

TOWN OF SILER CITY

The Siler City Board of Commissioners met in Regular Session on **Monday, April 6, 2015** at 7:00pm in City Hall Courtroom with Mayor John Grimes presiding. Commissioner Fadely gave the invocation with the recitation of the Pledge of Allegiance following.

ELECTED TOWN OFFICIALS PRESENT: Larry Cheek, Mike Constantino, Lewis Fadely, John Grimes, Bill Haiges, Thomas "Chip" Price and Tony Siler.

ELECTED TOWN OFFICIALS ABSENT: Cindy Bray

TOWN STAFF PRESENT: Town Manager Bryan Thompson, Town Attorney William Morgan, Planning and Community Development Director Jack Meadows, Finance Director Tammy Speicher, Police Major Clarence Johnson, Parks and Recreation Director Jessica Puckett, and Town Clerk Jenifer Everage.

AGENDA ADJUSTMENTS/APPROVAL OF AGENDA

Manager Thompson requested the addition of item d) Rural Economic Development Main Street Program under New Business.

A motion to approve the agenda with the addition was made by Commissioner Siler, seconded by Commissioner Constantino and unanimously approved.

CONSENT

A motion to approve the consent agenda which includes the March 10, 2015 Special Meeting Minutes (Incorporation by reference as if fully set forth herein Schedule A), Parks Master Plan Agreement with Chatham County Health Department (Incorporation by reference as if fully set forth herein Schedule B) was made by Commissioner Haiges, seconded by Commissioner Constantino and unanimously approved.

OLD BUSINESS

Out of School Grant – National Recreation and Parks Association

Puckett shared the following with the Board of Commissioners (Incorporation by reference as if fully set forth herein Schedule C):

From Allison Colman, Program Manager with the National Recreation and Park Association: We are pleased to inform you that your agency has been awarded a grant for your Out-of-School Time Programs from the NRPA and the Walmart Foundation! The funds are to be used to directly support your efforts to:

1. Increase the number of healthy meals children in low-income communities receive through the Summer Food Service Program (SFSP) and the Child and Adult Care Food Program (CACFP) during out-of-school times;
2. Provide evidence-based, age appropriate nutrition literacy to children that creates behavior change by teaching the importance of healthy eating;
3. Implement nutrition standards that increase access to healthier foods and support a healthy eating environment;
4. Promote meal and program efficiencies that will reduce costs, maximize existing resources, decrease food waste, and lead to more sustainable meal programs.

Next Steps:

- Read through the attached Memorandum of Understanding containing your specific grant information. Please sign and return the MOU by May 1, 2015. We will also need a copy of your agency's W-9 in order to process payments.
- The nutrition literacy program, The OrganWise Guys, will be shipping their kits to the address listed on your MOU the week of April 13, 2015. If you would like the kits shipped to a different address please notify me by Monday, April 6, 2015. You will be receiving 5 kits to implement the nutrition literacy program, and each kit contains one large 25 lbs. box.
- A separate email will be sent out this week containing important grantee information including:
 - Local marketing and promotion tools;
 - Information about the Nutrition Literacy and Training Summit;
 - Details on how to complete the Commit to Health pledge form;
 - And, details on how to complete the Alliance for a Healthier Generation assessment.

It is a requirement to complete these items before grant funding can be issued. It is also a requirement that at least one representative of your agency attends the summit in Reston, Virginia on May 12, 2015 for the full day (8am-5pm; Reston is located about 6 miles from Washington, Dulles Airport). A travel stipend of \$1,200 is being added to your grant amount for expenses associated with attending the summit.

A motion to approve the Out of School Grant from the National Recreation and Parks Association MOU was made by Commissioner Haiges, seconded by Commissioner Fadely and unanimously approved.

Safe Route to School – Chatham Middle School Project Update

Meadows updated the board on the safe route to school project. (Incorporation by reference as if fully set forth herein Schedule D) Meadows stated in 2004, the Town began inquiring about a sidewalk project on South Second Avenue and since 2004:

1. the Town Manager traded letters with the Division 8 DOT Board Member;
2. The Town Board made the project a transportation priority and requested it be placed on the TIP; and
3. The County Board of Education also passed a resolution of the same.

A need for a sidewalk on South Second Avenue due to the road being narrow and almost no shoulders beyond the pavement has been on the Town's radar for many years.

