

**TOWN OF SILER CITY**

The Siler City Board of Commissioners met in Regular Session on **Monday, August 1, 2022**, at 6:30pm in Multipurpose at the Wren Memorial Library with Mayor Price presiding. Commissioner Alston gave the invocation with the recitation of the Pledge of Allegiance. Commissioner Boone recited the Town of Siler City Mission Statement and Commissioner Bray recited the Town of Siler City Vision Statement.

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

**ELECTED TOWN OFFICIALS PRESENT:** Cindy Bray

**TOWN STAFF PRESENT:** Town Manager Hank Raper, Attorney William Morgan, Public Utilities Director Chris McCorquodale, Public Works Director Cal Pettiford, Finance Director Tina Stroupe, Planning Director Jack Meadows, Assistant Finance Director Mandy Cartrette, Planner Dalton York, Lieutenant Andrew Freeman, and Town Clerk Jenifer Johnson and by zoom: Recreation Director Jack Clelland

**ADMINISTER OATH OF OFFICE**

District Judge Todd Roper administered the oath of office to the newly appointed At Large Commissioner James Underwood. (Incorporation by reference as if fully set forth herein Schedule A)

**AGENDA ADJUSTMENTS/APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

***A motion to approve the consent agenda which includes the July 18, 2022, Minutes (Incorporation by reference as if fully set forth herein Schedule B), July 25, 2022 Special Meeting Minutes (Incorporation by reference as if fully set forth herein Schedule C) was made by Commissioner Brown, seconded by Commissioner Fadely, and unanimously approved.***

**PRESENTATION****Second Avenue Corridor Study**

Meadows stated that the Memorandum of Understanding for assistance in the development of the Second Avenue Corridor Study between the Town of Siler City and the Triangle J Council of Governments was executed on March 21, 2022. (Incorporation by reference as if fully set forth herein Schedule D)

Meadows shared that Triangle Area Rural Planning Organization and Town identified a need to develop a corridor study for the Second Avenue corridor, from approximately the intersection with Greensboro Avenue to approximately the intersection with Fayetteville Avenue. This section of roadway has four-to-five lanes, and due to low existing and projected volumes was identified in the 2016 Chatham County Comprehensive Transportation Plan as a candidate for a road diet. Triangle Area Rural Planning Organization and the Town wish to conduct a study to further define what a potential road diet in this corridor could entail—including the possibility for additional on-street parking, bicycle and pedestrian accommodations, median improvements, and/or intersection improvements—given the physical constraints present within the downtown area.

Meadows shared that in late 2020, Triangle Area Rural Planning Organization applied to the North Carolina Department of Transportation for funding to conduct this corridor study through the Statewide Planning and Research program. In June 2021, North Carolina Department of Transportation notified Triangle Area Rural Planning Organization that funding would be allocated to the Second Avenue Corridor Study project for Fiscal Year 2022. The project and funding was administered by Triangle Area Rural Planning Organization.

Meadows shared that the Statewide Planning and Research program funds provided by North Carolina Department of Transportation covered 90% of the expenses incurred by the selected consultant, up to a maximum of \$69,300. The remaining 10% is being paid by the Town, up to a maximum of \$7,700.

Matt Day with Triangle J COG shared the scope of the project:

- Site visits, confirmation of conditions, historical document research and verification of data/resources provided by other studies (including 2016 Comprehensive Transportation Plan, 2013 Siler City Pedestrian Plan, 2019 Downtown Siler City Parking Study, 2017 Siler City Land Development Plan, and 2013 Siler City Downtown Master Plan).
- Map the existing rights-of-way, stormwater and sanitary sewer structures, sidewalks, curbs, and pavement edges, building lines, and permanent cultural features within or at the right of way, above ground utilities including lights, power poles, communication and water infrastructure, and other locatable utilities to avoid future conflicts with conceptual design.
- Conduct three design charrettes with the community to gain consensus and generate alternative designs for parking, bicycle accommodations, median accommodations, turn lanes, pedestrian accommodations, landscaping, gateway features, and other desired features.
- Develop approximate cost estimates for alternatives implementation, perform benefit/cost analysis for alternatives, and prioritize alternatives.
- Develop a report and supporting figures summarizing the analyzed concept designs, results of public and stakeholder input, and recommended concept plan, including consideration of actions Triangle Area Rural Planning Organization, the Town, or North Carolina Department of Transportation would need to undertake for implementation of the plan.

