

MINUTES OF A COUNCIL RETREAT MEETING OF THE TOWN COUNCIL OF THE TOWN OF TARBORO, HELD AT 8:30 A.M. ON SATURDAY, FEBRUARY 28, 2015 AT THE FOUNTAINS OF THE ALBEMARLE IN TARBORO, NC

MEMBERS PRESENT

Rick Page	Mayor
Steve Burnette	Councilman
Al Hull	Councilman
John Jenkins	Councilman
Deborah Jordan	Councilmember
Taro Knight	Councilman
Carol F. Ruffin	Councilmember
Othar Woodard	Councilman

MEMBERS ABSENT

Garland Shephard	Councilman
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ALSO PRESENT

M. Alan Thornton	Town Manager
Leslie Lunsford	Town Clerk
Frankie Winslow	Fire Chief
Buddy Harrison	Electric Department Director
Travis Stigge	Recreation Department Director
Troy Lewis	Public Works Director
Damon Williams	Police Chief
Anne Mann	Finance Director
Josh Edmondson	Planning Director

Mayor Page welcomed Council and staff to the annual Council Retreat.

Alan Thornton, Town Manager, gave a Retreat overview and reviewed Retreat objectives.

DEPARTMENTAL REPORTS:

Department Heads presented reports to Council and answered questions. A copy of all reports are filed in the Town Clerks office at Town Hall.

Finance – Anne Mann

Anne Mann reviewed the audit and the Town's financial condition. She explained each fund and answered questions regarding the audited financial report information. She also gave Council an update on the Finance Department and employees, including the recent change to SouthData for billing and hiring of a new customer service/billing clerk. Anne informed Council that RFP's for a new website were due back in by Friday March 13, 2015.

Planning Department – Josh Edmondson

Josh Edmondson presented the Planning Department report and answered questions.

Rebecca Agner & Ed Roberts, ElectriCities, presented the Tarboro Billboard Campaign. They showed three suggestions for the word "Tarboro". Council agreed on the first logo which included a block T. ElectriCities will continue to work on the billboards based on the Council discussion.

Councilman Jenkins made a motion, which was seconded by Councilmember Ruffin and passed unanimously, that Council authorize staff to team with ElectriCities on a Retail Recruitment project. Funds will be budgeted in the 2015-2016 FY budget.

Councilman Knight made a motion, which was seconded by Councilman Jenkins and passed unanimously, that the Town apply for funding for the State Historic Preservation Program.

Councilman Jenkins made a motion, which was seconded by Councilman Knight and passed unanimously, that staff pursue the expansion of the Historic District in the Downtown area. The expansion would include one area that has been petitioned by citizens and 2 areas suggested by staff.

Councilman Woodard made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council approve the proposed Site Plan Review base fee of \$200 plus \$ 10 per acre with a minimum fee of \$210, beginning July 1, 2015.

Councilman Woodard made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council approve the proposed Stormwater Review fee of \$500, beginning July 1, 2015.

Electric Department – Buddy Harrison

Buddy Harrison presented the Electric Department report and answered questions.

Roy Jones, ElectriCities, presented Smart Grid/Advanced Meter Infrastructure (AMI) information to Council. Mr. Jones informed Council that the Town could participate in an AMI pilot program or the AMI full deployment. The estimated pilot program cost is \$270,500 which includes 500 electric and water meters and 350 load management switches. Councilman Hull made a motion, which was seconded by Councilmember Ruffin and passed unanimously, that Council participate in the AMI pilot program.

Closed Session per GS 143-318.11

Councilman Jenkins made a motion, which was seconded by Councilman Knight and passed unanimously, that Council enter into Closed Session per GS 143-318.11.

Report was presented.

Councilman Knight made a motion, which was seconded by Councilmember Jordan and passed unanimously, that Council resume regular session.

Public Works – Troy Lewis

Troy Lewis presented Public Works Departmental report and answered questions. He addressed personnel challenges in the Building & Grounds department and suggested adding 4 positions which would reinstate a Parks & Recreation Maintenance Crew. Troy also discussed the Powell Bill funds and possibly including a portion of Riverfront Park in future paving.

Councilman Woodard made a motion, which was seconded by Councilman Burnette and passed unanimously, that Council authorize staff to apply for funding to include a ½ mile section at Riverfront Park with a possible turn basin and speed bumps.

Retreat was recessed at 5:30 pm.

Retreat resumed on Sunday March 1, 2015 at 8:30 am.

Police Department – Damon Williams

Chief Damon Williams presented the Police Department report and answered questions. The Chief updated Council and staff on the shooting that occurred Saturday. He expressed that new Police vehicles were the departments biggest need. He stated that officers were being cross trained and trained in CIT (Crisis Intervention Training). Council agreed that it was not necessary for Department Heads to seek Councils approval to apply for grants, however if the grant is received and a Town match is required, they would have to present to Council for approval. The Chief plans to seek grant funding for radios for Police vehicles.

Fire Department – Frankie Winslow

Chief Frankie Winslow presented the Fire Department report and answered questions. The Chief informed Council that he was looking for locations within the city limits for a training facility. The training facility would increase the ISO rating which affects the insurance premiums. He also updated Council on current projects and employee training. The Chief also requested funding in the FY 2015-2016 budget for a new Fire Pumper truck and Air Packs.

Recreation Department – Travis Stigge

Travis Stigge presented the Recreation Department report and answered questions. He highlighted programs at all recreation locations and also explained departmental challenges. Council requested that Stigge provide costs for a fitness room comparable to the room at the Braswell Center at the budget study sessions. Council suggested that children's programs be alternated between the Braswell Center and the M.A. Ray Center, Travis assured Council he would look into making necessary changes. Council also mentioned that the Tarboro Edgemont Swim Team was planning to approach Council to request a lower fee.

OTHER REPORTS

Council was approached by the Friends of Rocky Mount Animals, Inc to amend the Town's current ordinance regarding the adoption of animals from the animal shelter. Friends of RMT Animals requested the change require that animals must be spay/neutered upon adoption. The organization would refund pet owners after this service was completed.

Councilman Burnette made a motion, which was seconded by Councilman Woodard and passed unanimously that Council keep the current ordinance in place.

The Town Manager presented an Authorizing Resolution, General Foam Plastics Project Industrial Development Fund. Councilmember Jordan made a motion, which was seconded by Councilman Woodard and passed unanimously that Council approve the resolution, attached at page 72-90a.

**COUNCIL GOAL SETTING/COMMUNITY BUILDING
OBJECTIVES/FY 15-16 BUDGET OBJECTIVES**

The Town Manager presented an employee pay study. He noted that a merit pay increase would be complicated.

Councilmember Jordan explained the "Ban the Box" campaign and requested that Council consider changing the employment application to remove the section asking if you have been convicted of a crime in the past.

ADJOURNMENT

Councilman Woodard made a motion, which was seconded by Councilman Knight and passed unanimously, that the meeting be adjourned.

Rick Page, Mayor

Leslie Lunsford, Town Clerk