

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

TOWN OF WARRENTON

"Historically Great - Progressively Strong"

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BOARD OF COMMISSIONERS REGULAR MEETING

AUGUST 11, 2014

Those attending were:

Mayor Walter Gardner

Commissioner Palmer "Woody" King

Commissioner Mary Hunter

Commissioner Kimberly Harding

Commissioner John Mooring

Commissioner William "Tom" Hardy

Commissioner Margaret Britt

Commissioner Al Fleming

Robert Davie, Town Administrator

Goble Lane, Police Chief

William "Bill" Perkinson, Public Works Director

Jennifer Harris, Warren Record

David Hill, HR Essentials

Sheila Freeman, HR Essentials

Five citizens were present.

Call to Order/Minutes/Agenda

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order at 7:00PM. The Pledge of Allegiance was led by Commissioner Fleming. Those attending were asked to observe a moment of silence and remember former Chief Freddie Robinson whose wife recently passed away. The Proposed Agenda was presented with 2 additions; (1) review of lighting for signage at the entrances to Warrenton (2) use of insurance proceeds for revamping a police car. A correction to the July 14, 2014 minutes was made at the next to last sentence and inserting the words "in reference to a personnel matter". A motion to accept the amended agenda was made by Commissioner Mooring and seconded by Commissioner King. The vote to approve the motion was unanimous.

Public Comments

There were no public comments.

Consent Agenda

The Consent Agenda was presented.

- (a) Minutes of Board Meeting July 2014
- (b) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (c) Monthly Checks Report
- (d) Public Works Monthly Report
- (e) WWTP Monthly Report
- (f) Police Activity Report

A motion to accept the Consent Agenda was made by Commissioner Mooring with second by Commissioner King. The vote approving the motion was unanimous.

A presentation by David Hill of HR Essentials outlined the Human Resource work done for the town, which included: 1.) a review and update of personnel policies, 2.) a compensation and classification analysis, 3.) a recommended pay plan, 4.) an employee performance evaluation tool and 5.) compliance measures. Mr. Hill indicated that much work had gone into the processes,

detailed job descriptions had been developed, salary data collected from a large group of neighboring towns and counties and policies updated. Future needs and questions that may arise will be fielded by HR Essentials. Mr. Hill discussed how performance evaluations should be top-down and part of an overall organizational evaluation. Commissioner Hardy asked about differentials in salary relative to job danger. Mr. Hill indicated that differences were already factored into the analysis and based on feedback from other towns. Commissioner Fleming thanked Mr. Hill and Mrs. Freeman for their efforts and long trips to Warrenton. Commissioner Harding has minor changes to the HR Policy and would like one final committee meeting to make those changes before the new policy is officially passed by the BOC. A motion to send the HR work to the HR committee was made by John Mooring and seconded by Al Fleming. The motion passed by a unanimous vote.

Committee Reports

Finance and Administration

Commissioner Hunter indicated that all financial related information was included in the budget packet.

Public Works

Commissioner Harding indicated that the Public Works reports were self-explanatory.

Public Safety

Commissioner Hardy reported that town police had resolved several larcenies attributed to one individual and were seeking prosecutions. Chief Lane reported several fights in a parking lot on N. Main Street near the Time Out Sports Bar. The owner has indicated a desire to correct problems and put together an action plan to keep out unwanted individuals. Commissioner Hardy reiterated that the bar owner was proactive in banning troublemakers. Hardy also outlined an alternative solution to purchasing a new patrol car developed by Chief Lane. Revisiting the proceeds from insurance, he suggested that funds be spent on just two radar units, instead of five, and the balance to be used to make the Chevrolet Blazer roadworthy with patrol lights. Any remaining insurance proceeds would be applied to purchases of animal control bumpers for all patrol cars. These bumpers are known to reduce costs from animal accidents at the Warren County Sheriff's office by 75%. A Capital Improvement Plan (CIP) for scheduled vehicle replacement is under way and based on the results of the current audit, funds could be set aside for a CIP. Commissioner Hardy motioned to approve the expenditures of the insurance proceeds as outlined. Commissioner King seconded the motion and the motion was approved by a unanimous vote.

