

MINUTES OF A COUNCIL RETREAT MEETING OF THE TOWN COUNCIL OF THE TOWN OF TARBORO, HELD AT 8:30 A.M. ON SATURDAY, MARCH 3, 2018 AT THE BLOUNT BRIDGERS HOUSE IN TARBORO, NC

MEMBERS PRESENT

Joe Pitt	Mayor
C.B. Brown	Councilman
Steve Burnette	Councilman
Sabrina Bynum	Councilmember
John Jenkins	Councilman
Deborah Jordan	Councilmember
Garland Shephard	Councilman
Leo Taylor	Councilman/Mayor ProTem
Othar Woodard	Councilman

MEMBERS ABSENT

ALSO PRESENT

Troy Lewis	Town Manager
Leslie Lunsford	Town Clerk
Chad Hinton	Town Attorney
Frankie Winslow	Fire Chief
Brian Mustard	Electric Department Director
Travis Stigge	Recreation Department Director
John Moore	Public Works Director
Jesse Webb	Police Chief
Anne Mann	Finance Director
Catherine Grimm	Planning Director

Mayor Pitt welcomed Council and staff to the annual Council Retreat.

Troy Lewis, Town Manager, gave a Retreat overview and reviewed Retreat objectives.

CLOSED SESSION per N.C.G.S. 143-318.11(a)(3)

Councilman Shephard made a motion, which was seconded by Councilman Taylor and passed unanimously, that Council enter into closed session per N.C.G.S. 143-318.11(a)(3).

Councilman Shephard made a motion, which was seconded by Councilman Taylor and passed unanimously, that Council return to open session.

DEPARTMENTAL REPORTS:

Department Heads presented reports to Council and answered questions. A copy of all reports are filed in the Town Clerk's office at Town Hall.

Finance – Anne Mann

Anne Mann reviewed the Town's Financial Summary, explained each fund and answered questions regarding the financial report information. She gave Council an update on the Finance Department and staff.

Public Works – John Moore

John Moore presented the Public Works Department report and answered questions. He discussed recent Capital Outlay purchases, Capital Outlay needs and updated Council on several completed projects in the Public Works Department. He also reviewed current and future Public Works projects. John Moore discussed traffic issues at Riverfront Park. Councilman Taylor made a motion, which was seconded by Councilman Woodard and passed unanimously, that Council authorize the addition of signage at Riverfront Park to avoid traffic damage, signs would include that legal action would be taken against violators.

Electric Department – Brian Mustard

Brian Mustard presented the Electric Department report and answered questions. He addressed aging equipment and continuing to convert all street lights over to LED. Brian Mustard invited Council to attend the Lineman Rodeo, held in Wake Forest on April 27-28, 2018.

Planning Department – Catherine Grimm

Catherine Grimm presented the Planning Department report and answered questions. She gave Council an update on Hurricane Matthew recovery efforts, CMAQ Grant, Development, Marketing and the Unified Development Ordinance Update. Council discussed windblown signage and requested a report from the TDA to be presented at the May Council meeting.

Recreation Department – Travis Stigge

Travis Stigge presented the Recreation Department report and answered questions. He highlighted programs at all recreation locations and explained departmental challenges, goals, accomplishments and needs. Council discussed the arrangement with Edgecombe County Schools for the use of Municipal Stadium and Indian Lake baseball fields. Council agreed that ECPS should pay to use the fields or provide up-keep on the fields. Troy Lewis stated that he would meet with ECPS and Edgecombe County officials to discuss options.

Fire Department – Frankie Winslow

Chief Frankie Winslow presented the Fire Department report and answered questions. He updated Council on current and future projects. The Chief also informed Council that the Fire Department would be offering CPR training to all Town employees and Councilmembers in April.

Police Department – Jesse Webb

Chief Jesse Webb presented the Police Department report and answered questions. The Chief presented statistics on traffic violations and arrests, department operations, community engagement and equipment and capital outlay needs.

Councilman Taylor made a motion, which was seconded by Councilman Woodard and passed unanimously, that the retreat be recessed until Sunday, March 4, 2018.

Retreat was recessed at 5:35 pm.

Retreat resumed on Sunday March 4, 2017 at 8:30 am.

EDGECOMBE COUNTY CULTURAL ARTS COUNCIL

The Edgecombe County Cultural Arts Council lead Council on a guided tour of the Blount Bridgers House, presented program updates and requested Council release funding for the Arts Council. After much discussion amongst Council and Arts Council members, Councilman Brown made a motion, which was seconded by Councilman Woodard and passed unanimously, that Council approve the request to release funding pending the Arts Council revise the by-laws allowing the Town of Tarboro to hold five board seats and the approval of an application process for citizens interested in serving on the Arts Council board.

COUNCIL DISCUSSION

Stormwater Utility

Troy Lewis, Town Manager, proposed a Stormwater Utility fee, he explained to Council the need for the fee and explained what the fee would fund. A public hearing will be held at the April or May meeting to get public input on the proposed fee.

Code Enforcement

Troy Lewis discussed implementing a Code Enforcement Officer within the Police Department. The duties of the Officer would include enforcement of nuisances, junk vehicles, minimum housing standards, non-residential structures and zoning violations. Troy also explained the minimal effects on the budget.

Commercial Development & Main Street Coordinator

Troy Lewis discussed implementing a Commercial Development and Downtown Coordinator position with the Planning Department. He explained the duties and responsibilities of the coordinator. He also discussed the budget effect of the position. There was a consensus amongst Council to proceed with the implementation of the position.

Paperless Council Meetings

Troy Lewis presented the benefits of paperless Council meetings. He explained that Councilmembers would have tablets to use at Council meetings, all documents would be available electronically.

Council appointed Councilmembers Shephard, Taylor and Jenkins to work with the Unified Development Ordinance update.

COUNCILMEMBERS

Councilman Brown – expressed concerns regarding the Town co-sponsoring events and the possible need for GPS devices to be installed on Town vehicles.

Councilman Burnette – stated that he enjoyed the Blount Bridgers House for the Council Retreat and that he felt the retreat was productive.

Councilmember Bynum – expressed appreciation to Council and staff members for a productive retreat.

Councilman Jenkins – expressed appreciation to staff and the Arts Council for the use of the Blount Bridgers House.

Councilmember Jordan – expressed appreciation to Council and staff for a productive Council Retreat. Councilmember Jordan also expressed concerns regarding community policing, citizen's academy and community block watch programs, dangerous parking issues at Wilson Street and Panola Street and funding for flood victims. She also thanked Public Works for continuing to keep the drains clean out in her neighborhood.

Councilman Shephard – expressed his concern to be a part of the UDO update plan.

Councilman Taylor – expressed concerns regarding the speed limit on Howard Avenue between the Fire Department and Burger King. Councilman Taylor suggested the Town offer a scholarship for students interested in pursuing a career in government.

Councilman Woodard – expressed appreciation to Council, Department Heads and staff for a successful Council Retreat. Councilman Woodard also requested staff consider a diversity plan and be mindful of diversity in each department.

ADJOURNMENT

Councilman Shephard made a motion, which was seconded by Councilman Woodard and passed unanimously, that the Council Retreat be adjourned.

Joe Pitt, Mayor

Leslie Lunsford, Town Clerk