

**AGENDA**  
**CARRBORO BOARD OF ALDERMEN**  
**TUESDAY, JANUARY 6, 1998**  
**7:30 P.M., TOWN HALL BOARD ROOM**

Approximate Time\*

7:30 - 7:40    A.    REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR

7:40 - 7:45    B.    CONSENT AGENDA

(1)    **Approval of Minutes of Previous Meeting:** December 16, 1997

(2)    **Request to Cancel January 27<sup>th</sup> Board Meeting**

The administration requests that the Board consider canceling its regular meeting scheduled for January 27<sup>th</sup> as that meeting follows the 1998 Planning Retreat scheduled for January 25<sup>th</sup> and 26th.

(3)    **Appointment to Planning Board**

The Chair of the Planning Board recommends that Elizabeth Boisson be appointed to the vacant in-town seat on the Planning Board.

7:45 - 7:55    C.    RESOLUTIONS, PROCLAMATIONS AND CHARGES

D.    PUBLIC HEARING

7:55 – 8:10    (1)    **Community Needs Assessment for Fiscal 1998-99**  
NP

This public hearing is designed to solicit citizen comment on town operations for consideration in the town's development of the Fiscal Year 1998-99 operating budget and capital improvements plan.

E.    OTHER MATTERS

8:10 – 8:25    (1)    **Grant Application/Funding for Electric Vehicles**  
P/5

The purpose of this item is to consider an application for grant funds from the Department of Environment and Natural Resources, Division of Air Quality to convert two (2) vehicles from gasoline fuel to electric power.

8:25 – 8:40    (2)    **Reservation of Town Commons for an Arts and Crafts Market**  
P/5

The purpose of this item is to consider a request from Monda L. Welch, President of Grass Roots Arts, Inc. to operate an Arts and Crafts Market on the Town Commons the first Sunday of each month from 1 PM to 5 PM.

8:40 – 8:50    (3)    **Municipal TIP Process for Fiscal Year 1998-99**  
P/5

The purpose of this item is for the Board to review the execution of a modified transportation improvement program (TIP) process.

- 8:50 – 8:55 F. MATTERS BY TOWN CLERK
- 8:55 – 9:05 G. MATTERS BY TOWN MANAGER
- 9:05 – 9:15 H. MATTERS BY TOWN ATTORNEY
- 9:15 – 9:45 I. MATTERS BY BOARD MEMBERS—Closed Session/Evaluation of Town Clerk

**\*The times listed on the agenda are intended only as general indications. Citizens are encouraged to arrive at 7:30 p.m. as the Board of Aldermen at times considers items out of the order listed on the agenda.**

# **BOARD OF ALDERMEN**

ITEM NO. B(2)

## **AGENDA ITEM ABSTRACT**

**MEETING DATE: January 6, 1998**

**SUBJECT: Request to Cancel January 27th Board Meeting**

<b>DEPARTMENT:</b> n/a	<b>PUBLIC HEARING:</b> YES ____ NO <u>x</u>
<b>ATTACHMENTS:</b>	<b>FOR INFORMATION CONTACT:</b> Robert Morgan, Town Manager

### **PURPOSE**

The Board of Aldermen is asked to consider whether to cancel its regular meeting scheduled for January 27, 1998. This meeting follows the 1998 Planning Retreat which is scheduled for January 25<sup>th</sup> and 26<sup>th</sup>.

### **ACTION REQUESTED**

To consider canceling the January 27th meeting of the Board of Aldermen.

# BOARD OF ALDERMEN

ITEM NO. B(3)

## AGENDA ITEM ABSTRACT

MEETING DATE: January 6, 1998

**SUBJECT:** Appointment to Planning Board

<b>DEPARTMENT:</b> n/a	<b>PUBLIC HEARING:</b> YES ____ NO <u>x</u>
<b>ATTACHMENTS:</b> Application from Elizabeth Boisson	<b>FOR INFORMATION CONTACT:</b> Andy Cohen, Chair, Planning Board

### PURPOSE

The purpose of this item is to consider appointing Elizabeth Boisson to the vacant in-town seat on the Planning Board

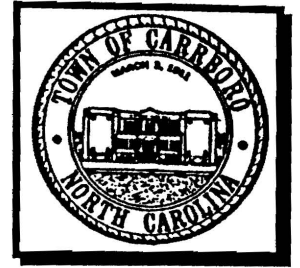
### SUMMARY

There is currently one vacant in-town seat on the Planning Board. This position has been advertised and Elizabeth Boisson has submitted an application. Mrs. Boisson' application was forwarded to Andy Cohen, Chair of the Planning Board, for review and consideration.

### ACTION REQUESTED

To consider appointing Elizabeth Boisson to the Planning Board.

# TOWN OF CARRBORO



## Application for Membership on Advisory Board

NAME: Elizabeth Verney Boisson DATE: 11/8/97

ADDRESS: 100 Buck Taylor Trail

IS THIS ADDRESS LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF CARRBORO? Yes

TELEPHONE: [HOME] 919-967-7900 [BUSINESS] — DATE OF BIRTH: 4/09/63

RACE: W SEX: F OCCUPATION: Graduate Assistant / Mother

ARE YOU A REGISTERED ORANGE COUNTY VOTER? Y LENGTH OF RESIDENCE IN ORANGE COUNTY: 18 TOWN OF CARRBORO 6 mont  
years

COMMUNITY ACTIVITIES/ORGANIZATIONAL MEMBERSHIPS: Sierra Club, Shaping Orange County's Future, Service League

**I wish to be considered for appointment to the following advisory board(s):**

<input type="checkbox"/> Board of Adjustments	<input checked="" type="checkbox"/> Planning Board
<input type="checkbox"/> Appearance Commission	<input type="checkbox"/> Transportation Advisory Board
<input type="checkbox"/> Cable T.V. Committee	<input type="checkbox"/> Parks & Recreation Commission
<input type="checkbox"/> Human Services Commission	<input type="checkbox"/> Cemetery Commission
<input type="checkbox"/> OWASA Board of Directors	<input type="checkbox"/> Downtown Development Commission
<input type="checkbox"/> Orange County Econ. Devel. Com.	<input type="checkbox"/> Environmental Advisory Board
<input type="checkbox"/> Budget Review Committee	<input checked="" type="checkbox"/> Arts Committee      Other

**If you apply for membership on more than one advisory board, please indicate your preference by number, with "1" being your first choice (please limit your selection to two (2) boards). Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.**

### EXPERIENCE TO AID YOU IN WORKING ON THESE ADVISORY BOARDS:

I have spent a good deal of time learning about important issues w/ planning and zoning. I would like to be able to put my knowledge to good use.

