

TOWN OF SILER CITY

The Siler City Board of Commissioners met in Regular Session on **Monday, June 6, 2022**, at 6:30pm in Multipurpose at the Wrenn Memorial Library with Mayor Price presiding. Commissioner Brown gave the invocation with the recitation of the Pledge of allegiance following. Commissioner Fadely recited the Town of Siler City Mission Statement and Commissioner Haiges recited the Town of Siler City Vision Statement.

ELECTED TOWN OFFICIALS PRESENT: Albert Alston, Norma Boone, Cindy Bray, Curtis Brown, Lewis Fadely, Bill Haiges, and Thomas “Chip” Price

TOWN STAFF PRESENT: Town Manager Hank Raper, Attorney William Morgan, Finance Director Tina Stroupe, Public Works Director Chris McCorquodale, HR Director Nancy Darden, Parks and Recreation Director Jack Clelland, and Police Chief Mike Wagner, Town Clerk Jenifer Johnson and by zoom: Planning Director Jack Meadows

AGENDA ADJUSTMENTS/APPROVAL OF AGENDA

A motion to approve the agenda as presented was made by Commissioner Brown, seconded by Commissioner Haiges, and unanimously approved.

CONSENT

A motion to approve the consent agenda which includes the May 2, 2022, Minutes (Incorporation by reference as if fully set forth herein Schedule A), May 16, 2022, Minutes (Incorporation by reference as if fully set forth herein Schedule B), May 26, 2022, Minutes (Incorporation by reference as if fully set forth herein Schedule C), FY 2022-2023 Budget Ordinance Amendment (Incorporation by reference as if fully set forth herein Schedule D) was made by Commissioner Haiges, seconded by Commissioner Brown, and unanimously approved.

PUBLIC COMMENT

Donald Matthews, 909 12th, Siler City, NC

Again, here we are, I am still having the same issues, flooding in the Lincoln Heights are that has yet to be addressed. We are fixing to sit a new mayor and a new commissioner, and a commissioner has been reelected. I am hoping that this board will find it necessary to address the citizens concerns. In the past eighteen months, you have not. The other thing is, you have a seat that is going to be open and at large. I hope you intend to make that seat available to anyone that chooses to put their name in the hat for that seat. We have worked hard looking at how Siler City should look. This has been a crazy election. We had outside interference, and we had people that we did not even know run for these positions. It is time for the people of Siler City to stand up for what is right, and I am depending on this board to do just that. When an issue comes before you, we expect you to address it. We have talked about these issues for quite some time, and nothing has been done. I hope you have a lot of success.

ORGANIZATIONAL MEETING

Administer the Oaths of Office

District Judge Christopher Todd Roper administered the oath of office to Mayor Thomas “Chip” Price III, District 1 Commissioner Albert Alston, District 2 Commissioner Norma Boone, District 5 Commissioner Lewis Fadely, and At-Large Commissioner Cindy Bray. (Incorporation by reference as if fully set forth herein Schedule E)

Elect Mayor Pro Tempore and Administer the Oath of Office

The Board of Commissioners discussed the election of a Mayor Pro Tempore from among its members to serve at the pleasure of the council. (Incorporation by reference as if fully set forth herein Schedule F)

Prepared by Jenifer K Johnson, Town Clerk

A motion to appoint Commissioner Bill Haiges as Mayor Pro Tempore was made by Commissioner Fadely, seconded by Commissioner Brown, and unanimously approved.

At Large Commissioner Vacancy Discussion

Town Manager Raper stated that staff seeks direction from the Board of Commissioners for the At-Large Commissioner seat now vacant. (Incorporation by reference as if fully set forth herein Schedule G)

Raper shared the School of Government's "How to Fill a Vacancy on an Elected Board."

The consensus of the Board of Commissioners was to follow the same process as they did for the previous vacancy and asked staff to advertise for 30 days.

Advisory Board Appointments

(Incorporation by reference as if fully set forth herein Schedule H)

ABC Board

Town Manager Raper stated that the ABC board shall consist of three (3) members appointed by the mayor with the approval of the majority of the board of commissioners for three-year staggered terms, as provided in G.S. 18B-700. On June 30, 2022, Mickey Pore's second term on the Siler City ABC Board expires. He is not eligible for appointment at this time.