Mayor Gardner outlined events taking place at the Fire Department. For the first time in nineteen years, the department was undergoing an accreditation process, whereby the department would receive ratings based on performance. Flow tests, hydrant tests, response tests were all part of the assessment. Mayor Gardner indicated that results would be back in ninety days and that results would determine the rating for the Town. The current rating of six is down from a rating of eight while they hoped to improve the rating even more. A rating of six is best for homeowner's insurance, but a lower rating, if achieved, could help lower insurance rates for businesses in Warrenton. Mayor Gardner thanked the public works department for its assistance in preparing for the inspection.

Human Resources/ Information Technology

Commissioner Fleming thanked HR Essentials and Town staff for their efforts in completing the HR overhaul. Fleming hoped to have a final HR Policy for approval at the next BOC meeting.

Revitalization/Historical

Commissioner King reported on progress and planning for Harvest Market on October 11, 2014. Sponsorship from CenturyLink is anticipated. Commissioner Mooring confirmed that \$1000 would be forthcoming from CenturyLink. King had no report from the Historical District Committee.

Beautification/Facilities

Commissioner Britt relayed a serious but humorous story of stepping in dog droppings outside of church, stating that the new dog stations placed around town would hopefully help eliminate the problem. Britt indicated that several individuals were primarily responsible and perennial offenders. Chief Lane was asked to address the issue. Lane indicated that it was an ordinance violation and that he would deliver doggie bags to the homes of the offenders. Britt asked Town Administrator, Robert Davie to report on the Streetscape Committee meeting and proposed expenditures for the remaining grant funds. Davie outlined the proposed expenditures: four additional benches, four trash receptacles and four new planters, a hand rail to dress up the parking lot at the intersection of Macon and Main streets, eight additional crape myrtles and tree removal expenses. A motion to approve the recommendations of the Streetscape Committee, subject to USDA approval, was made by Commissioner Fleming and a second offered by Commissioner King. The motion was approved by a majority vote with Commissioner Mooring dissenting.

Planning/Zoning/Annexation/Cemetery

Commissioner Mooring reported that Town attorney, Mitch Styers, had reviewed the ordinances and no references to upstairs residential in the C-1, C-2 districts had been found. The Zoning/Planning Committee of the BOC will take up the ordinance composition of the upstairs and downstairs residential living in the commercial districts at a soon to be scheduled meeting.

Old Business

Mr. Davie reported that attorney Mitch Styers had crafted ordinances for sidewalk dining that are compliant with newly adopted NC Department of Transportation guidelines and statutes. As part of the sidewalk dining ordinance, the Administrator would issue a permit and collect verification of sufficient insurance. The amount of the fee is yet to be determined. Commissioner Mooring motioned to refer the setting of the permit fee to the Zoning/Planning Committee and Commissioner Fleming seconded the motion. The motion was approved by a unanimous vote. Mr. Davie reported new language for the Game Room portion of the Zoning ordinance, for informational purposes only. No vote was needed, as the language was approved at the prior BOC meeting. Mr. Davie reported on Emergency Calling software that can notify all town residents in case of an emergency. The software will also allow for non-emergency calls for example when water accounts are about to be turned off, saving several hours of manual calling by employees. Other non-emergency situations will also benefit. Commissioner Britt indicated that she was not in favor of the expenditure. Commissioner Hardy explained that the reason the Town needed the software was to isolate and notify all Town residents during an emergency, a feature that the County's software cannot accommodate. Many Town residents did not receive calls from the County during the recent water main break. Commissioner King motioned to approve the contract with One Call Now with second coming from Commissioner Harding. The motion passed by a majority vote with Commissioners Britt and Mooring dissenting. Commissioner Hardy asked about lighting the brick entrance signs owned by Preservation Warrenton as you come into Warrenton on Highways 1001, 401 and 158. Commissioner Harding indicated that she had brought up the topic at a Preservation Warrenton board meeting but no action was taken. Commissioner Hardy offered to research and determine pricing of solar versus standard lighting at the locations, contacting Duke Energy and other sources.