### REASON(S) YOU WISH TO BE APPOINTED:

I have the commitment needed to dedicate to such an advisory board.

HAVE YOU EVER SERVED ON ANY TOWN OF CARRBORO ADVISORY BOARD? IF "YES", WHICH ONE(S) no.

RECEIVED NOV 11 1997

## BOARD OF ALDERMEN

ITEM NO. D(1)

### AGENDA ITEM ABSTRACT

MEETING DATE: January 6, 1998

**SUBJECT: Public Hearing/Community Needs for Fiscal Year 1998-99**

<b>DEPARTMENT:</b> Administrative Services	<b>PUBLIC HEARING:</b> YES <u>  x  </u> NO _____
<b>ATTACHMENTS:</b> P.H. Notice	<b>FOR INFORMATION CONTACT:</b> Larry Gibson, 968-7701

#### PURPOSE

This public hearing is designed to solicit citizen comment on town operations for consideration in the town's development of the Fiscal Year 1998-99 operating budget and capital improvements plan.

#### SUMMARY

The administration has advertised this hearing in The Chapel Hill News, on WCHL and on Time Warner's Community Bulletin Board station. In addition, copies of the notice of public hearing were sent to all advisory board members and the members of the Neighborhood Forum.

The advertisements invite written comments which may be submitted by those unable to attend the public hearing. Written comments will be summarized by the town staff and given to the Board following the public hearing.

#### ACTION REQUESTED

To receive public comment on community needs as they relate to the FY'98-99 operating budget and identify any additional policy goals arising from the public hearing that were not identified by the Board of Aldermen on January 13th. The town staff will add these goals to those items for which cost estimates will be provided at the 1998 Planning Retreat.

## **WANTED**

### **YOUR SUGGESTIONS AT CARRBORO BUDGET HEARING**

The Carrboro Board of Aldermen will hold a public hearing on Tuesday, January 6, 1998 at 7:30 p.m. in the Town Hall Board Room to receive public comments on next year's operating and capital improvements budgets. The Board is soliciting citizen input in identifying community needs prior to formulating a budget for Fiscal Year 1998-99. Carrboro citizens may choose to provide written suggestions to the Town Manager's Office, 301 West Main Street, Carrboro, N.C. 27510 by January 31, 1998.

# BOARD OF ALDERMEN

ITEM NO. E(1)

## AGENDA ITEM ABSTRACT

MEETING DATE: January 6, 1997

**SUBJECT: Grant Application/Funding for Alternative Fuel Vehicles**

<b>DEPARTMENT:</b> n/a	<b>PUBLIC HEARING:</b> YES ____ NO <u>x</u>
<b>ATTACHMENTS:</b> (1) Resolution authorizing application for grant funds (2) Grant application	<b>FOR INFORMATION CONTACT:</b> Marty Mandell

### PURPOSE

The purpose of this item is to consider an application for grant funds from the Department of Environment and Natural Resources, Division of Air Quality to convert two (2) vehicles from gasoline fuel to electric power.

### SUMMARY

Marty Mandell appeared before the Board of Aldermen on December 9 and December 16, 1997 to present an application for funding from the N.C. Department of Environment and Natural Resources (DENR) two electric vehicle (EV) conversions. While the Department had set a deadline of December 31 for new year funding requests, Ms. Mandell requested a short extension, and DENR agreed to give Carrboro until January 7 to submit the Town's application.

Local experts, interested citizens and staff worked with Marty Mandell during the past couple of weeks to develop the attached proposal and budget which should insure that the Town, if awarded the grant, will be reimbursed for all costs associated with the Project.

Due to the holidays, the administration has been unable to get clarification on several issues from DENR. A revised grant application may be delivered Monday evening based upon staff conversations with DENR.

The attached proposal is submitted to the Board for a final edit.

### ACTION REQUESTED

Adoption of resolution authorizing application for grant funds.



The following resolution was introduced by Alderman \_\_\_\_\_ and duly seconded by Alderman \_\_\_\_\_.

**A RESOLUTION AUTHORIZING THE TOWN OF CARRBORO  
TO SUBMIT AN APPLICATION FOR FUNDING FROM THE NORTH CAROLINA  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES, DIVISION OF  
AIR QUALITY TO CONVERT TWO (2) TOWN VEHICLES TO ELECTRIC POWER  
Resolution No. 18/97-98**

WHEREAS, the Town of Carrboro understands the need to improve air quality and reduce air pollution from cars and other motor vehicles; and

WHEREAS, the Town of Carrboro seeks to raise public consciousness of the value of alternative fueled vehicles.

NOW, THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO RESOLVES:

Section 1. The Board of Aldermen hereby directs Town staff to submit a grant application to the North Carolina Department of Environment and Natural Resources, Division of Air Quality for funding to convert two (2) town vehicles to electric power.

Section 2. This resolution shall become effective upon adoption.

The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted this \_\_\_\_ day of \_\_\_\_\_, 1998:

Ayes:

Noes:

Absent or Excused:

**To: North Carolina Department of Environment and Natural Resources (DENR), Division of Air Quality**

**From: Town of Carrboro**

**Contact Persons:**

Larry Gibson, Assistant Town Manager  
(919) 968-7701

Pete White, Fleet Maintenance Supervisor  
(919) 968-7720

### **Project**

The Town of Carrboro seeks \$38,750 from DENR to convert two (2) lightweight Town vehicles from combustion engine to electric motor. These converted vehicles would improve air quality and reduce the Town's vehicle maintenance costs. Our 1998 funding request addresses the first stage of a multiyear proposal, laying the foundation for public awareness and acceptance of EV's. The Town hopes that future stages will reduce the number of cars on uptown streets.

