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES () NO (X)

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 3 YEARS

YEARS OF EDUCATION East Carolina University, '26 Beaufort County Community College, '23

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES () NO (X) IF YES, PLEASE INDICATE _____

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? Possibly IF YES, EXPLAIN As a full time college student and research assistant, I may be unavailable to meet in person during class/internship hours during spring and fall semesters. (morning-mid afternoon)

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

I am a Bachelors of Social Work student with a passion for advocating for the members of all populations. I intend to pursue a Masters of Social Work degree and enter the field as a medical social worker or researcher. As someone with disabilities who has overcome many hardships, I seek to apply my knowledge, understanding, and empathy to building a more inclusive, diverse, and accessible community. I strive to improve the life experience of others in any way I can.

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

5/27/2025 Macy Riffle Date Signature

Requested Board Human Relations Council

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME Larry Quidley (Buch)

ADDRESS 6986 US Hwy 264 East Washington NC 27889

PHONE (WORK) (252) 975-2520 (HOME) (252) 531-6088

E-MAIL ADDRESS buchquidley1@gmail.com

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 20 YEARS

YEARS OF EDUCATION 13

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES NO

IF YES, PLEASE INDICATE BCAC

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? No IF YES, EXPLAIN _____

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

I am a member of the local LGBT community,
My previous works with the unhoused, Member of PETA
Political Independent, Social Justice Advocate, Experience
in business, marketing and design Non denominational,
non religious

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

05-19-25
Date

Larry R. Quidley
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: _____



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of the City Council
From: Cynthia S. Bennett, City Clerk
Date: October 13, 2025
Subject: Appointment to Washington Tourism Development Authority
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

(Anthony Tyre – Liaison)

I move that the City Council appoint _____ to the Washington Tourism Development Authority to fill a VACANT unexpired position. Term to expire June 30, 2026.

BACKGROUND AND FINDINGS:

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

___ Currently Budgeted (Account _____) ___ Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Board Applications

Requested Board Tourism Board

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME Susan Bayol Strickland

ADDRESS 705 E MAIN ST 705 East Main Street

PHONE (WORK) 919.612.7780 (HOME) N/A

E-MAIL ADDRESS susanbayolstrickland@gmail.com

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 5 YEARS

YEARS OF EDUCATION College

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES NO

IF YES, PLEASE INDICATE Harbor District, Parks and Recreation

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? No IF YES, EXPLAIN N/A

I currently am on the board for Open Door Women's Shelter. This does not present a conflict of interest.

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

I am very committed to seeing Washington thrive. I was part of the Park and Recreation committee that helped bring the pickle ball courts to our city. I hope to share my enthusiasm with others to showcase our beautiful city.

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

11 September 2025
Date

Susan Bayol Strickland
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: 11 March 2026

Requested Board Wash. Tourism Development Authority

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME Leesa Payton Jones

ADDRESS 1411 Nicholson Street Washington NC 27889

PHONE (WORK) 252-833-0995 (HOME) _____

E-MAIL ADDRESS Leesawisdom@aol.com

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 30 years YEARS

YEARS OF EDUCATION 18

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES NO

IF YES, PLEASE INDICATE The Brown Library Board Of Trustees

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? No IF YES, EXPLAIN _____

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

~~As the co-founder/curator of the Washington Waterfront Underground Railroad Museum, I have a great interest in helping to promote travel and tourism to Washington, as a cultural and historical destination. The museum hosts visitors from all over this country and many countries abroad. These visitors as well many other visitors to Washington that I meet, are encouraged to dine in our restaurants, stay in the hotels, inns and other local lodging and shop in local stores. I would welcome the opportunity to be a part of the Washington Tourism Development Authority to help promote and enhance activities, events and advertising that would generate tourism in the greater Washington area~~

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

May 29, 2025
Date

Leesa Payton Jones
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: _____

Requested Board --- Tourism ---

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME Evelyn McNab

ADDRESS 111 West 11th St., Washington, NC 27889

PHONE (WORK) N/A (HOME) Cell: 719-331-8286

E-MAIL ADDRESS evelynmcnab@gmail.com

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 2+ YEARS

YEARS OF EDUCATION highest level = 4 year college degree (BSN)

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES NO

IF YES, PLEASE INDICATE _____

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? No IF YES, EXPLAIN _____

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

- 1) I love showing off Washington as my chosen "new" community
- 2) Travel + having new experiences are two of my top hobbies - and I love translating that to finding out what others enjoy or look for when they are traveling.
- 3) Hosting either in my home or in preparing an AirBnB for guests

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

5-23-25
Date

Evelyn McNab
Signature

brings me much joy. I would love the opportunity to expand this hobby by helping tourists to Washington feel wanted + welcomed, to helping business owners in Washington be successful in their efforts to draw and serve tourists, and just being able to be more a member part of making Washington continue to be a town that draws people in + brings them feelings of rejuvenation during their visit.