New Business

Mr. Davie outlined a proposed project to raise money for renovating old Town Hall. Working with Commissioner Harding the plan calls for printing 500 calendars and selling them at \$20 apiece through local merchants and individuals. The cost to print is \$1700 and the breakeven point involves selling 85 of the 500 calendars. The total potential proceeds for Town Hall renovation after expenses is approximately \$8300. Commissioner Harding summarized the historic pictures, provided by Mary Brodie Raiford, and the history of Town Hall that will all go into the calendar. Commissioner Britt expressed her reservations about the project. Commissioner Mooring asked if the calendars would be ready by the time of Harvest Market and Commissioner Harding hoped to have them ready. Commissioner Hunter thought it was a good idea and suggested that BOC

members take responsibility for selling ten calendars each. One concern of Hunter's was the price at \$20, indicating that there were many left over copies of hardback books of Warren County Architecture at \$40 apiece. Commissioner Mooring endorsed the advertising for the Town and motioned to use funds, budgeted for miscellaneous, purposes for the printing of the calendars. Commissioner Fleming seconded the motion, indicating support for promotion of the Town that the calendars would bring. The motion was approved by a unanimous vote.

Commissioner King indicated that Commissioner Harding was heading up the efforts to encourage local merchants to offer wares on the sidewalk in order to help them generate sales during the upcoming Harvest Market festival. Harding indicated that local merchants do not benefit much from the festival spending. The proposal is to offer door prizes during three breaks in between bands. These door prizes would be contributions from the local merchants. Mr. Davie proposed that the Town contribute to \$10 the door prizes, as merchants are constantly asked to support Town events. Commissioner King asked if there was a limit on the number of merchants and Mr. Davie reported that there could be. King stated that if a limit were set, some merchants may be offended. Commissioner Hunter stated that because one merchant might only provide a \$10 prize and another merchant a \$50 prize, it would be difficult to create fairness. Mayor Gardner indicated that the Town should not contribute to the door prizes. Rather merchants should receive exposure during the festival in exchange for their donations. Commissioner Mooring offered to refer the matter back to the Revitalization Committee and that the Town not contribute matching dollars unless it came from the Revitalization budget. Mooring motioned to make a one-time exception to ordinances allowing for sidewalk vending during Harvest Market 2014. Commissioner Fleming seconded the motion. The motion passed by a unanimous vote. Mayor Gardner commented that the ordinance in its current form allows for street vending and that the ordinance needed to be revoked in its entirety, if believed to be wrong. Mooring commented that the Town has enforced the ordinance in the past, keeping vendors off the sidewalk. Commissioner Fleming motioned to take up the ordinance at a later date. A second was offered by Tom Hardy. The motion was approved by a majority vote with Commissioner King dissenting.

Mr. Davie requested that changes be made to the noxious weed ordinance, pertaining to grass, as it is difficult to implement and enforce. Attorney Styers indicated that a standard ordinance could be drafted with the only variable being the allowable height of the grass. Commissioner Mooring motioned to refer the matter to the Zoning/Planning Committee. Woody King seconded and the motion was approved by a unanimous vote.

Mr. Davie outlined a grant opportunity with USDA Rural Development that would benefit the Town in water and sewer repairs. The grant would pay 75 cents on the dollar and the Town would ask for the maximum allotment of one million dollars. The total project would cost \$1,475,000. The Town's contribution would be financed through USDA for thirty years and the annual payment would approximate \$24,000. Reserve funds contributions are presently available to make the annual payment. Commissioner Mooring motioned to approve the grant application with second by Commissioner Harding. The motion was approved by a unanimous vote.

Mr. Davie described a proposal to accept credit card payments for water bills and also to display water bills online, with no cost to the Town for the service. A convenience fee would be charged to customers. Commissioner Fleming asked that customers be informed of the convenience fee and Mr. Davie indicated that they would sign a consent form. Commissioner Hardy expressed concerns of the vendor selling personal information. Mr. Davie felt that all information would be held confidential. Commissioner Mooring motioned to accept the contract from Muncipay for credit card processing and Commissioner Harding seconded the motion. The motion was approved by a majority vote with Commissioner Hardy dissenting.

Mr. Davie discussed a proposed workshop for Strategic Planning, designed for staff and elected officials, hosted by the UNC School of Government at a location in Warrenton. The workshop would be a one-day event and assist the Town in coordinating communication and planning

efforts. Commissioner Harding stressed the importance of advance planning and incorporating the needs of the Town in a Strategic Plan. Commissioner Fleming expressed support for professional leadership. Commissioner Mooring expressed support, stating that every company he has worked for had a mission statement and that the Town should have one too. Mooring followed his comments with a motion to approve expenditure of up to \$2000 on the workshop. Commissioner Fleming seconded. The motion was approved by a unanimous vote.

With no further business the meeting was called to adjournment.