### **Background**

*Amend* Violation of clean air standards in North Carolina and across the United States over the past thirty (30) years is blamed primarily upon an automobile-driven, industrialized society. To respond to this problem, Federal and private funds are becoming increasingly available. The 1998 DENR grant is one such program, seeking proposals to reduce air pollution from motor vehicles and help maintain the National Ambient Air Quality Standards for carbon monoxide and ozone. Our request represents such a proposal.

The Town of Carrboro, on the western edge of the Raleigh, Durham and Chapel Hill metropolitan area is rapidly expanding in population- a population which is averaging more than one vehicle per resident. With 14,881 people in 4.25 square miles, Carrboro represents the most densely populated city in North Carolina. The increased exhaust pollution (carbon monoxide, nitrogen oxides, volatile organic compounds) crowded roads, traffic congestion, plus the high cost of purchasing and maintaining service vehicles to operate the Town is stressing the community's citizens and government.

Currently, the Town fleet contains sixty-seven (67) vehicles including garbage trucks, fire pumpers, police cars and a number of police department hand-me-downs used as administration pool cars. Carrboro's fleet covers a corporate limits stretching 4.3 miles North and South and 2.8 miles East and West with maintenance and repair of the fleet costing the Town \$121,000 in 1996. EV's should help to reduce these costs.

### **Step 1- 1998- Conversion of Two Town Vehicles from combustion engine to electric motors**

*Amir* We propose a conversion of two light-weight Town vehicles from combustion engines to electric motors, painted and labeled so that they are easily identified by the public. Since this is a Town project, the public will be aware of the goals, efforts, and achievements throughout the Project from reports at public Board meetings covered by the press and cable TV. Bob Zickefoose of the Advanced Energy Corporation will be chief instructor to Pete White, head of fleet maintenance for the Town. People experienced in EV conversion will assist. They will work in the Fleet Maintenance Garage for 40 hours of instruction over a period of six months to convert the first vehicle. Following this, Pete White will direct the conversion of the second vehicle using consultant assistance, if needed.

### **Step 2 -1999- Publicizing EV Conversion**

#### **a. Instruction in EV Conversion**

Teachers in Chapel Hill, Carrboro and Orange County who want to learn the process will be included. Matt Hamlett at Orange High in Hillsborough and David Ronco at Durham Tech are already involved in helping to plan the project. When Orange County's Skills Development Center in Chapel Hill is remodeled next year, Durham Tech will be responsible for automotive instruction, including EV's.

#### **b. Increasing Public Awareness of EV's**

The Project will produce a five-minute introductory video on conversion of internal combustion engines to electric motors.

The Project will clearly show the public and the media how easily EV's operate, plus the economic and environmental advantages for short-distance commuters. It should provide incentive for starting new businesses that convert small older gasoline-powered vehicles to electric, saving money and saving the air.

### **Time Line**

1. March 1998- Select and Prepare Vehicles
  - (a) small pickup truck for Public Works
  - (b) small vehicle for the fleet pool
2. March to September 1998- Convert Vehicle One to EV with training of Pete White, two other town mechanics, and volunteers.
3. September 1998- Paint Vehicle One
4. September 1998 to March 1999- Convert and paint Second Vehicle
5. March of 1998 to March 1999- Prepare video(s)
6. March of 1998 to March 1999- Present Quarterly Progress Reports to Board of Aldermen

## **PROJECT BUDGET**

Date for Project to Begin:     March 1998

	<b>Vehicle One</b>	<b>Vehicle Two</b>
<b>Parts and Materials</b>	\$ 10,000	\$ 10,000
<b>Vehicle Preparation</b>	\$ 1,000	\$ 1,000
<b>Labor</b> (200 hours of labor for mechanics and painters)	\$ 4,000	\$ 4,000
<b>Technical Assistance</b> (Bob Zickefoose)	\$ 2,500	\$ 1,250
<b>Editing of Video</b> (see in-kind contributions)	\$ 500	\$ 500
<b>Administrative Expenses</b> (mailings, audit/financial)	\$ 500	\$ 500
<b>Contingency</b>	\$ 1,500	\$ 1,500
	<hr/>	<hr/>
	\$ 20,000	\$ 18,750

**Total Grant Request     \$ 38,750**

*The Town of Carrboro encourages participation by minority and female-owned businesses in all Town projects and activities.*

## **PROJECT SELECTION CRITERIA**

### **1. Matching In-kind Contributions:**

The Town's role in the Project will be to:

- provide fleet garage space for the EV conversions;
- demonstrate the use of EV's to the regional community; and
- respond to requests for information from other Towns.

\$ dollar value  
undetermined

We are committed to seeking matching funds from public and private sources to augment this grant. Following are the in-kind contributions we expect:

- Instruction /consultants: Duke Power  
(to be confirmed) \$ 2,500
- Donation of small truck and small car suitable for conversion \$ 2,000
- Work assistance: Matt Hamlett (Orange High);  
David Ronco (Durham Tech); Joe Capowski (Electrical  
Engineer serving on the Chapel Hill Town Council) \$ 2,500
- Grant Proposal and Services \$ 500
- Preparation of video (see budget for  
editing and final production of video(s)) \$ 2,500  
*The Town will prepare informational videos for various audiences  
if sufficient volunteer time is available.*
- \$ 10,000+

## **2. Degree of actual emission reduction:**

EV's, which have no exhaust or tailpipe, reduce emissions by **100 percent**. The current average combustion engine emissions for the Town fleet are:

Hydrocarbons 25.5 parts per million; Carbon monoxide percentage 12.6 %

## **3. Assessment of benefit for North Carolina:**

As elected officials, the Carrboro Mayor and Board of Aldermen are responsible for the health and economic welfare of our community. This grant gives us an opportunity to show the benefits of EV conversion as an efficient, fiscally and environmentally sound step toward improving air quality.

- EV's, with no tailpipe emission or tailpipe odor, are very quiet when in operation. The quality of the air in which they are used is preserved;
- Maintenance costs are low: no oil changes or tune-ups are necessary and plugging into a recharger at night costs less than one-half what gasoline would cost;
- EV's are energy efficient: they convert two times as much energy into power as internal combustion engines (which turn less than 35 percent of the energy in the gasoline fuel into usable power.)