Day stated that the Triangle Area Rural Planning Organization Advisory Board will consider adopting the Second Avenue Corridor Study after the Town Board's consideration.

Day stated that the final report can be found at the link below <http://www.tarpo.org/2ndave/>.

***A motion to adopt the Second Avenue Corridor Study dated June 2022 was made by Commissioner Brown, seconded by Commissioner Boone, and unanimously approved.***

#### OLD BUSINESS

##### Strategic Plan Proposal

Town Manager Hank Raper stated at the July 18, 2022 Board of Commissioners meeting, Staff was asked to reach out to potential facilitators to prepare a Strategic Plan for the Town. (Incorporation by reference as if fully set forth herein Schedule E)

Raper shared and overview of what a Strategic Plan is:

The Town currently has plans addressing the subjects of economic development, planning, capital improvements, transportation, infrastructure, recreation, public safety, and others. Sometimes it is difficult to see how it will all fit together. A government strategic plan is the catalyst to synchronize these plans and create a long-term vision for the future. It is a blueprint of the town's priorities, goals, objectives, and metrics to determine success.

Strategic plans chart the course for a town over a three to five-year period, at the end of which the plans should be reevaluated and refreshed. Once a plan is developed, it is rolled out to town departments to execute their individual responsibilities. Town leaders (mayor, board of commissioners, manager) drive the process of creating a local government strategic plan, starting with gathering input from key staff members and citizens.

The purpose of a strategic plan is to get everyone rowing in the same direction. This requires having a shared vision and common goals. These essentials will be impossible to establish without open communication and buy-in. To make sure everyone is on board with the town's strategy efforts, staff, board, and citizens will be engaged from the start. Engaging them as much as possible to ensure the plan focuses on the right initiatives.

Raper stated that Staff is recommending Gary Jackson with McGill Associates to serve as the facilitator, and he shared his resume brief - a summary of his experience and an outline of the process.

***A motion to contract with McGill Associates Gary Jackson and authorize the Town Manager to negotiate the contract was made by Mayor Pro Tem Haiges, seconded by Commissioner Boone, and unanimously approved.***

#### 2022/2023 Budget Amendments

Town Manager Hank Raper stated since I started as Town Manager on May 16, 2022, I have been reviewing the FY2022/2023 Budget the Board of Commissioners approved with the Budget Team. We are proposing changes in both the 10 General Fund and 30 Utilities Fund. (Incorporation by reference as if fully set forth herein Schedule F)

Raper identified the areas:

- Decrease in ABC revenue from ABC Budget received.
- Salaries and Benefits transfers between funds due to staffing realignment.
- Removing all capital outlay items until a complete asset inventory has been completed and the Capital Improvement Plan has been updated.
- Decrease in some line items to current spending levels.
- Increase in Mountaire Farms incentive payment because of property revaluation.
- Increase to purchase a sludge press at the Wastewater Plant with a potential cost savings in FY24.
- Increase for a creek restoration cleaning at the water plant.

Raper stated that the total will decrease the 10 General Fund budget from \$9,599,222.00 to \$8,769,999.00, with the total decrease of \$829,223.00. The total will increase in 30 Utilities Fund budget

from \$8,925,726.00 to \$9,666,262.00, with the total increase of \$740,536.00. This increase would be pulled from fund balance.

Raper stated that no action is required at the meeting. If the Board agrees with the findings, Finance Director Tina Stroupe will prepare a budget amendment and that will be placed on consent agenda at the next Board of Commissioners meeting on August 15, 2022.

The Board of Commissioners asked for the item to be added to old business on the next agenda.