Requested Board

Tourism Board

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME Ahajaney Bolden

ADDRESS 106 Ellth St Washington, NC 27089

PHONE (WORK) 73-484-5351 (HOME) _____

E-MAIL ADDRESS benahajaney@gmail.com

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 3 YEARS

YEARS OF EDUCATION Vocational Trade

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES NO

IF YES, PLEASE INDICATE _____

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? No IF YES, EXPLAIN _____

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): Use back of sheet if additional space is needed.

As a Chicago native who has traveled extensively both within the U.S. & internationally, I have a deep appreciation for the impact tourism can have on communities. Since relocating to Beaufort County, I've developed a strong connection & love to the area and a passion for showcasing its charm, culture, & potential. (see back)

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

5-30-25
Date

[Signature]
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: _____

As a small business owner in Washington, I engage with both locals and visitors regularly, giving me firsthand insight into what draws people to our area and how we can enhance their experience. I ~~believe~~ believe my diverse perspective, love for travel, and dedication to community engagement would make me a strong asset to the tourism board.

Requested Board WTDA

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME Manfred Alligood

ADDRESS 1935 West 5th St, Washington NC 27889

PHONE (WORK) 252-945-1730 (HOME) _____

E-MAIL ADDRESS manfred.alligood@marriott.com

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 78 YEARS

YEARS OF EDUCATION 20 years

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES NO

IF YES, PLEASE INDICATE WTDA

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? No IF YES, EXPLAIN _____

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

I am the owner and operator of the Fairfield Inn & Suites of Washington, NC. Therefore, I am in constant contact and pursuit of the main objective of the WTDA which is to increase the number of overnight stays and economic growth of the City of Washington as well as Beaufort County. I have been on the board for approximately 6 years and feel that this experience will enhance my ability to help the WTDA in its future goals.

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

4-16-25
Date

Manfred Alligood
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: _____

Requested Board "WTDA" WASHINGTON TOURISM DEVELOPMENT AUTHORITY

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME FRED O. WATKINS, III

ADDRESS 306 SUNNYSIDE DRIVE WASHINGTON, NC 27889

PHONE (WORK) 252-943-5005 (HOME) 252-946-1844

E-MAIL ADDRESS FOWATKINS@HOTMAIL.COM

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 75 YEARS

YEARS OF EDUCATION BSBA FROM ECU 16 YEARS

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES NO

IF YES, PLEASE INDICATE WTDA, WHDA, WATERFRONT DOCKS ADVISORY - CHAIRMAN

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? NO IF YES, EXPLAIN _____

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): Use back of sheet if additional space is needed.

I HAVE BEEN IN THE HOTEL BUSINESS FULL TIME AS AN OWNER AND MANAGING PARTNER SINCE 1998. I LOVE MY HOMETOWN AND I AM VERY INTERESTED IN HELPING PROMOTE TRAVEL AND TOURISM TO ENCOURAGE PEOPLE TO VISIT WASHINGTON AND SPEND NIGHTS IN OUR HOTELS, RESTAURANTS & VARIOUS WASHINGTON BUSINESSES.

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

Date APRIL 14, 2025

Signature Fred O. Watkins, III

NOTE: Application will remain on file for six (6) months. Expiration Date: _____

Requested Board TDA

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME Linda S Harrington

ADDRESS 129 Van Norden St.

PHONE (WORK) 919.610.9415 text (HOME) 919.324.3894

E-MAIL ADDRESS lindasue1159@gmail.com

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 10 YEARS

YEARS OF EDUCATION 18 - I have a Masters Degree in Social Work

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES NO

IF YES, PLEASE INDICATE Currently member of TDA

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? no IF YES, EXPLAIN _____

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

I currently co-own When Pigs Fly Inn and Flying Pig Provisions with my husband, Jeff Furst. Tourism drives our businesses. I am very interested in maintaining the level of interest in Washington that currently exists, increasing it if possible. Jeff and I are both happy ambassadors for Washington, having moved her on a whim 10 years ago and we have never regretted that decision. We have gone "all in" with the town, buying our home and renovating a building on Main Street (where Scееeps and Flying Pig Provisions are housed).