#### **4. Permanent benefit to North Carolina:**

As the twentieth century closes, the general public has not fully grasped the full results of a century of burning fossil fuels and internal combustion engines. The legacy of pollution, environmental degradation and poor air quality demands a response. This Project will raise the consciousness of our Town, region and State - calling attention to the problem and to one small community's efforts to prepare for a new century.

- Sponsored by the Town, this project will be highly visible to the public, removing the mystery of EV's. We hope that citizens will be encouraged to convert their own smaller vehicles, further increasing air quality;
- EV conversions offer North Carolinians an alternative to polluting, gasoline-fueled engines.

#### **5. Broadness of applicability to North Carolina:**

Carrboro is a highly visible part of the Research Triangle- the area within North Carolina most heavily covered by television and the press.

- This Project would serve as a model for other towns across the state, showing how to replace combustion engines, recycle small older vehicles, and convert to an EV. In addition to its air quality benefits, it makes good economic sense.
- The Project would also serve as an educational process to increase public awareness statewide of the environmental need for, and the operation of, EV's.

#### **6. Low Cost/High Benefit:**

Rapid urbanization and increased numbers of gasoline engines have degraded our air quality and demand new transportation initiatives by local and state government.

The Project seeks the most economically sound approach available to us for our Town fleet at the present time.

The cost of new EV's is quite high due to their limited production levels. Conversion of suitable older vehicles will become increasingly affordable when demand reduces the price of parts. Conversion provides a cost-effective alternative to scrapping otherwise sound vehicles with bad engines. Conversion can be accomplished by "shade tree, backyard mechanics" with limited instruction and resources.

#### **7. Potential for high total benefits in North Carolina:**

The benefits of the Project for North Carolina include:

- EV's which serve as "mobile billboards" operated by Town staff, calling the public's attention to them;
- government leading by example- a demonstration project creating the potential for large scale acceptance of EV's;

- the recycling of vehicles by conversion which extends their practical life, thereby reducing the volume of solid waste;
- a reduction in the use and disposal of petroleum products- EV motors do not use oil, thereby eliminating leaks or spills of petroleum products onto parking lots and highways, which become runoff into rivers and streams.

#### **8. Length of Project:**

The ~~Step 1 proposal to convert two (2) vehicles in the Town's fleet to EV's~~, publicize and teach the process, should be achieved well within a one-year time frame.

#### **Vision for the Future:**

In the near future, we would like to explore the feasibility of an uptown EV shuttle running between Main Street in Carrboro and Franklin Street in Chapel Hill, the business districts and most congested streets in the two towns. Public buses owned and operated by Chapel Hill operate in Carrboro, but riders are more than 80 percent UNC students commuting to the campus. The general public continues to drive one-occupant vehicles which crowd the streets and require space for parking, making it increasingly more difficult to shop uptown, to eat, to attend functions or go to UNC. Our goal is to bring about a joint effort between the Towns of Chapel Hill and Carrboro, business interests, environmentalists, the University, and DENR to establish an uptown EV shuttle. It will reduce the number of vehicles on our city streets, improve business, and help improve the air.

#### **9. Support and participation of affected parties:**

The feasibility of the Project was determined by a group of concerned citizens, people experienced in EV conversions, Town staff familiar with the use of vehicles for Town services, and by the Mayor and Carrboro Board members.

The Project has generated enthusiasm from all involved parties.

#### **10. Public Perception:**

**State Senator Ellie Kinnaird, former Mayor of Carrboro-** "This project reaffirms Carrboro's long commitment to environmental progress. We are proud to again be leaders in environmental protection."

**State Senator Howard Lee, Chapel Hill-** "It is extremely exciting. I've been pushing North Carolina for years to convert State vehicles to alternative fuels. I see this Project setting the tone which might encourage other government units to step forward early and demonstrate the value of such conversions."

**Scott Rossi, Chevrolet Sales Manager, Performance Automobile Agency-** "Great idea! I have been watching new legislation by the government on the manufacture of better emission systems in new vehicles. Conversion by Carrboro helps the public learn."

**Margaret Brown, Chairman, Orange County Commissioners-** “It is an excellent idea whose time should have come years ago. I think its very important that Carrboro’s initiative should be followed with everything that the County can do to further this proposal.”

**Julie Andreson, Chapel Hill Town Council and EPA official-** “Terrific idea! I’d like to see a major revolution in the kind of cars we drive. I’d like to see everybody drive an electric vehicle to work.

**Joyce Brown, Chapel Hill Town Council-** “Electric vehicles are a positive step toward moving us in the direction of renewable energies. Conversion to EV’s is important because of the ability to eventually convert to photo-voltaic recharge, a renewable energy source.”

**Greg Gangi, Sierra Club-** “I think the project is marvelous. It is a good example of where we might be going in the future.”

**Trish Rafalow, President of Sierra Club-** “Love it. I want one.”

**Mark Marcoplos, Greens Club member and community activist-** “I know about EV’s. They are the wave of the future. We will watch as Carrboro institutes its EV project and know that its going to be a national trend. This puts us ahead of that movement.”

**Mike Nelson, Mayor of Carrboro-** “It is a really exciting project. The sort of thing that Carrboro can do and do well.”

**Allan Spalt, Executive Director of Pesticide Education and Agricultural Resources-** “Conversions will allow us to start working on our own vehicles again.”

-



# Carrboro in driver's seat with electricity

**Grant proposal asks state  
for money to convert two town  
vehicles to electric power.**

**BY DAVE HART**  
Staff Writer

CARRBORO — Marty Mandell's dream of converting two town vehicles from gasoline to electric power in 1998 seemed to have blown a tire two weeks ago after the Board of Aldermen declined to sign on to a grant proposal requesting state funds for the project.

The board was generally enthusiastic about the project, which sought funds from a grant program administered by the N.C. Department of Environment and Natural Resources. But Mandell and her colleagues had had to draw up the grant proposal in a terrific hurry to meet both the Dec. 31 grant deadline and the Board of Aldermen's Dec. 16 meeting, which would be the last time it had a chance to consider the idea before the deadline.

At that meeting, the board decided the rough-draft proposal simply wasn't complete and detailed enough to put its name on. Mandell's dream appeared to be dead on the shoulder.

