

SPENCER BOARD OF ALDERMEN PLANNING RETREAT
SATURDAY, FEBRUARY 6, 2010
SPENCER FIRE DEPARTMENT
8:30 A.M.

MEMBERS PRESENT: Mayor Jody Everhart
Mayor Pro-Tem Scott Benfield
Aldermen: Tracy Aitken
Delaine Fowler
Donnie Hinson
Jeff Morris
Reid Walters

Also present were Town Manager Larry Smith, Town Clerk Lisa Perdue, and facilitator Bill Duston. Reporter Shelley Smith and Architect Bill Burgin were present for a portion of the meeting. Audience members were Jim and Marla Gobbel, and Beth Nance.

Mayor Everhart called the meeting to order and introduced facilitator Bill Duston, from Centralina Council of Governments. Duston reviewed the ground rules for the meeting. Alderman Morris objected to the use of the term (consensus), stating he would rather have recorded votes in order to eliminate any ambiguity. **MOTION WAS MADE BY ALDERMAN MORRIS TO ADOPT THE GROUND RULES AS STATED BUT WITH THAT ONE CHANGE. MOTION SECONDED BY ALDERMAN BENFIELD AND CARRIED UNANIMOUSLY.**

Review of FY 2009/10 Goals

Board members reviewed the list of 2009/10 goals and put them on lists as either “successes” or “did not accomplish”, choosing five for each category. Results were as follows:

Successes

Façade Grant (4 votes)
Planters (4)
Safe Routes to Schools (3)
Annexation Studies (2)
Partnership with 501-C-3 (2 votes)
Street Paving (1)
Main Street Program (1)
Adequate Parking Without 520 S Salisbury Ave. (1)
Interlocal Agreements (1)
Street Paving Schedule (1)

Did Not Accomplish

Library (7 votes)
Safe Routes to Schools (2)
Neighborhood Stabilization (4)

Did Not Accomplish (cont.)

Interstate Business District (4)

Street Paving (4)

Wallace Property (Eighth Street Ballpark) (1)

Closed Mayors' Meeting Don't Facilitate Board Buy-in (1)

Economic Development Models (2)

Planters – No Trees (1)

Intern Did Not Achieve Asphalt Placement Goal (1)

Why Were Some Goals Not Accomplished?

Neighborhood Stabilization – still have some problems (junk on porches, front yard parking)

Interstate Business District – maps get revised and go back and forth with Planning Board, front yard parking was put before IBD, neither one was accomplished

Street Paving – not accomplished due to staff changes

Safe Routes to Schools – long term project, in progress but not completed

Economic Development Models – businesses need to know identity of Town which needs to be marketed, need to get NCTM visitors to cross the street, Partnership and SBA are currently working on this, population doesn't support large businesses

Closed Mayors' Meetings – shouldn't plan Interlocal Agreements without Board input

Why Were Some Goals Successes?

Planters – Committees have a plan and are carrying it out (although trees not there yet)

Façade Grant – Revisions to the policy have been made

Annexation – Race track project fell through, but studies were completed

Main Street program – has been studied and delegated

501-C-3 – Policy has been updated

Library

Bill Burgin from Ramsay Burgin Smith Architects, Inc. was present to answer the Board's questions regarding the Building Assessment Report for Spencer Library. Morris stated we need to establish how much can be done now to stabilize the structure with the funds that are available. Benfield suggested that \$125,000 be appropriated from fund balance. Repointing will last 50 years. Waterproofing will need to be redone every five years. Walters feels that the vapor barrier, roof, and some repointing are the top priority. Window *repair* includes storm windows, repairs, and reglazing. Window *replacement* might disqualify the Town from receiving any grant funds. Regarding lead paint abatement, Morris suggested doing only the first floor, to be able to open the minimum space with internet access. Burgin explained that deterioration is slower on the second floor, and to use the second floor would require an elevator.

Upfit Library

What Improvements do we want to see made?

1) Exterior stabilization

- 2) First floor interior
- 3) Put second floor on long term hold
- 4) Lead abatement – prices for first and second floor
- 5) Reopen (first floor only) by Thanksgiving 2010 and start work by May 2010
- 6) January 2011 retreat – discuss long term plans

MOTION WAS MADE BY ALDERMAN BENFIELD TO START CONSTRUCTION BY MAY 1, 2010 AND OPEN THE FIRST FLOOR BY THANKSGIVING, 2010. MOTION SECONDED BY ALDERMAN MORRIS AND CARRIED UNANIMOUSLY. Morris stated he would like to have a called meeting to approve the bids when available rather than wait for a regularly scheduled meeting.

