

Walter M. Gardner, Jr.
Mayor

Robert F. Davie, Jr.
Administrator

TOWN OF WARRENTON
Historically Great - Progressively Strong
P O Box 281
Warrenton, NC 27589-0281
PHONE (252)257-3315 FAX (252)257-9219
www.warrenton.nc.gov

**BOARD OF COMMISSIONERS REGULAR MEETING
OCTOBER 10, 2016**

Those attending were: Mayor Walter Gardner
Commissioner Mary Hunter
Commissioner Michael Coffman
Commissioner Kimberly Harding
Commissioner Frank Holt
Commissioner John Blalock
Commissioner William "Tom" Hardy
Robert Davie, Town Administrator
Mitch Styers, Town Attorney
Police Chief Goble Lane
William "Bill" Perkinson, Public Works
Jennifer Harris, Warren Record
Annette Silver, Minute Taker

Commissioner Margaret Britt was absent. There were 2 citizens present.

Before Call to Order, Town Administrator and Board presented Mayor Gardner with a gavel set, engraved with his years of public service to Town of Warrenton.

CALL TO ORDER/MINUTES/AGENDA

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order at 7:00PM. Those attending were asked to observe a moment of silence in honor of those affected by Hurricane Matthew. The Pledge of Allegiance was led by Commissioner Hunter. The Conflict of Interest Disclaimer was reviewed. The Proposed Agenda was presented. A budget amendment was requested to be added. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve the Proposed Agenda with the budget amendment. The motion was approved by unanimous vote. The Minutes and the Public Hearings of September 12, 2016 were presented. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve Minutes of regular meeting and Public Hearings. The motion was approved by unanimous vote.

PUBLIC COMMENTS

No public comments were voiced.

CONSENT AGENDA

The Consent Agenda was presented.

- (a) Year-to-Date Revenue and Expenditure Reports Budget vs. Actual)
- (b) Monthly Checks Report
- (c) Public Works Monthly Report
- (d) WWTP Monthly Report
- (e) Police Activity Report

A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve the Consent Agenda. The motion was approved by unanimous vote.

COMMITTEE REPORTS

Finance and Administration

In addition to written report Commissioner Hunter presented a budget amendment request to create to increase expense line (37-700-351) by \$63,607.35 and increase revenue line (37-390-700) by \$63,607.35 to allow the purchase and payment of the multi-purpose street truck (dump truck that, also, carries the

leaf box). A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve the amendment request. The motion was approved by unanimous vote.

PUBLIC WORKS

In addition to written report, Commissioner Harding and Public Works Director Perkinson reported Town received relatively light damage during Hurricane Matthew. Perkinson and staff were thanked for diligence during Hurricane.

PUBLIC SAFETY

In addition to written report, Commissioner Hardy and Chief Lane report officers are in various training sessions. There was no report from the Fire Department. Commissioner Hardy thanked Board for gift and well wishes during time he was out for surgery.

HUMAN RESOURCES/INFORMATION TECHNOLOGY

Commissioner Blalock reported all was well in both committees. Town Administrator stated that aerial video was shot using a drone for the town's website, making it more attractive to web visitors.

REVITALIZATION/HISTORICAL

Commissioner Coffman reported that the Historic District Commission had approved a COA for Dorothy Linden 304 Wilcox Street to replace an entrance door with wooden windows at their previous meeting. Coffman noted that the cancellation of Harvest Market was widely agreed to be the correct move for Town and vendors given the hurricane weather. The Revitalization Committee will review plans for a possible rain date and alternate indoor venue for 2017. Fright Night and Ghost Walk are scheduled for October 22, 2016 from 4:00pm until 8:00pm. For Fright Night, Lee Burrows will supply music with face painting, a bouncy house and a storyteller. The Mandolin Orange concert has been scheduled for Friday, March 3, 2017 (prior to ACC tournament). Plans are progressing with Mandolin Orange doing the majority of advertising. Revitalization Committee and Mandolin Orange are discussing a percentage share of the proceeds raised.

BEAUTIFICATION/FACILITIES

In absence of Commissioner Britt no report was given.

PLANNING/ZONING/ANNEXATION

Commissioner Holt had no report from Zoning or Annexation. Commissioner Holt and Tim Williams plan to visit a dog park in a neighboring county to gather information on dog park for Town.

OLD BUSINESS

Historic District sign toppers will be paid for by Preservation Warrenton on behalf of the Town of Warrenton. There will be 42 street signs purchased (approximately \$3200) with Town being responsible for the installation. Grant Project Ordinance was presented for the surveillance cameras to be located on Main Street and Just Save Shopping Center. The Project will consist of Grant (\$10,600) and loan (\$8500) totaling \$19,100. A motion was made by Commissioner Blalock with second by Commissioner Hunter to proceed with the Grant Project within the terms of the document. The motion was approved by unanimous vote. The Grant Project Ordinance for the NC Commerce Downtown Renovation Grant - 107 N Main Street - was presented for the purpose of receiving and distributing funds awarded to Town. A motion was made by Commissioner Blalock with second by Commissioner Coffman to proceed with the terms of the Grant Project Ordinance. The motion was approved by unanimous vote. North Carolina 811, Inc Membership agreement was presented. Perkinson explained this is the "call before you dig" agreement for the location of underground utility lines. Cost estimate is approximately \$15/month. Warrenton receives approximately 15-20 calls per month for locating lines. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve North Carolina 811, Inc. agreement. The motion was approved by unanimous vote. Town Administrator Davie updated plans to use Balance Scorecard measurements. He noted that because Warrenton is small, the complexity of the complete Balance Scorecard approach is not fully required. The Town would make revisions to measurements as suggested by the UNC School of Government.

Status of Grants

FUND 51 -USDA Rural Development (\$4.5 million total project cost including Town Hall renovation, water main, water line repairs, radio-frequency water meter installation). Grant is proceeding with architect and engineering contracts being completed.

FUND 49 - Main Street Solution Fund (\$150,000 renovation of buildings for Quilt Lizzy) - Town has received partial reimbursements.

FUND 50 - N C Commerce ULRC (\$37,500 planning grant) to generate a revitalization and ultimate streetscape plan for Main, Macon Street and other streets. Final drawings and report November 2016.

FUND 48 - N C Parks & Recreation Trust Fund \$28,500 to develop park on Hayley Street Rain has delayed the "grubbing" process which will start as soon as some drying occurs.

NC DENR \$50,000 to Develop an Asset Management Plan for Water Department WARRENTON DID NOT RECEIVE GRANT Town is re-applying for the second round of awards.

NC Commerce Main Street Downtown Redevelopment \$500,000 107 N Main Street renovation Town is awaiting award letter and grant number for renovations.

NC Commerce Demolition Grant \$75,000 grant plus \$25,000 match from property owner. Grant may be resurrected by potential buyer of property.

USDA Community Facilities \$75,000 ADA accessibility, window and bathroom renovation at Community center. George Vital is looking for grant dollars.

National Endowment for the Arts \$50,000 for Main Street Illumination project – due to personal circumstances Town Administrator's did not have necessary time to complete application.

TAP Grant - ADA or handicapped sidewalk access preliminary application submitted.

Duke Energy – Electrical Vehicle charging stations awaiting notification from Duke Energy.

NEW BUSINESS

Town received information requesting the Municipal Records Retention Schedule amendment. Laws have changed since Town last updated revisions in 2002. A motion was made by Commissioner Coffman with second by Commissioner Blalock to amend the Municipal Records Retention and Disposition Schedule. The motion was approved by unanimous vote.

With no further business meeting adjourned.