But flat tires can be fixed, and Mandell's plan is back on the road. The DENR extended the grant application deadline until Jan. 7. The Board of Aldermen meets again on Jan. 6. Mandell and company have been working feverishly to get the grant proposal tuned up in time to make both dates.

"I've seen the completed proposal, and I think it looks good," said Carrboro Mayor Mike Nelson, who will be on a trip to Cuba when the board meets to consider the plan. "I wish I was going to be here, because I'd vote for it, and I hope the board supports it."

"I wouldn't characterize what we did before as a rejection of the idea. We just sent it back to be reworked. That's been done, and I think it's a real exciting project. It's the kind of thing Carrboro can take on and do well."

The proposal, which would be made in the name of the town, seeks \$38,500 in funds from the Mobile Source Emission Reduction grant program, which disburses money to groups and individuals exploring innovative ways of reducing vehicle emissions. The money would be used to convert two vehicles — a light pickup truck for use by the town's public works department and a hatchback car as part of the town's pool of vehicles — from gasoline to electric power.

the Advanced Energy Corporation in Raleigh would serve as instructor and head mechanic, guiding a group of local mechanics and interested participants through the process. The first two cars, she said, would serve as pilot projects, to teach other people and communities how to make similar conversions.

"We have several goals," she said. "The immediate goal is for the town to do these first two vehicles as a sort of demonstration project. We'll do it and teach other people how to do it. Then there's a long-term vision of running an electric shuttle bus, maybe from Carrboro Plaza through the two business districts and out to Eastgate or Lowe's. The towns

Mandell said each car will take six months and from \$5,000 to \$10,000 to convert. The rest of the grant funds will go to associated costs such as labor, administration and technical assistance.

"It won't cost the town a penny," she said. "All town employee costs will come out of the grant. I think our budget will more than cover the total cost of the project. It's a project all of us can endorse. It seems like a lot of money, but in the long run it will save money, and it will help preserve the environment."

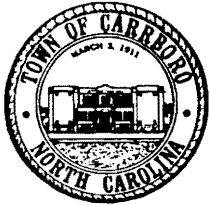
"This is the wave of the future, and it would be wonderful for Carrboro to lead the way."

Mandell said Bob Zickefoose of would benefit. The businesses would benefit. The environment would benefit."

The DENR began the grant program in 1993 and first awarded funds in 1995. About \$1.8 million has been granted to various individuals and groups throughout the state, and the program anticipates distributing about \$450,000 in 1998.

For 1998, Mandell said, the grant committee said it would focus on projects that explore alternative fuel use, increase public awareness and encourage the reduction of vehicle miles traveled.

"I think we hit all three," Mandell said. "It suits us perfectly. I think it's a wonderful idea that should have a lot of support in this community."



# TOWN OF CARRBORO

NORTH CAROLINA

The following resolution was introduced by Alderman Hilliard Caldwell and duly seconded by Alderman Allen Spalt.

**A RESOLUTION AUTHORIZING THE TOWN OF CARRBORO  
TO SUBMIT AN APPLICATION FOR FUNDING FROM THE NORTH CAROLINA  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES, DIVISION OF  
AIR QUALITY TO OBTAIN AND CONVERT TWO (2) TOWN VEHICLES  
TO ELECTRIC POWER  
Resolution No. 18/97-98**

WHEREAS, the Town of Carrboro understands the need to improve air quality and reduce air pollution from cars and other motor vehicles; and

WHEREAS, the Town of Carrboro seeks to raise public consciousness of the value of alternative fueled vehicles.

NOW, THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO RESOLVES:

Section 1. The Board of Aldermen hereby directs Town staff to submit a grant application to the North Carolina Department of Environment and Natural Resources, Division of Air Quality for funding to convert two (2) town vehicles to electric power.

Section 2. This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote, received the following vote and was duly adopted this 6th day of January, 1998:

Ayes: Hank Anderson, Hilliard Caldwell, Diana McDuffee, Jacquelyn Gist, Allen Spalt, Alex Zaffron

Noes: None

Absent or Excused: Michael Nelson

**To:** North Carolina Department of Environment and Natural Resources (DENR), Division of Air Quality

**From:** Town of Carrboro

**Contact Persons:** Larry Gibson, Assistant Town Manager  
(919) 968-7701  
Pete White, Fleet Maintenance Supervisor  
(919) 968-7720

### **Project**

The Town of Carrboro seeks \$38,750 from DENR to convert two (2) lightweight Town vehicles from combustion engine to electric motor. These converted vehicles would improve air quality and reduce the Town's vehicle maintenance costs. Our 1998 funding request addresses the first stage of a multiyear proposal, laying the foundation for public awareness and acceptance of EV's. The Town hopes that future stages will reduce the number of cars on uptown streets.

### **Background**

Violation of clean air standards in North Carolina and across the United States over the past thirty (30) years is blamed primarily upon an automobile-driven, industrialized society. To respond to this problem, Federal and private funds are becoming increasingly available. The 1998 DENR grant is one such program, seeking proposals for alternative-fueled vehicles to reduce air pollution from motor vehicles and help maintain the National Ambient Air Quality Standards for carbon monoxide and ozone. Our request represents such a proposal.

The Town of Carrboro, on the western edge of the Raleigh, Durham and Chapel Hill metropolitan area is rapidly expanding in population- a population which is averaging more than one vehicle per resident. With 14,881 people in 4.25 square miles, Carrboro represents the most densely populated city in North Carolina. The increased exhaust pollution (carbon monoxide, nitrogen oxides, volatile organic compounds) crowded roads, traffic congestion, plus the high cost of purchasing and maintaining service vehicles to operate the Town is stressing the community's citizens and government.

Currently, the Town fleet contains sixty-seven (67) vehicles including garbage trucks, fire pumpers, police cars and a number of police department hand-me-downs used as administration pool cars. Carrboro's fleet covers a corporate limits stretching 4.3 miles North and South and 2.8 miles East and West with maintenance and repair of the fleet costing the Town \$121,000 in 1996. EV's should help to reduce these costs.