Implementation Steps

- 1) Exterior Stabilization
 - 2) Lead Abatement – 1st floor and maybe 2nd floor
 - 3) Asbestos Abatement
 - 4) Window Repair
 - 5) Eave Boxing
 - 6) Electric Upfit (1st floor)
 - 7) HVAC (1st floor)
 - 8) Paint Interior (1st floor)
- Total estimated cost of repairs between \$300,000 and \$500,000

Resources Available

- 1) Borrow Funds (<5 year loan)
- 2) Grants
- 3) Appropriate Funds Balance – ½ of project up to \$300,000 in FY 09/10 and borrow balance

MOTION WAS MADE BY ALDERMAN MORRIS TO CONSIDER THE IMPLEMENTATION STEPS LISTED, SEEK A FIVE YEAR LOAN, PURSUE GRANTS, AND DEDICATE ½ THE COST UP TO \$300,000 OUT OF FY 09/10 FUND BALANCE, AND SEEK A LOAN FOR THE BALANCE TO BE REPAID ANNUALLY. REPAIRS SHOULD INCLUDE WINDOW REPAIR, NOT REPLACEMENT – TO INCLUDE INTERIOR STORM WINDOWS AND PAINT WINDOWS INSIDE AND OUT. MOTION SECONDED BY ALDERMAN BENFIELD AND CARRIED UNANIMOUSLY.

Who is Responsible for Achieving this Goal?

- 1) Bill Burgin – to submit a contract (fixed fee) by 2/9/10 Board meeting
- 2) Town Manager Larry Smith
- 3) College student to help apply for grants and/or seek a grant writer (no out of pocket costs – they get paid from the grant)

MOTION WAS MADE BY ALDERMAN FOWLER TO ADVERTISE FOR THE COLLEGE INTERN AND THE GRANT WRITER BY MAY 1, 2010. MOTION SECONDED BY ALDERMAN MORRIS AND CARRIED UNANIMOUSLY.

An update on the Library project should be given at every Board meeting (could be through the Town Manager report). A called meeting could be scheduled a couple days after the bid opening to prevent any delays. Bidders will be asked to prequalify.

MOTION WAS MADE BY ALDERMAN FOWLER TO DIRECT THE TOWN MANAGER TO GIVE WEEKLY AND MONTHLY PROGRESS REPORTS, ADVERTISE FOR AN INTERN AND A GRANT WRITER, APPLY FOR A LOAN, AND SCHEDULE THE MEETING TO APPROVE THE BIDS. MOTION SECONDED BY ALDERMAN AITKEN AND CARRIED UNANIMOUSLY.

Town Board Issues for Consideration – Adoption of FY10/11 goals

Each Board member listed ten goals, then categorized them, and then picked the five categories they thought most important.

A) Long Term Planning

Specific Items Included in This Category:

- 1) Equipment for Police, Fire, and Public Works
- 2) New Cameras in Police Cars
- 3) Discuss elimination of take home police cars except within town limits
- 4) Town Hall updated/repairs (roof/electric)
- 5) Encourage Fire Department to request gently used capital equipment like public works did

How do we measure success?

- 1) 5 sets of turnout gear per year for Fire Department
- 2) Police cars – take home only within city limits
- 3) Police cars – digital camera & radar for each car
- 4) Encourage department heads to look for gently used equipment rather than new
- 5) Fix/replace Town Hall roof
- 6) Cost estimate for other Town Hall needs

Implementation Steps

- 1) Town Manager get budget figures for budget retreat (capital items)
- 2) For March Board meeting, Town Manager get figures to show cost benefit of existing and proposed policy concerning take home vehicles and list the pros and cons

B) Schools

Specific Items Included in This Category:

- 1) Safe Routes to Schools

- 2) Build a bridge with Rowan Salisbury School System and North Rowan High

How do we measure success?