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

5/25/25

Date

linda s harrington

Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: _____



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of the City Council
From: Hope Woolard, Public Works Director
Date: October 13, 2025
Subject: Replacement of Water Line on 11th Street
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council adopt a Budget Ordinance Amendment in the amount of \$100,000 for the replacement of the 8” asbestos concrete water line along 11th Street.

BACKGROUND AND FINDINGS:

The 8” water line on 11th Street between Highland Drive and Brown St is closer to the proposed excavation for the Medical District Drainage Project than original plans indicated. This line is also asbestos concrete (AC) making it very unstable and vulnerable to rupture when excavating in its current proximity. Replacing this line during the excavation for the new culvert will not only speed up the process, but it will reduce the amount of asbestos water line in the City’s Water System.

PREVIOUS LEGISLATIVE ACTION:

FISCAL IMPACT

___ Currently Budgeted (Account:)_ X Requires additional appropriation_____ No Fiscal Impact

SUPPORTING DOCUMENTS

- Budget Ordinance Amendment

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2025-2026**

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

Section 1. That the following accounts of the Water Fund revenue budget be increased or decreased by the respective amounts indicated for the water line replacement:

030-3991-9910	Fund Balance Appropriated	\$	100,000
---------------	---------------------------	----	---------

Section 2. That the following accounts of the Water Fund appropriations budget be increased or decreased by the respective amounts:

030-8140-7400	Capital Outlay	\$	100,000
---------------	----------------	----	---------

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 13th day of October 2025.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of City Council
From: R.M. Flowers, Fire Chief
Date: October 13, 2025
Subject: 2024 Assistance to Firefighters Grant Acceptance
Staff Presentation: N/A

RECOMMENDATION:

I move that the City Council accept the 2024 Assistance to Firefighters Grant in the amount of \$189,350, and adopt the corresponding grant budget ordinance.

BACKGROUND AND FINDINGS:

Grant funds will be used to purchase fire hose and associated appliances.

PREVIOUS LEGISLATIVE ACTION:

The grant application was approved at the December 2, 2024 City Council meeting.

FISCAL IMPACT:

The grant requires a 5% match in City funds in the amount of \$9,016.67.

Currently Budgeted (Account) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Grant Budget Ordinance

Grant Award Letter

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Effective date: 09/20/2025



Ronnie Flowers
CITY OF WASHINGTON
PO BOX 1988 102 EAST 2ND STREET
WASHINGTON, NC 27889

EMW-2024-FG-01603

Dear Ronnie Flowers,

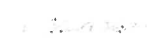
Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2024 Assistance to Firefighters Grant (FG) Grant funding opportunity has been approved in the amount of \$180,333.33 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 5.00% of the Federal funds awarded, or \$9,016.67 for a total approved budget of \$189,350.00. Please see the FY 2024 FG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2024 FG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,


Stacey Street
Deputy Assistant Administrator
Grants Program Directorate

**A GRANT PROJECT ORDINANCE FOR
FEMO GO 2024 ASSISTANCE TO FIREFIGHTERS GRANT
GRANT # EMW-2024-FG-01603
CITY OF WASHINGTON, N.C.
FOR FISCAL YEAR 2025-2026**

BE IT ORDAINED, by the City Council of the City of Washington, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project is hereby established:

Section 1. The project authorized is for the 2024 Fema Go Assistance to Firefighters grant for fire equipment.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the grant agreements.

Section 3. The following amounts are appropriated for the project:

122-4342-3602	Equipment Project 2024 Firefighters Assistance	\$189,350
---------------	--	-----------

Section 4. The following revenue is anticipated to be available to complete this project:

122-3347-0520	FEMA GO Project 2024 Firefighters Assistance	180,333
122-3980-1000	Transfer from General Fund Project 2024 Firefighters Assistance	<u>9,017.00</u> \$189,350
	Total	

Section 5. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grant agreements.

Section 6. Funds may be advanced by the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grant agencies in an orderly and timely manner.

Section 7. The Finance Director is directed to report, on a monthly basis, on the financial status of each project element in Section 3 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detail analysis of past and future costs and revenues on this grant project in every budget submission made to the City Council.

Section 9. Copies of this grant project ordinance shall be furnished to the City Clerk, and to the Budget Officer, and to the Finance Director for direction in carrying out this project.