## **PROJECT BUDGET**

Date for Project to Begin: March 1998

	<b>Vehicle One</b>	<b>Vehicle Two</b>
<b>Parts and Materials</b>	\$ 10,000	\$ 10,000
<b>Vehicle Preparation</b>	\$ 1,000	\$ 1,000
<b>Labor</b> (200 hours of labor for mechanics and painters)	\$ 4,000	\$ 4,000
<b>Technical Assistance</b> (Bob Zickefoose)	\$ 2,500	\$ 1,250
<b>Editing of Video</b> (see in-kind contributions)	\$ 500	\$ 500
<b>Administrative Expenses</b> (mailings, audit/financial)	\$ 500	\$ 500
<b>Contingency</b>	\$ 1,500	\$ 1,500
	<hr/>	<hr/>
	\$ 20,000	\$ 18,750
<b><u>Total Grant Request</u></b>	<b><u>\$ 38,750</u></b>	

*The Town of Carrboro encourages participation by minority and female-owned businesses in all Town projects and activities.*

### **3. Assessment of benefit for North Carolina:**

As elected officials, the Carrboro Mayor and Board of Aldermen are responsible for the health and economic welfare of our community. This grant gives us an opportunity to show the benefits of EV conversion as an efficient, fiscally and environmentally sound step toward improving air quality.

- EV's, with no tailpipe emission or tailpipe odor, are very quiet when in operation. The quality of the air in which they are used is preserved;
- Maintenance costs are low: no oil changes or tune-ups are necessary and plugging into a recharger at night costs less than one-half what gasoline would cost;
- EV's are energy efficient: they convert two times as much energy into power as internal combustion engines (which turn less than 35 percent of the energy in the gasoline fuel into usable power.)

### **4. Permanent benefit to North Carolina:**

As the twentieth century closes, the general public has not fully grasped the full results of a century of burning fossil fuels and internal combustion engines. The legacy of pollution, environmental degradation and poor air quality demands a response. This Project will raise the consciousness of our Town, region and State - calling attention to the problem and to one small community's efforts to prepare for a new century.

- Sponsored by the Town, this project will be highly visible to the public, removing the mystery of EV's. We hope that citizens will be encouraged to convert their own smaller vehicles, further increasing air quality;
- EV conversions offer North Carolinians an alternative to polluting, gasoline-fueled engines.

### **5. Broadness of applicability to North Carolina:**

Carrboro is a highly visible part of the Research Triangle- the area within North Carolina most heavily covered by television and the press.

- This Project would serve as a model for other towns across the state, showing how to replace combustion engines, recycle small older vehicles, and convert to an EV. In addition to its air quality benefits, it makes good economic sense.
- The Project would also serve as an educational process to increase public awareness statewide of the environmental need for, and the operation of, EV's.

## **9. Support and participation of affected parties:**

The feasibility of the Project was determined by a group of concerned citizens, people experienced in EV conversions, Town staff familiar with the use of vehicles for Town services, and by the Mayor and Carrboro Board members.

The Project has generated enthusiasm from all involved parties.

## **10. Public Perception:**

**State Senator Ellie Kinnaird, former Mayor of Carrboro-** "This project reaffirms Carrboro's long commitment to environmental progress. We are proud to again be leaders in environmental protection."

**State Senator Howard Lee, Chapel Hill-** "It is extremely exciting. I've been pushing North Carolina for years to convert State vehicles to alternative fuels. I see this Project setting the tone which might encourage other government units to step forward early and demonstrate the value of such conversions."

**Performance Automobile Agency Chevrolet Sales Manager Scott Rossi-** "Great idea! I have been watching new legislation by the government on the manufacture of better emission systems in new vehicles. Conversion by Carrboro helps the public learn."

### **Carrboro Mechanics:**

**Auto Logic, Gene Sull-** "Sounds like a great idea! I don't know much about it. The Town's interest helps to make it more commercially viable- manufacturers should pay attention."

**Automation, Tim Matthews-** "I've personally been working on this idea for years- from internal combustion to electric- but, it cost too much for me personally. I would like to know how- I'll help."

**Al's Garage, Al -** "Electric doesn't work. Electric is not going to pull it off. Its more practical to use hybrid."

**Butler's, Mr. Butler-** "Great idea, cuts down on pollution. Yes, I might like to be involved, learn how to do it."

**F & F, Cleve-** "Don't know much about it. Sounds like a fairy tale. GM are the smartest people in the world and they don't have one going well yet. I'd have to see it to believe it. May help!"

**Chapel Hill Tire, Todd Ward-** "Good idea! Like to see how it works. Have a test run. good idea."

**Orange County Commissioners Chair Margaret Brown-** "It is an excellent idea whose time should have come years ago. I think its very important that Carrboro's initiative should be followed with everything that the County can do to further this proposal."

# Carrboro in driver's seat with electricity

**Grant proposal asks state  
for money to convert two town  
vehicles to electric power.**

**By DAVE HART**  
Staff Writer

CARRBORO — Marty Mandell's dream of converting two town vehicles from gasoline to electric power in 1998 seemed to have blown a tire two weeks ago after the Board of Aldermen declined to sign on to a grant proposal requesting state funds for the project.

The board was generally enthusiastic about the project, which sought funds from a grant program administered by the N.C. Department of Environment and Natural Resources. But Mandell and her colleagues had had to draw up the grant proposal in a terrific hurry to meet both the Dec. 31 grant deadline and the Board of Aldermen's Dec. 16 meeting, which would be the last time it had a chance to consider the idea before the deadline.

At that meeting, the board decided the rough-draft proposal simply wasn't complete and detailed enough to put its name on. Mandell's dream appeared to be dead on the shoulder.

But flat tires can be fixed, and Mandell's plan is back on the road. The DENR extended the grant application deadline until Jan. 7. The Board of Aldermen meets again on Jan. 6. Mandell and company have been working feverishly to get the grant proposal tuned up in time to make both dates.

"I've seen the completed proposal, and I think it looks good," said Carrboro Mayor Mike Nelson, who will be on a trip to Cuba when the board meets to consider the plan. "I wish I was going to be here, because I'd vote for it, and I hope the board supports it."

"I wouldn't characterize what we did before as a rejection of the idea. We just sent it back to be reworked. That's been done, and I think it's a real exciting project. It's the kind of thing Carrboro can

take on and do well."