The Siler City ABC Board will have a vacancy for one (1) with no residential requirements as of July 1, 2022. The following individuals have shown interest in serving:

Denis de St. Aubin Jr.	14150 US Highway 64 W	Siler City, NC 27344
Butch Hudson	108 Hudson Road	Siler City, NC 27344
Garry Reives	1166 Gees Grove Road	Siler City, NC 27344

A motion to appoint Garry Reives to the Siler City ABC Board with the expiration of June 30, 2025, was made by Mayor Pro Tem Haiges, seconded by Commissioner Boone, and unanimously approved.

Airport Authority Board

Town Manager Raper stated, on June 30, 2022, Ted Cannady's first term as a member of the Siler City Airport Authority expires. Cannady is willing to serve the second term, which will expire on June 30, 2025.

A motion to reappoint Ted Cannady to serve a second term, which will expire on June 30, 2025, was made by Commissioner Fadely, seconded by Commissioner Brown, and unanimously approved.

Downtown Advisory Committee

Town Manager Raper stated on June 30, 2022, Jason Hoyle, and Richard Szary's second terms as members of the Downtown Advisory Committee expires. They are not able to serve again at this time. On June 30, 2022, Loretta Kivett's first term expires, Kivett is willing to serve a second term, which will expire on June 30, 2025. The Downtown Advisory Committee is composed of nine (9) members from within and around the Siler City Community.

The Siler City Downtown Advisory Committee will have a vacancy for two (2) with no residential requirements as of July 1, 2022. The following individuals have shown interest in serving:

John Farnsworth	98 Josees Ridge Trail	Pittsboro, NC 27312
Tammy Renee Glover	2915 Staley Snow Camp Road	Siler City, NC 27344

A motion to appoint John Farnsworth and Tammy Renee Glover to the Siler City Downtown Advisory Committee, with an expiration of June 30, 2025, was made by Mayor Pro Tem Haiges, seconded by Commissioner Brown, and unanimously approved.

Immigrant Advisory Committee

Town Manager Raper stated on June 21, 2021, the Board of Commissioners approved a resolution creating the Immigrant Advisory Committee. The committee shall consist of seven (7) members from historically underrepresented communities with ancestry in Latin America and/or other world regions. Committee members shall be foreign-born or have recent immigrant ancestry (the children and grandchildren of foreign-born individuals). Committee members must have a vested interest in immigrant communities and have particular knowledge, skills, or abilities that serve the interest and intent of this stated purpose.

Raper stated since this was a newly created committee, some of the members were serving partial terms and on June 30, 2022, the partial terms for Danubio Vazquez-Rodriguez and Shirley Villatoro will end. They are now eligible for their first full 3-year term, which will expire on June 30, 2025.

A motion to appoint Danubio Vazquez-Rodriguez and Shirley Villatoro to their first full 3-year term on the Immigrant Advisory Committee, which will expire on June 30, 2025, was made by Commissioner Fadely, seconded by Commissioner Boone, and unanimously approved.

Parks and Recreation Committee

Town Manager Hank Raper stated that the Parks and Recreation Advisory Committee is composed of seven (7) members from within and around the Siler City Community. Lou Giovenco and Tina Stone's first terms expire on June 30, 2022, they are both eligible to be appointed to a second term, which will expire on June 30, 2025, and are willing to serve.

A motion to reappoint Lou Giovenco and Tina Stone to the Parks and Recreation Advisory Committee for a second term, which will expire on June 30, 2025, was made by Commissioner Boone, seconded by Commissioner Brown, and unanimously approved.

Planning Board

Town Manager Raper stated on June 30, 2022, Butch Hudson's third term expires, leaving a ETJ Member vacancies for the planning board. Dennis Brooks has been serving as the ETJ Alternate and can be appointed for a first term which will expire on June 30, 2025. On June 30, 2022, Randall Parks second term expires, Parks is eligible for a third term, which will expire on June 30, 2025, and he is willing to serve.

The ETJ Alternate position will be vacant, and the following individuals have shown interest in serving:

Ron Dameron	11080 US Highway 64W	Siler City, NC 27344	
Lawana Schulze	4970 Old US 421 N	Siler City, NC 27344	
Billy Jordan	189 Lambert Chapel Road	Siler City, NC 27344	Not Eligible – In County – Not ETJ

A motion to appoint Dennis Brooks as the ETJ Member to the Planning Board for a three-year term which will expire on June 30, 2025, was made by Commissioner Brown, seconded by Mayor Pro Tem Haiges, and unanimously approved.

