

CITY OF SALISBURY  
WORK SESSION  
JUNE 21, 2021

Public Officials Present

Council President John “Jack” R. Heath  
Councilwoman Angela M. Blake

Council Vice-President Muir Boda  
Councilwoman April Jackson

Public Officials Absent

Mayor Jacob R. Day  
Councilwoman Michele Gregory

In Attendance

Deputy City Administrator Andy Kitzrow, Department of Infrastructure & Development (DID) Director Amanda Pollack, Building Official William Holland, City Attorney Michael Sullivan, City Clerk Kimberly Nichols, and members of the Public and press.

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On June 21, 2021 the Salisbury City Council convened in a hybrid Work Session (in person and on Zoom Conferencing Video) at 4:30 p.m. with Council Vice-President Muir Boda presiding. The following is a synopsis of the topics discussed.

**Ordinance accepting funds in the amount of \$12,708.50 to offset COVID-19 expenses**

Fire Chief John Tull presented the ordinance to accept grant funds in the amount of \$12,708.50 from the Federal Emergency Management Agency (FEMA). The City submitted their grant application for a third project in order to seek reimbursement for COVID-related expenses. FEMA approved the project and awarded 100% of the cost.

Council reached unanimous consensus to advance the legislation to the next agenda.

**Ordinance accepting a grant from the Department of Housing and Community Development (DHCD) for \$20,000 to be used for 2021 National Folk Festival expenses**

Business Development Director Laura Soper presented the ordinance to accept \$20,000 through the Department of Housing and Community Development Technical Assistance Grant Main Street Improvement program for the 2021 National Folk Festival to pay for the various coordinators, their expenses and some marketing expenses.

Council reached unanimous consensus to advance the legislation to the next agenda.

**Sharen Drive Annexation introduction**

Building Official Bill Holland reported on the petition to annex a 3.5-acre site located on the east side of Ocean Isle which bordered between Sharen Drive and Old Ocean City Road. The concept development plan included a self-storage facility to be developed in three phases. The low-density development had no housing development planned and should not create much traffic.

Council reached unanimous consensus to advance the annexation to the Planning Commission.

### **Ordinance to establish a project expenditure account to pay Mitchell Landing Apartments invoices**

Grants Manager Deborah Stam reported on the serious maintenance issue discovered at Mitchell Landing in Building 139. The tenants were all relocated to other local apartment complexes. The City paid for the relocation expenses and performed testing on all of the buildings. The City received an authorization memo from the Department of Housing and Community Development (DHCD) to establish an account for up to \$20,000 reimbursement. The Reserve For Replacement (RFR) account with Mitchell Landing was used for many maintenance issues. The existing account needed to be increased by \$20,000 to ensure the funds were available to pay the expenditures before the City was reimbursed.

Ms. Stam fielded the following questions from Ms. Jackson:

1. How much did it cost to relocate the residents? What did the City do to help them? Ms. Stam said it was about \$6,200 and the City paid all of their moving expenses. Mitchell Landing organized it through Two Men and a Truck which packed and moved them.
2. Why did the City not have funds in place for this type of expenditure since they owned Mitchell Landing? Ms. Stam said the City had the RFR account but when money was taken out of the account they had to go through CDA for authorization. There was about \$235,000 in the RFR account currently, but they could not shift funds to any other accounts without receiving prior authorization.
3. Why \$20,000 was requested if only \$6,200 was used for relocation? Ms. Stam said it authorized them to create a budget line for issuing expenditures. The City would be reimbursed up to \$20,000, and beyond that the City would have to return to CDA for authorization to increase the expenditure line. Ms. Stam was unsure whether to expect more expenditures. All moving expenses were covered, but she was unaware of what the structural inspections would cost or what might be uncovered that needed addressing.
4. How was the City or management company made of the issue? Ms. Stam said the management company notified the City which immediately began relocating the tenants.

Ms. Blake asked if the inspections would be bid out or if the City engineers would be used. Ms. Stam said initially some of the City engineers inspected the property but professional structural engineers would be hired to assess the full extent of the damage.

Council reached unanimous to advance the legislation to legislative agenda.

### **Ordinance approving a budget amendment for Legal Services**

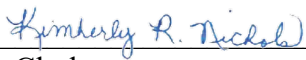
Finance Director Keith Cordrey presented the ordinance to increase the budget for Legal Fees by \$15,000 to cover the projected cost of legal services for FY21.

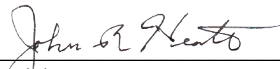
President Heath asked if the budget amendment would pay the final bill for the previous City Attorney. Mr. Cordrey had not received bills for March, April, May and June yet but \$15,000 should cover them.

Council reached unanimous consensus to forward the legislation to legislative agenda.

**Adjournment**

With no further business to discuss, the Work Session was adjourned at 4:43 p.m. at which time Council immediately convened in the Special Meeting.

  
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City Clerk

  
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Council President