The proposal, which would be made in the name of the town, seeks \$38,500 in funds from the Mobile Source Emission Reduction grant program, which disburses money to groups and individuals exploring innovative ways of reducing vehicle emissions. The money would be used to convert two vehicles — a light pickup truck for use by the town's public works department and a hatchback car as part of the town's pool of vehicles — from gasoline to electric power.

Mandell said each car will take six months and from \$5,000 to \$10,000 to convert. The rest of the grant funds will go to associated costs such as labor, administration and technical assistance.

"It won't cost the town a penny," she said. "All town employee costs will come out of the grant. I think our budget will more than cover the total cost of the project. It's a project all of us can endorse. It seems like a lot of money, but in the long run it will save money, and it will help preserve the environment."

"This is the wave of the future, and it would be wonderful for Carrboro to lead the way."

Mandell said Bob Zickefoose of

the Advanced Energy Corporation in Raleigh would serve as instructor and head mechanic, guiding a group of local mechanics and interested participants through the process. The first two cars, she said, would serve as pilot projects, to teach other people and communities how to make similar conversions.

"We have several goals," she said. "The immediate goal is for the town to do these first two vehicles as a sort of demonstration project. We'll do it and teach other people how to do it. Then there's a long-term vision of running an electric shuttle bus, maybe from Carrboro Plaza through the two business districts and out to Eastgate or Lowe's. The towns

would benefit. The businesses would benefit. The environment would benefit."

The DENR began the grant program in 1993 and first awarded funds in 1995. About \$1.8 million has been granted to various individuals and groups throughout the state, and the program anticipates distributing about \$450,000 in 1998.

For 1998, Mandell said, the grant committee said it would focus on projects that explore alternative fuel use, increase public awareness and encourage the reduction of vehicle miles traveled.

"I think we hit all three," Mandell said. "It suits us perfectly. I think it's a wonderful idea that should have a lot of support in this community."

## BOARD OF ALDERMEN

ITEM NO. E(2)

### AGENDA ITEM ABSTRACT

MEETING DATE: January 6, 1998

**SUBJECT: Reservation of the Town Commons for a Arts and Crafts Market**

<b>DEPARTMENT:</b> Town Manager's Office	<b>PUBLIC HEARING:</b> YES ____ NO <input checked="" type="checkbox"/>
<b>ATTACHMENTS:</b> Information from Grass Roots, Inc.; Ordinance	<b>FOR INFORMATION CONTACT:</b> Robert W. Morgan, Town Manager

#### PURPOSE

The purpose of this item is to consider a request from Monda L. Welch, President of Grass Roots Arts Inc. to operate an Arts and Crafts Market on the Town Commons the first Sunday of each month from 1 PM to 5 PM.

#### ANALYSIS

Monda Welch, President of Grass Roots Arts Inc. has requested to reserve the Town Commons the first Sunday of each month to operate an Arts and Crafts Market during 1998. According to the Town's Policy for Use of the Town Commons, an organization must pay certain fees and may not use the facility more than twice a year. The request is for the Arts and Crafts Market to provide a market manager to supervise the use of the facility in place of requiring a Town Facility Supervisor and the associated cost of \$25 per two hours. It is also requested that the maintenance fee be set for the first year at \$50 per use.

This past June the Mayor and Board of Aldermen authorized the Town to enter into a five-year agreement with the Chapel Hill-Carrboro Farmers' Market for the use of the Town Commons. It is suggested that 1998 be used as a trial to see how the Arts and Crafts Market operates and what type of an agreement and what terms are needed between the two organizations. For example after the first year, the Arts and Crafts Market may have an interest to operate two Sundays a month. By using the reservation system for the Town Commons the arrangement is kept simple and short term.

#### RECOMMENDATION

The Administration recommends the Mayor and Board of Aldermen authorize the reservation of the Town Commons by Grass Roots Arts on the first Sunday of each month during 1998 under the following terms:

- that the market carry sufficient liability insurance and list the Town as an additional insured,
- that a market manager be provided instead of paying for a facility supervisor,
- that the maintenance fee be set at \$50 per use during 1998,
- that either party can withdraw from this arrangement with 30 days notice,
- that no activity of this market will conflict with the use of the Town Commons for a Town sponsored event,



- that the Town will take reasonable steps to make as much parking as possible available in Town Common lots unless needed to provide Town services or programs,
- that this reservation does not obligate the Town to a renewal of the reservation for future years, and
- that the Arts and Crafts Market agrees to all other terms for using the Town Commons as specified in Town Policy or ordinance.

In addition, it is necessary to amend Section 14-20 of the Town Code (Commercial Activity Restricted on Town Property) to allow the Arts and Crafts Market to operate.

#### **ACTION REQUESTED**

Authorize the Town Manager to reserve the Town Commons on the first Sunday of the month for an Arts and Craft Market operated by Grass Roots Art under the terms recommended by the administration, and adopt the attached ordinance amending Section 14-20 of the Town Code.

GRASS ROOTS ARTS INC.

**ARTS & CRAFTS MARKET**

PROPOSED BY LAWS

**ARTICLE I**

**Section I: Purpose and Powers:**

The Arts & Crafts Market purpose is to cultivate, encourage and understand the visual arts through a diversified program of exhibits, educational opportunities, community involvement and other activities designed to promote an awareness of the arts and crafts on the local level.

GRASS ROOTS ARTS will appoint a standing committee ( see Article IV, Section 2 & 3 of GRA bylaws). This committee shall be known as Arts & Crafts Market Committee (ACMC).

The president of GRA will be the market manger for the first 3 years of operation of the Arts & Crafts Market. After 3 years, there will be an election of ~~the~~ market manger.

**ARTICLE II**

**MEMBERSHIP AND DUES**

**Section I: General Membership:** Individuals , who meet the qualifications for membership of Arts & Crafts Market, who make application, upon acceptance by the ACMC, and payment of dues become members.

Payment of dues are carried out on a per artist or crafts person unit. All members must abide by the rules, regulations and bylaws of GRA and the ACMC. The ACMC rules are determined by the active membership at the annual membership meeting. A copy of the market rules will be given to each member of the Arts & Crafts Market.