- 1) Liaison between School and Town administration
- 2) Recognize achievements of students
- 3) Establish walkability between schools and downtown
- 4) Strengthen relations between Town of Spencer and Rowan County Schools

Implementation Steps

- 1) Find out who the liaisons are (Alderman Fowler will handle)
- 2) Get student of month (Alderman Benfield will handle)
- 3) Apprise town of positive things happening at schools so Town can advise Salisbury Post (to be turned in to Town Clerk)
- 4) Get sidewalks between individual schools (Public Works Director will bring recommendations to Street Committee)
- 5) Get sidewalks between the schools and the downtown (Public Works Director will bring recommendations to Street Committee)
- 6) Promote schools through the Town's website (Dustin Wilson)

Resources Available

- 1) Powell Bill funds – FY 09/10 and FY 10/11
- 2) Safe Routes to Schools grant

C) Economic Development

Specific Items Mentioned in This Category:

- 1) Website
- 2) Main Street program – Spencer Partnership will facilitate (costs minimal)
- 3) Make us business friendly by facilitating administrative permits with rezonings, ZBA hearing, etc.

How do we measure success?

- 1) Improve website – community events calendar, sell ads to businesses
- 2) Explore possibility of Main Street program (pay for mileage & meals for facilitator)
- 3) Explore opportunity for more administrative permitting for businesses
- 4) Town of Spencer actively lobby for Rail Stop in Spencer (High Speed Train Stop or potential Light Rail)

Implementation Steps

- 1) Dustin to bring plan for website to Town Board before budget workshop
- 2) Small Town Main Street – to be discussed in March 2010 (Tracy Aitken)
- 3) Administrative Overview – July 2010 (Town Manager)
- 4) Centralina COG and MPO liaisons to work with organizations for lobbying for rail stop

D) Quality of Life

Specific Items Mentioned in This Category:

- 1) Neighborhood Stabilization
- 2) Clean town: Spencer Spring Sweep, Bulk Item drop-off, front yard parking
- 3) Board discussion re: enforcement of animal control ordinance by police
- 4) Police enforcement re: keeping of dogs and sidewalk parking

How do we measure success?

- 1) Standard level of code enforcement
- 2) Empower P. D. to spot and report potential code problems and notify code enforcement officer
- 3) Have P. D. issue violations
- 4) Adjust ordinance ref: what vehicles can be parked in the street (no RV's)
- 5) Mark and improve gateways to Spencer
- 6) Administrative enforcement of animal control by police
- 7) Address front yard parking – enforce no parking on sidewalk

Implementation Steps

- 1) Public awareness through Town communication that Code Enforcement is a priority (junk on porch, dogs, parking on sidewalk)
- 2) **MOTION WAS MADE BY ALDERMAN FOWLER TO ENABLE POLICE OFFICERS TO SPOT AND NOTIFY CODE ENFORCEMENT PROBLEMS AND NOTIFY CODE ENFORCEMENT OFFICER. MOTION SECONDED BY ALDERMAN HINSON AND CARRIED UNANIMOUSLY.**
- 3) Police can issue notices to repeat offenders of code enforcement violations (Town Manager relayed very good feedback from code enforcement personal visits, but would have no problem with Code Enforcement taking police officer along on multiple violators)
- 4) Amend ordinance to prohibit parking of campers, RV's, etc. on street (Town Manager to bring existing ordinance to February meeting)
- 5) Gateways – signs are needed on South Salisbury Avenue, downtown Spencer, Long Ferry Road, Third Street, Seventh Street, and Rowan Avenue
- 6) Animal control by police department – Town Manager and Police Chief to implement as soon as practical

E) ADMINISTRATIVE CHANGES

Specific Items Mentioned in This Category:

- 1) Hold ourselves accountable for more than rhetoric
- 2) Ordinance revisions – Board participation in setting/amending monthly agendas
- 3) Charter changes to be put up for vote for 2011

How do we measure success?

- 1) Review of goals quarterly
- 2) Update Town charter on tax collection

- 3) Update Town charter on contracts with Manager
- 4) Update Town charter on residency of Town Manager
- 5) Update Town charter on employment contracts by the Manager with employees
- 6) Town Board adopt agendas at each meeting