Meadows stated on October 31, 2013, Town staff submitted the South Second Avenue sidewalk project to be considered for NCDOT SRTS grant funds. On December 18, 2013, NCDOT awarded \$500,000 for construction of the project. Siler City was the only community to receive SRTS funds in Division 8 which includes all of Chatham, Randolph, Hoke, Lee, Moore, Montgomery, Richmond, and Scotland counties.

Meadows shared the following notes about grant from NCDOT:

1. Limited to K-8 schools because the Federal government is targeting youth in promoting healthier lifestyles
2. NCDOT will fund construction and temporary construction easements up to \$500,000 total.
 - a. NCDOT will reimburse Town 100% of construction cost
 - b. Town must reserve 15% of construction budget for contingency

3. Town responsible for design, utility relocation/row (if applicable), Categorical Exclusion (CE), DBE Goal, PS&E document, Historic Preservation certification, US Fish and Wildlife Endangered Species certification, bid document
4. All sidewalk outside of the City Limits must be located on School property and maintained by the School (Town policy)

Meadows stated the project starts at Chatham Middle School and terminates at Greenhill Drive (~2,900 feet). Approximately 340 feet of the project is located outside of the Town's Corporate Limits and on Chatham County School property. Chatham County Schools will maintain all sidewalks located on their property. Town of Siler City will maintain all sidewalks located within the road right-of-way. The sidewalks are to be constructed with concrete and will be 6 feet wide.

Project Funding

1. Design and Engineering = \$49,600
 - a. Chatham County Health Department funding = \$10,000 (received)
 - b. Chatham County Schools funding = \$10,000 (due after project completion)
 - c. Town funding = \$29,600
2. Estimated Construction Cost = \$440,000 (including contingency)
 - a. NCDOT funding = \$500,000 (reimbursement)

Meadows stated McGill Engineers has submitted the design package to NCDOT for review, received comments back from NCDOT, and is currently making the necessary revisions to resubmit to NCDOT.

Next Steps

1. Advertise letter of interest for CEI services – May 2015
2. Execute contract with firm for CEI services – August 2015
3. Advertise construction bid – August 2015
4. Open construction bid – September 2015
5. Award construction bid – October 2015
6. Execute construction contract – November 2015
7. Hold preconstruction meeting – December 2015
8. Begin construction - January 2016
9. Construction completed - May 20, 2016
10. NCDOT begin resurfacing project - June 15, 2016

NEW BUSINESS

Milo Holt Festival Street Closing Request

Linda Holt Leman requested a street closing request for Saturday, May 16, 2015 for the Milo Holt Festival. (Incorporation by reference as if fully set forth herein Schedule E) The requested street closures are on North Chatham Avenue from Third Street to East Raleigh Street, East Second Street from North Second Avenue to North Chatham Avenue, West Second Street from North Chatham Avenue to North Birch Avenue. The street closure requested is for Saturday, May 16, 2015 from 7:00 am to 6:00 pm for 11 hours.

The North Carolina Department of Transportation (NCDOT) approved the street closure on March 11, 2015 with the following conditions: The Town of Siler City will provide for the following:

- Adequate law enforcement personnel and traffic control devices along all effected roadways.

- Notify all emergency services and other responders of any impending closures.
- Should the event end early, all effected routes should be opened immediately.
- Written support, or endorsement by the Town of Siler City.
- Written acknowledgement and approval by the Town of Siler City Police Department.

and

The Sponsoring Organization; Linda Holt Lehman and Milo Holt Festival, will provide for the following:

- Assume responsibility for any claims or damages associated with any actions or closures resulting from this event.
- Secure appropriate insurance prior to initiating any road closures for the event.

Paige, in native dress entertained the Board of Commissioners with song.

A motion to approve the NCDOT conditions for the Town and the street closure of North Chatham Avenue from Third Street to East Raleigh Street, East Second Street from North Second Avenue to North Chatham Avenue, West Second Street from North Chatham Avenue to North Birch Avenue for Saturday, May 16, 2015 from 7:00am to 6:00pm for the Milo Holt Festival the Milo Holt Festival Street Closing Request was made by Commissioner Fadely, seconded by Commissioner Constantino and unanimously approved.

Planning Board Appointment

Thompson stated on February 12, 2015, Wallace Matthews, a City Member of the Siler City Planning Board/ Board of Adjustments, resigned. (Incorporation by reference as if fully set forth herein Schedule F) The Board of Commissioners, accepted Mr. Matthews resignation and appointed Curtis Brown as a City Member to the vacated seat on March 2, 2015. Therefore leaving an open seat for an Alternate City Member of the Siler City Planning Board/ Board of Adjustments. The Alternate City Member would not have a term until becoming a full member. One (1) alternate member from within the town's corporate limits jurisdiction shall be selected by the Mayor with the approval of the majority of the Board of Commissioners.