Section 10. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 11. This ordinance shall become effective upon its adoption.

This the 13th day of October, 2025.

Mayor

Attest:

City Clerk



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of the City Council
From: Tammy Swindell, Administrative Services Director
Date: October 13, 2025
Subject: Grant Project Closing Ordinance Amendment

RECOMMENDATION:

I move that City Council adopt the Grant Project Ordinance Amendment to close the Sewer Rehab grant and project that is complete.

BACKGROUND AND FINDINGS:

This Sewer Rehab project is complete and needs to be closed.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Grant & Budget Ordinance

**AN ORDINANCE TO AMEND THE BUDGET, CAPITAL & GRANT PROJECT
ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2025-2026**

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

Section 1. That the following accounts of the Sewer Grant Fund revenue budget be increased or decreased by the respective amounts indicated:

305-3980-3200	Transfer from Sewer Fund Project Sewer Rehab	\$ 3,819
---------------	---	----------

Section 2. That the following accounts of the Sewer Grant Fund appropriations budget be increased or decreased by the respective amounts to close the Sewer Rehab project:

305-8250-0403	Engineering Project Sewer Rehab	\$ 3,819
---------------	------------------------------------	----------

Section 3. That the following accounts of the Sewer Fund revenue budget be increased or decreased by the respective amounts indicated:

032-3991-9910	Fund Balance Appropriated	\$3,819
---------------	---------------------------	---------

Section 4. That the following accounts of the Sewer Grant Fund appropriations budget be increased or decreased by the respective amounts to close the Sewer Rehab project:

032-6611-9276	Transfer to Capital Project Fund	\$ 3,819
---------------	----------------------------------	----------

Adopted this the 13th day of October, 2025.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of the City Council
From: Nicole Williams, Human Resources Director
Date: September 10, 2025
Subject: Reclassification of HR Specialist
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that the City Council authorize the City Manager to approve an updated job description and salary grade for the Human Resources Specialist.

BACKGROUND AND FINDINGS:

This request is to update the job description of the HR Specialist to include supervisory duties. The HR Specialist will begin directly supervising the HR Assistant position, and includes a 5% increase in salary and move to salary grade 20. This reclassification will cost \$1,680 for the rest of the fiscal year and will be paid from the current budget. This change will assist in the succession planning for the Human Resources department.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

Currently Budgeted (Account _____) _____ Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Draft Human Resources Specialist job description

Title:	Human Resources Specialist		
Department:	Human Resources	FLSA Status:	Non-Exempt
Pay Grade:	49 20	Created Date:	July 1, 2017
Last Revision Date:	August 8, 2025	Reviewed By:	
HR Reviewed:	N. Williams	Approved Date	

Summary

Responsible for processing personnel actions, assisting with benefits administration, provides technical guidance and support for recruitment and selection, assists with performance evaluation system administration and related activities. Work is performed under general supervision of the Human Resources Director.

Essential Duties and Responsibilities

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

- Processes benefit plan enrollments, terminations and changes; conducts benefits orientations for new hires; explains benefits and assists new employees completing enrollment forms; assists employees with questions, claim forms and understanding benefits; assists employees throughout the year with any questions regarding City provided benefits, processes yearly open enrollment forms for employees and retirees who have had changes.
- Coordinates the exit process of employees and related benefits; reviews termination of benefits, COBRA, transfer of leave, collects exit interview information and reports on trends.
- **Assigns, directs, and supervises the Human Resources Administrative Assistant**
- Wellness and benefits fair for employees and retirees; secures location, vendors and informs employees and retirees.
- Manages the recruitment process; prepares job announcements, posts announcements on NEOGOV; refers qualified applicants; schedules interviews; prepare offer letters for HR Director's review, extends employment offers.
- Schedules pre-employment testing including background checks; prepares paperwork for new hires; coordinates start dates and coordinates with payroll and IT to ensure new employee is set up prior to start.
- Enters personnel actions in the HR Database (new hires, promotions, demotions, transfers and position assignment changes).
- Host small group training sessions for supervisors on NEOGOV and Performance Pro platforms.
- Manage FMLA administration process.
- Manage Performance Pro database; generates review notices, monitors performance review and processes appraisals in the HR database; works closely with payroll to ensure accurate pay for employees.
- Assists with the City's wellness programs (finance/retirement seminars, flu shots, biometric screening) and development of wellness challenges/passport activities and communication.
- Assist the HR Director throughout the employee retirement process and completion of various benefits forms.
- Works in conjunction with the Human Resource Administrative Assistant in the maintenance employee files in accordance with NC Records and Retention Policy.
- Performs other related duties as required.