Planning Board Appointments

Town Manager Hank Raper stated on June 29, 2022, Randy Parks resigned from the Planning Board as the City Limits Member. With this resignation, this leaves both the City Limits Member and the City Limits Alternate vacancy. (Incorporation by reference as if fully set forth herein Schedule G)

Raper shared a list of individuals that have shown interest in the appointments:

Name	Address	
Freddie Blakley	211 S Dogwood Avenue	Siler City, NC
Justin Bridges	203 N. 6 <sup>th</sup> Avenue	Siler City, NC
Gail Matthews	1308 Alston Avenue	Siler City, NC
Jonus Nobles	510 W Cardinal Street	Siler City, NC
Donna Smith	317 N Garden Avenue	Siler City, NC

Mayor Price is recommending the appointment of Freddie Blakley and Justin Bridges.

***A motion to appoint a Justin Bridges as the City Limits Member to the Planning Board for the term which will expire on June 30, 2025 and appoint Freddie Blakey as a City Limits Alternate to the Planning Board which does not have a term was made by Commissioner Fadely, seconded by Commissioner Brown, and unanimously approved.***

Residential Requirements for Candidates Research

Town Attorney William Morgan stated that he had research the residential requirement for candidates running for office as the Board of Commissioners asked him to do at the July 18, 2022 meeting. (Incorporation by reference as if fully set forth herein Schedule H)

Morgan specified that the requirement is set in the North Carolina Constitution. The constitution stated that any person who has resided in any election district for 30 days preceding an election is qualified to vote and every qualified voter in North Carolina who is 21 years of age, shall be eligible for election by the people to an office.

The Board of Commissioners thanked Morgan for the update and Mayor Price asked him to contact the Chatham County Board of Election and inform them of this information.

Mayor Term Research

Town Attorney William Morgan stated that he researched the option of increasing the mayor term from two years to a four-year term. (Incorporation by reference as if fully set forth herein Schedule I)

The requirement is set out in the Town Charter section 4 election of Mayor, which states that the mayor shall be elected by all the voters of the town every two years.

Morgan stated that the Town Charter can be changed by approving a resolution and requesting a local bill with the town’s NC House Representative Robert Reives.

The Board of Commissioners asked town staff to prepare a resolution and bring it to a future meeting with the effective date after the next mayor’s election.

Mayor and Board of Commissioners Stipend Research

Town Manager Hank Raper stated at the July 18, 2022 meeting, the Board of Commissioners asked Staff to do a compensation study for the annual stipend amount for the Mayor and Board of Commissioners. (Incorporation by reference as if fully set forth herein Schedule J)

Raper specified that the data is from the North Carolina League of Municipalities study for Mayor, Mayor Pro Tem, and Board of Commissioners. All the municipalities in the study are in the same population group as the Town of Siler City.

Raper shared an overview and detailed numbers.

	Mayor	Mayor Pro Tem	Board
Current Siler City Amount	\$10,794	\$8,635	\$6,476
NCLM Peer Group Average	\$8,071	\$5,914	\$5,681

The Board of Commissioners would like to add this during the budget discussions.

**NEW BUSINESS**

none

**MANAGER’S REPORT**

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

- Introduced Public Works Director Cal Pettiford
- Introduced Assistant Finance Director Mandy Cartrette
- Hobbs Architects City Hall Improvements & Renovation Field Report 32 *Schedule K (page )*

**TOWN ATTORNEY INFORMATION**

none

**GOVERNING BODY COMMENTS**

none

**CLOSED SESSION**

***A motion to go into closed session for §143-318.11(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged at 7:56pm was made by Commissioner Fadely, seconded by Commissioner Brown, and unanimously approved.***

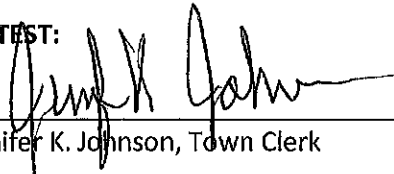
***A motion to come out of closed session at 8:21pm was made by Mayor Pro Tem Haiges, seconded by Commissioner Brown, and unanimously approved.***

**ADJOURNMENT**

With no further business the Board of Commissioners adjourned at 822:pm.

  
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Thomas K. Price, Mayor

**ATTEST:**

  
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Jenifer K. Johnson, Town Clerk