Implementation Steps

- 1) Town Manager to give review of progress on goals quarterly
- 2) Attorney will advise by April how to amend charter on tax collection. (unanimous)
- 3) **MOTION WAS MADE BY ALDERMAN BENFIELD TO UPDATE THE TOWN CHARTER ON CONTRACTS WITH THE MANAGER. MOTION SECONDED BY ALDERMAN MORRIS AND CARRIED BY A VOTE OF FOUR: AYES: BENFIELD, HINSON, MORRIS, WALTERS NAYS: AITKEN, FOWLER**
- 4) **MOTION WAS MADE BY ALDERMAN BENFIELD TO UPDATE THE TOWN CHARTER ON RESIDENCY OF TOWN MANAGER. MOTION SECONDED BY ALDERMAN MORRIS AND CARRIED BY A VOTE OF FOUR: AYES: BENFIELD, HINSON, MORRIS, WALTERS NAYS: AITKEN, FOWLER**
- 5) **MOTION WAS MADE BY ALDERMAN BENFIELD TO UPDATE THE TOWN CHARTER ON EMPLOYMENT CONTRACTS BY THE MANAGER WITH EMPLOYEES. MOTION SECONDED BY ALDERMAN MORRIS AND CARRIED UNANIMOUSLY.**

(Town Attorney will be asked to advise on how to change the charter on the above issues by the April meeting.)

Aldermen Hinson left at this point in the meeting.

- 6) **MOTION WAS MADE BY ALDERMAN MORRIS TO DISCUSS AT THE MARCH BOARD MEETING AN ADMINISTRATIVE ORDINANCE CHANGE ENABLING THE BOARD TO ADOPT THE AGENDA (OR MAKE CHANGES) AT EACH MEETING. MOTION SECONDED BY ALDERMAN BENFIELD AND CARRIED UNANIMOUSLY.**

F) RECYCLING

How do we measure success?

- 1) Curbside trash pickup with recycling
- 2) Grant from N. C. Solid Waste Management Trust Fund
- 3) Provide blue recycle bins – re-establish program
- 4) Pour concrete at existing collection site
- 5) Have Rowan County recycling representative visit Town Board in April
- 6) Second collection site with extended hours as interim measure
- 7) Have Spencer Spring Sweep (clean streets, etc.)
- 8) Have bulk item drop off at Town garage with discount once a year (sanitation fee)

Implementation Steps

- 1) Contact provider / determine costs / consider incentive rebates / courtesy hearing (for Board consideration after July 1)
- 2) Town Manager to present costs of an incentive program by April
- 3) Publicize bulk pickup in newsletter
- 4) Sanitation Committee to study a possible once a year discount for bulk items
- 5) Spring? Sweep program – could be advertised through Community Appearance Commission and in the newsletter – would be to pick up litter from streets – students could serve as volunteers – wait till fall to kick off such a program
- 6) Bulk Item drop off – if considered, would require bins and proof of residency

G. PARKS & RECREATION

Specific Items Mentioned in This Category:

- 1) Master plan for 8th Street Park – possibly a walking track around the perimeter
- 2) Historic District and Church Walk
- 3) New playground equipment at both parks
- 4) Contact Roy Burdette III about possible community garden on his 2nd Street plot
- 5) Apply to be a “Fit Community”

How do we measure success?

- 1) Apply to be a Fit Community (Recreation Committee)
- 2) Master Plan for 8th Street Park, then apply for grants (Recreation Committee)
- 3) Fridays or Sundays in Park (ex. Arts Festival) – Spencer Partnership to have a plan by fall 2010
- 4) Wi-Fi in Library Park – proposal from a vendor by summer
- 5) Historic District & Church Walk – draft a brochure to be placed on the website and at the NCTM – Alderman Walters to draft by summer 2010
- 6) Contact Mr. Burdette by the fall of 2010
- 7) New playground equipment – could apply for matching funds – funds to be appropriated for Eighth Street this fiscal year – Town Manager to include \$7500 in 2010/11 budget

What Did We Agree on Today?

- 1) Plan for Library repairs
- 2) Plan to improve neighborhoods
- 3) Instructed Town Manager how to plan for budget requests (budgetary 5-year plan)
- 4) Explore Small Town Main Street program
- 5) Making headway on Economic Development items
- 6) More emphasis on enforcing **all** codes
- 7) Improve gateways
- 8) Administrative changes to Charter
- 9) Recycling
- 10) Improve parks
- 11) Become more business friendly

Alderman Walters distributed information about a potential North Rowan Disc Golf Course. The course would be beside the Elementary School and be paid for by Rowan Salisbury School System. **MOTION WAS MADE AND CARRIED UNANIMOUSLY TO ALLOW ALDERMAN WALTERS TO PURSUE THIS POSSIBILITY.**

With no further business, Mayor Everhart adjourned the meeting at 5:00 p.m.

Respectfully submitted,

Lisa B. Perdue, CMC
Clerk to the Board