Required Education and/or Experience

Associate's degree from a college or University in Industrial Relations, Human Resources Management, or closely related field of study; and 3 or more years related experience or equivalent combination of education and experience.

Special Requirements

- Notary Public required (ability to obtain within 6 months)
- * PHR, SPHR or IPMA-HR certification preferred

Knowledge, Skills, and Abilities

- Working knowledge of the state and federal employment laws, especially those relating to personnel records, privacy, and HIPAA, and of City's personnel policies and procedures generally.
- Working knowledge of theories, principles and practices of personnel administration, especially for assigned functions.
- Skill in using HRIS system, computerized word processing, database management, Microsoft Excel, and other similar software.
- Ability to gather and analyze information, compose and implement reports and procedures.
- Ability to maintain the confidentiality of personnel records and discussions.
- Ability to establish and maintain effective working relationship with City officials, department directors, employees, and the general public.

Physical Requirements

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects
Must be able to physically perform the basic life operational functions of balancing, reaching, standing, walking, pushing, pulling, fingering, talking, hearing, and repetitive motions.. Must possess the visual acuity to compile data and statistics, operate a computer, proof read materials, and do extensive reading

Working Conditions

Work in this class is performed primarily in an environmentally controlled office setting and employee is not substantially exposed to adverse environmental conditions.

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The City of Washington reserves the right to assign or otherwise modify the duties assigned to this classification.

I certify that I have read the physical requirements as set forth above and am physically able to perform the necessary duties as indicated.

I have received, reviewed and understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Signature: _____ Date: _____



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of the City Council
From: Nicole Williams, Human Resources Director
Date: October 6, 2025
Subject: Request to update Personnel Policy - Article V, Section 8 Outside Employment
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council approve the requested update to the Personnel Policy Article III, Section 8 Outside Employment.

BACKGROUND AND FINDINGS:

The Outside Employment policy applies to all employees. Our part-time, temporary, and seasonal employees may have a full-time position with another employer. In that case, the City of Washington is the outside or secondary employer. We can't expect, in that case, the city would have precedence over their full-time position. The proposed change to Outside Employment is to still required all employees to report outside employment, but "having precedence over other employment" will only apply to full-time employees.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

_____ Currently Budgeted (Account _____) _____ Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Article V Section 8 with proposed revisions

Current

V. **Section 8. Outside Employment**

The work of the City shall have precedence over other employment interests of employees. In order to protect the interests of the employee and the City, all outside employment, whether for salaries, wages, commission, self-employment or otherwise must be reported in advance to the employee's department head (or in the case of a department head, to the City Manager). The department head, in consultation with the City Manager, will determine whether the outside work would create a conflict of interest or otherwise be incompatible with service to the City. Conflicting or unreported outside employment is grounds for disciplinary action, up to and including dismissal. Documentation of the approval will be placed in the employee's personnel file and must be updated and approved annually.

Requested

V. **Section 8. Outside Employment**

In order to protect the interests of all employees and the City, all outside employment, whether for salaries, wages, commission, self-employment or otherwise must be reported in advance to the employee's department head (or in the case of a department head, to the City Manager). *The work of the City shall have precedence over other employment interests of full-time employees.* The department head will determine whether the outside work would create a conflict of interest or otherwise be incompatible with service to the City, consulting with the City Manager, if needed. Conflicting or unreported outside employment is grounds for disciplinary action, up to and including dismissal. Documentation of the approval will be retained in the Human Resources office and must be updated and approved annually.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler and Members of City Council
From: Jonathan Russell, City Manager
Date: October 13, 2025
Subject: Electric Base Rate Reduction
Staff Presentation:

RECOMMENDATION:

I move that City Council approve an electric base rate reduction in the amount of 10% for all customers.

BACKGROUND AND FINDINGS:

The North Carolina Eastern Municipal Power Agency (NCEMPA) completed its final debt payment in July 2025 to end over 40 years of obligations. This debt represented the purchase of power plants in 1982, giving cities more control over their power supply. This debt retirement provides financial flexibility to cities to address operating costs, capital improvements, and future wholesale rate changes. This reduction will provide and equitable distribution of savings to our customer base.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation
 No Fiscal Impact

SUPPORTING DOCUMENTS