

**MINUTES OF A COUNCIL RETREAT MEETING OF THE TOWN COUNCIL OF THE TOWN OF TARBORO, HELD AT 8:30 A.M. ON SATURDAY, MARCH 4, 2017 AT THE FOUNTAINS OF THE ALBEMARLE 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
Frankie Winslow	Fire Chief
Buddy Harrison	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.

**DEPARTMENTAL REPORTS:**

Department Heads presented reports to Council and answered questions. A copy of all reports are filed in the Town Clerks 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. Anne also informed Council of the need for new software to replace Edmunds & Associates.

**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 gave Council an update on the Hurricane Matthew recovery efforts.

**Electric Department – Buddy Harrison**

Buddy Harrison presented the Electric Department report and answered questions. He also addressed aging equipment and substations, continuing to convert all street lights and Whiteway lights over to LED, and updated Council on the Smart Grid pilot program that they have installed and are working out the kinks. Buddy informed Council on the inspection process for the electric system, he explained the process and acknowledged the tree trimming crew, which allows the linemen time to perform the inspections to insure the most productive system.

**ElectriCities – Matt Schull**

Matt Schull presented Council with a NCEMPA asset sale update, an ElectriCities update and discussed rate changes and decreases. Mr. Schull answered all questions from Council.

**Planning Department – Catherine Grimm**

Catherine Grimm presented the Planning Department report and answered questions. She gave Council an update on the Hurricane Matthew recovery efforts and the pedestrian plan. Catherine presented a wayfinding and entrance sign report, Council agreed to move forward on this project at the April meeting. Catherine also presented the Alcohol Ordinance and ways to amend the ordinance to accommodate citizens. Council expressed concerns and agreed to leave the ordinance as is. Catherine explained the animal-drawn vehicle ordinance and informed Council that she would present at the April 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. Travis explained the new Recreation software, RecDesk, to Council and expressed the current and future benefits. Travis reviewed facility fees, the Recreation master plan and presented possible playground equipment for the Braswell Center. The Recreation Department will hold a Community meeting at Braswell Center on Thursday, March 23, 2017 at 6:00 p.m.

**Fire Department – Frankie Winslow**

Chief Frankie Winslow presented the Fire Department report and answered questions. He updated Council on current and future projects and employee training. The Chief also requested funding in the FY 2017-2018 budget for a new Fire Pumper truck.

**Police Department – Jesse Webb**

Chief Jesse Webb presented the Police Department report and answered questions. The Chief discussed long term and short term goals, updated Council on the radio system and patrol vehicle rotation. Chief Webb also explained the need for increasing the K-9 patrol.

**Retreat was recessed at 6:00 pm.**

**Retreat resumed on Sunday March 5, 2017 at 8:30 am.**

**COUNCIL DISCUSSION**

**Tree City USA**

Council discussed becoming a member of Tree City USA, as well as the costs and benefits. Council agreed to continue with the application process to become a member.

**TASS Picnic Shelter**

Councilman Brown made a motion, which was seconded by Councilman Taylor and passed unanimously, that Council allow TASS to donate to the Town the materials necessary to install a 24' X 24' picnic shelter near the boat ramp at Riverfront Park.

**Grass Clippings Ordinance**

Council discussed implementing an Ordinance prohibiting the practice of blowing organic matter from lawn maintenance activities into the street. An Ordinance was presented for Council's consideration, Council requested the Ordinance be modified and presented at the March Council meeting.

**COUNCILMEMBERS**

Councilman Brown – suggested Council revisit the residency policy for Department Heads, requiring newly hired Department Heads live in the city limits of Tarboro. He also suggested staff look into equipment to add to the Street Sweeper machine that could trim grass along curbs.

Councilman Burnette – suggested the Town have an identifying color scheme. He was informed that the new Town logo was black and green, this logo is used on most Town correspondence.

Councilmember Bynum – stated she was listening and learning at her first retreat. She also stated she was interested in reducing the loitering on streets in East Tarboro.

Councilman Jenkins – requested staff strictly enforce the lawn clipping ordinance to avoid storm drain blockages.

Councilmember Jordan – requested Clark Park be remodeled and brought up to standards. She also requested an increase in Police presence in East Tarboro to reduce loitering.

Councilman Shephard – expressed concerns about parking violations, stop signs vs yield signs in neighborhoods, enforcement of "junk" ordinance, Indian Lake trails, outstanding debt/debt management services, employee health insurance and the water sold vs water treated. Councilman Shephard also questioned the Electric rate decreases. All concerns/questions were addressed.

Councilman Taylor – requested an update on 1912 Speight Forest Drive, Council agreed to direct staff to start the foreclosure process on this property. He also expressed concerns regarding speeding and requested funds be budgeted to monitor speed and increase patrol.

Councilman Woodard – requested signs be placed at Indian Lake stating "No Weapons Allowed". He also requested speed monitoring in the Brentwood subdivision and garbage cans be placed back on the curb, out of the street.

**GOAL SETTING/COUNCIL VISION**

Troy Lewis, Town Manager, lead Council in a Goal Setting activity. Council identified the Town's Purpose, Ideal Future and Values. The ideas will be used by staff, community and Council to create a Town Vision Statement.

**ADJOURNMENT**

Council Retreat was adjourned at 11:52 a.m.

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Joe Pitt, Mayor

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Leslie Lunsford, Town Clerk