A motion to reappoint Randall Parks as a City Limits Member to the Planning Board for a third term which will expire on June 30, 2025, was made by Commissioner Fadely, seconded by Mayor Pro Tem Haiges, and unanimously approved.

A motion to appoint Ron Dameron as ETJ Alternate Member to the Planning Board with no term was made by Commissioner Fadely, seconded by Commissioner Brown, and unanimously approved.

Suggested Rules of Procedure for the Board of Commissioners

Town Manager Hank Raper stated that Mayor Price asked Town Staff and the Town Attorney to propose a document reflecting the suggested Rules of Procedures for City Councils as recommended from UNC School of Government. Raper shared a draft document for the Board of Commissioners to review. Raper stated that this document can be added to a future agenda for discussion or approved by the Board of Commissioners as presented. (Incorporation by reference as if fully set forth herein Schedule I)

A motion to approve the Suggested Rules of Procedure for the Board of Commissioners was made by Commissioner Fadely, seconded by Commissioner Boone, and unanimously approved.

OLD BUSINESS

City Hall Building Renovation Update

Town Manager Hank Raper shared the following overview with the Board of Commissioners: In 2018, the Town hired Hobbs Architects to help redesign city hall to maximize the office space available in city hall. During the process, additional issues with the building were discovered, including ADA, HVAC, elevator, water, power, and cabling. (Incorporation by reference as if fully set forth herein Schedule J)

On March 14, 2019, Taylor Hobbs presented a conceptual campus design plan and detailed design plan for City Hall with the Board of Commissioners. At the meeting, the consensus of the Board of Commissioners was that the conceptual plans and the phases meet the needs of the town and Staff should move forward with the next steps.

On January 19, 2021, the Board of Commissioners were presented with the bids and the alternates for the project which was \$825,680.00. The Board of Commissioners decided to scale back the project to the base items at \$531,827.00 and awarded the bid to Ellington Contractors. With the scaled back project, the additional offices in the former Manager's suite, former Parks and Recreation Suite, Human Resources suite, and the Finance suite were removed from the project.

Raper indicated that the architect and the general contractor Isaac Ellington have been very diligent to try and correct the issues as they have arisen during the construction phase with items outside of the base bid.

Taylor Hobbs with Hobbs Architects and Contractor Isaac Ellington with Ellington Contractors were present to answer questions of the Board of Commissioners on the City Hall Renovation Project.

Board Members shared frustration about the delays, the contract, communication, and field reporting. The Board of Commissioners asked to include Ellington's calendar schedule in the minutes.

Raper stated that Town Staff have discussed space needs with each department and created the following plan:

Parks and Recreation: Since the Parks and Recreation offices were affected by the project reduction, Parks and Recreation was moved to Fitts Center until the new building is built at Bray Park. The Staff are incredibly happy with the space and if you have the opportunity stop by and take a look.

Planning: The Planning Department will be moving to the second floor of City Hall in the former manager's office suite. The former space for planning had three offices (one office in the suite is dedicated to Finance) and the new suite will have three offices as well.

Finance: With the increase in staff because of ever increasing regulatory and reporting requirements, the Finance Department needs additional space. To help keep the majority of the Finance Staff together, we have moved Public Works away from the Finance suite, freeing up two offices. The Grants Administrator has been in another section of the building, and this has caused increased complications for both them and other staff.

Public Works: Public Works and Utilities will be moving to the first floor; this will help with both building maintenance and finance workflow. All Public Works staff will be using the designated public works and utilities door on the first floor which will help with muddy boots in the building and eliminate disrupting the Finance staff.

Manager's Office / Administration / Budget Office: As we move forward with the anticipated growth in the organization, which will include expanded budgeting and administrative functions, it is essential that core budget/administration team (Town Manager, Town Clerk, and Finance Director) be in the Administration suite together. To accomplish this, we have moved these offices to the third floor next to the courtroom/board meeting room.

The Town Manager needed to be in a place with more confidentiality. In the former suite, if someone stood at the elevator, they could hear anything that was being said in the office. In addition, having the Town Manager next to the board meeting room and Human Resources is very convenient for both the Board and staff. In 2020, the Town purchased a copier for the court system and attorneys to use which is located in the courtroom.