The following City residents have expressed interested in being appointed to the Siler City Planning Board/Board of Adjustments:

Louise Adcock	116 White Oak Drive	Siler City, NC 27344
Albert Alston	1112 East Lee Street	Siler City, NC 27344
Mary DeAngelo	1010 Candlewood Circle	Siler City, NC 27344
Tom Kenlan	101 S 3 rd Avenue Apt. 303	Siler City, NC 27344
Ann Radcliffe	708 Red Oak Drive	Siler City, NC 27344
Albert Reddick	364 Martin Luther King, Jr. Blvd	Siler City, NC 27344

Mayor Grimes is recommending the following City resident be appointed as an Alternate City Member to the Siler City Planning Board/Board of Adjustments: Ann Radcliffe as an alternative city member until June 30, 2015 and then move to a regular member and Albert Alston to be appoint as an alternative city member on July 1, 2015.

A motion to accept the Mayors recommendations to appoint Ann Radcliffe of 708 Red Oak Drive as an Alternative City Member and move to a City Member at the end of JP Joyner term which ends June 30, 2015 and appoint Albert Alston of 1112 East Lee Street as an Alternative City Member starting July 1,

2015 to the Siler City Planning Board/ Board of Adjustments was made by Mayor Pro Tem Cheek, seconded by Commissioner Fadely and unanimously approved.

Wayfinding Sign

Meadows stated the Town Board designated \$2,500 to purchase and install wayfinding signs during this fiscal year. (Incorporation by reference as if fully set forth herein Schedule G) The proposed sign will be the 10th wayfinding sign installed in Siler City. Town Staff met with Dianne Reid (Chatham EDC), Ann Bass (Siler City Development Organization, and Zoann Adams (Siler City Merchants Association) to determine the location and list of destinations for a new wayfinding sign. A driving factor in determining the location of the sign was traffic count data. The proposed location has approximately 5,700 vehicles pass by per day. Attached you will find the following documents:

1. Location map with listed destinations:
 - a. Downtown
 - b. City Hall
 - c. Art Dist.
2. Illustration and contract from TRG Sign Company
3. Email - utility location confirmation
4. NCDOT Encroachment Agreement

The proposed sign size (52"x72") is designed and based on the posted speed limit (more than 40 mph). The sign location, destinations, and design have been reviewed and preliminarily approved by NCDOT staff from the Carthage office.

A motion to approve the destinations and location of the wayfinding sign was made by Commissioner Price, seconded by Commissioner Fadely and unanimously approved.

A motion to authorize staff to submit NCDOT right-of-way encroachment agreement for the wayfinding sign was made by Commissioner Haiges, seconded by Commissioner Fadely and unanimously approved.

A motion to authorize staff to contract with TRG Sign Company to build and install the proposed wayfinding sign for \$2,475 was made by Mayor Pro Tem Cheek, seconded Commissioner Fadely and unanimously approved.

Rural Economic Development Main Street Program

Meadows shared a letter from the North Carolina Department of Commerce Rural Economic Development Division. The letter invites communities to participate in information session about the Downtown Associate Community program. Meadows stated several local residents have committed to attend.

MANAGER'S REPORT

NC Department of State Treasurer – Local Government Commissioner Letter and Town of Siler City Response

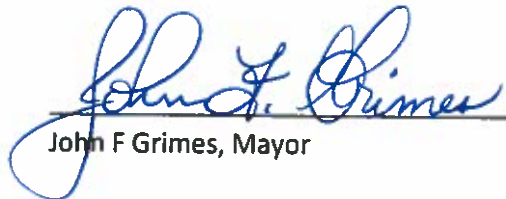
Thompson shared a letter with the Board of Commissioners from the North Carolina Department of State Treasurer Local Government Finance Division received on March 13, 2015, as well as the Town of Siler City response. (Incorporation by reference as if fully set forth herein Schedule H)

GOVERNING BODY COMMENTS

Mayor Pro Tem Cheek asked about the muddy water at Boling Lane Park. Thompson said he would check into it.

ADJOURNMENT

With no further business the Board of Commissioners adjourned.



John F Grimes, Mayor

ATTEST:



Jenifer J Everage, Town Clerk