Future Growth: In the future, we may have to do more moving of staff and additional renovations, but for now we feel this layout optimizes customer accessibility and efficiency of Town operation in City Hall.

Raper shared an updated layout with each office identified.

A motion to approve the floorplan layout as present was made by Commissioner Fadely, seconded by Commissioner Brown, and unanimously approved.

NEW BUSINESS

Public Works and Utilities Discussion

Town Manager Hank Raper stated because of the ever-growing compliance and demands for services in the Public Works and Utilities Department, we would like to divide the public works and utilities divisions. This would create a Public Utilities Director and a Public Works Director. (Incorporation by reference as if fully set forth herein Schedule K)

Raper explained with the expected growth in utilities and the specialized training and compliance, this will allow the Public Utilities Director Chris McCorquodale to focus on the Water and Wastewater treatment, administration, compliance of permits, and the multiple major capital expansion projects we have over the next several years including wastewater treatment, water treatment, and pump stations. This department will consist of seventeen employees and a \$5,525,786 budget.

Raper acknowledged with the increasing public demands for services, the Public Works Director will focus on street maintenance, equipment maintenance, building maintenance, sanitation, stormwater and the distribution and collection system. This department will consist of twenty-two employees and a \$3,891,028 budget.

Raper indicated that every town department manages their own equipment, building, and grounds maintenance, this would be centralized into the Public Works Department, where a cost savings will be realized.

Raper stated currently, two department heads work on stormwater, which is an increasing issue for both staff and the public. The Public Works Director would be responsible for the creation of a stormwater program including engineering.

Raper detailed with the addition of the Public Works Director, the town would have a dedicated department head to effectively manage contracts that are currently overseen by multiple staff members and department heads. Some important contracts include the GFL trash and recycle contract, Cintas uniforms and facility supplies contract, and multiple HVAC contracts.

Raper shared examples from other communities that have grown in this direction include Hillsborough, Pittsboro, Carolina Beach, Oxford, Apex, and Asheboro.

Raper specified that the grade for the new Public Works Director position will be thirty-three, and the advertised salary would be \$73,307 - \$95,299.

Raper affirmed that the goal is to grow, train, and retain our staff, but with retirements over the next two years, we feel this is an important first step. This reorganization will not impact the FY 2022-2023 budget since we have identified other cost savings in the General Fund.

Raper shared the organizational charts and position descriptions for both positions. The Board of Commissioners discussed the new position and agreed that it was a positive move forward.

A motion to divide the Public Works and Utilities Department and create a Public Works Director was made by Commissioner Boone, seconded by Mayor Pro Tem Haiges, and unanimously approved.

A motion to advertise for the new Public Works Director was made by Commissioner Fadely, seconded by Mayor Pro Tem Haiges, and unanimously approved.

MANAGER'S REPORT

Town Manager Hank Raper shared updates on the following with the Board of Commissioners:

- Planning Department developments
- Board training opportunities
- Interviewing Assistant Finance Director
- Productive meeting with Mountaire Farms
- Registration is open for kickball
- Pool is open until Labor Day
- Town Clerk Hiring Timeline (Incorporation by reference as if fully set forth herein Schedule L)

Mayor Price asked questions about the timeline of hiring back Town Clerk Jenifer Johnson.

Town Attorney William Morgan suggested that the Board of Commissioners go into closed session if they were going to discuss an individual employee.

CLOSED SESSION

A motion to go into closed session §143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee at 9:00pm was made by Commissioner Fadely, seconded by Mayor Pro Tem Haiges, and unanimously approved.

A motion to come out of closed session at 9:20pm was made by Mayor Pro Tem Haiges, seconded by Commissioner Brown, and unanimously approved.

TOWN ATTORNEY INFORMATION

none

GOVERNING BODY COMMENTS

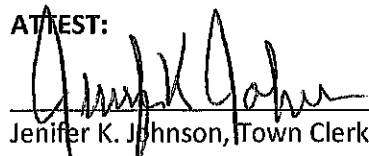
none

ADJOURNMENT

With no further business the Board of Commissioners adjourned at 9:21pm.


Thomas K. Price III, Mayor

ATTEST:


Jenifer K. Johnson, Town Clerk