A. General members are non voting, and are thoes who have sold less than 6 times per year.

**Section 2: Active Membership:** Active members are individuals who, in addition to the above rules for general membership, are those who have sold at the market 6 or more times per year.

A. Only active members can vote and reserve spaces.

**Section 3: Dues:** Annual dues are set by the ACMC and shall be brought before the annual membership meeting each year for approval. Dues must be paid annually before or on the first market attended by each member.

The payment of dues entitles the member to sell at the markets for the year. An additional monthly fee as determined by the ACMC and approved by the members at the annual membership meeting will be collected at each market. Dues are paid per artist / crafts person unit.

**Section 4: Election of Members:** All applicants for general and active memberships shall file with the Secretary of the ACMC a written application in such form as the ACMC shall determine. All applications for membership shall be presented promptly for consideration. The ACMC will accept or reject request for membership. A majority of the entire ACMC shall be required for the election of an active or general member. A majority of the membership voting at any regular or special meeting may vote to waive any membership requirements imposed by the bylaws.

**Section 5: Requirements for Membership:** Individual who are original producers.

Only handmade work by the participant will be considered: one-of a kinds, multiples, editions, or series are acceptable.

**No** unlimited production work, commercial exhibits, commercially molded ceramics, sculpture or jewelry will be accepted. Non-profit exhibits are limited to one per market.

**No** items made for kits or items assembled totally from pre-manufactured components will be accepted.

Application for membership must be made by a prospective member at least two weeks before the first market date he/she wishes to sell.

A. Members must live within a 50 mile radius of Carrboro unless otherwise agreed to by the Market Manager in writing.

B. Memberships are approved as general or active or rejected by the ACMC. The ACMC shall have the power at any time to determine who is eligible for general or active membership and to set a limit on the number of members according to the size of the market.

**Section 6: Transfer of Membership:** Membership is not transferable or assignable.

**Section 7: Resignation:** Any member may resign by filing a written resignation with the Secretary of the ACMC, but such resignation shall not

relieve the member so resigning of obligation to pay any dues, assessments, or other charges theretofore accrued and unpaid.

**Section 8: Termination of Membership:** The ACMC, by an affirmative vote, may, for cause suspend for a fixed period of time or expel a member. Any member has a right to notice before such action is taken against him/her. Cause shall be deemed to include but not limited to: (1) failure to submit to or abide by any decision made by the ACMC or to accept any ruling of the membership including the rules of the market, (2) selling or offering for sale any products not made or originally produced by the member, (3) failure to adhere to pay dues for the period fixed by the bylaws and (4) failure to adhere to an ethical code governing conduct of sales as adopted by the ACMC. If a member is terminated for any of the above reasons the membership fee(annual dues ) is not refundable.

**Section 9: Reinstatement:** Upon written request signed by the former member and filed with the Secretary of the ACMC, the ACMC, may, by affirmative vote reinstate such former member to membership upon such terms as the ACMC may deem appropriate

**Section 10: Property:** No property rights shall accrue to any member or person. No member shall be responsible for or individually liable for any debts or obligations of the Arts & Crafts Market.

**Section 11: Insurance:** Members are required to have their own liability insurance.

**Section 12: Agents of Members:** Members may employ individuals to perform any activities or duties normally performed by the member, provided that the member is present at the market and is under direct supervision of the member at all times.

### **ARTICLE III**

#### **MEETINGS OF MEMBERS**

**Section 1: Annual Membership Meeting:** The annual meeting of the members of the Arts & Crafts Market shall be held at a time and place designated by the ACMC. The meeting shall be held in the first quarter of the calendar year.

**Section 2: Regular and Special Meetings:** The ACMC shall establish a schedule of regular meetings of members. It shall have the authority to

select the time and place of such meetings. Special meetings of the members may be called by the President, ACMC, or by not less than one - third of the active membership.

**Section 3: Notice of Meetings:** Notice of every annual , regular, or special meeting of members shall be contacted by mail, telephone, fax or e-mail, at least 7 days prior to the date of the meeting.

**Section 4: Voting:** Only active members may vote.

**Section 5: Quorum:** Active members representing one - third of the active membership or no less than 10 active members shall constitute a quorum. In the event a quorum is not present, a meeting may be adjourned by those members present until a quorum can be obtained.

**Section 6: Order of Business:** The order of business shall be:

- 1 Roll call of the officers and determination of a quorum.
- 2 Reading and disposition of minutes.
- 3 Report of officers.
- 4 Report of committees.
- 5 Unfinished business.
- 6 New business.
- 7 Program and/or elections of ACMC.
- 8 Adjournment.

## **ARTICLE IV OFFICERS**

**Section1: General Powers:** The affairs of the ACM shall be managed by the ACMC. The officers must be residents of the state of North Carolina and must be active members of the ACM. There shall be five members of the ACMC.

**Section 2: Election:** The officers shall be elected by and from the active members of the ACM at the annual membership meeting. A majority of those voting shall be required to elect each and every officer. The first officers shall be composed of three members who will serve for one year and two members who will serve for two years. At the first annual membership meeting and thereafter officers will be elected to replace those whose terms are expiring and will serve for a term of two years.

**Section 3: Election of Officers:** Immediately after each election of the ACMC, shall hold a regular meeting and organize by the election of a President, a Vice-President, a Secretary, and a Treasurer ( Secretary and Treasurer may be combined into one office of Secretary-Treasurer) each of whom shall hold office until the election and qualification of his/her successor. The President and Vice-President shall be elected by and from the ACMC then in office. The Secretary and Treasurer (or Secretary-Treasurer) do not need to be members of the ACMC. All Officers serve a one year term.

**Section 4: Vacancies:** When ever a vacancy occurs in the ACMC, other than from the expiration of a term of office, the remaining ACMC officers may select a replacement to serve until the next regular or special membership meeting.

**Section 5: Board Meetings:** The meeting of the ACMC shall be held at such time and place as the ACMC may determine.

**Section 6: Special Meetings:** A special meeting of the ACMC shall be held whenever called by the President or by two ACMC officers. Each call for a special meeting shall state the business to be transacted and the time and place of such meeting.

**Section 7: Notice of ACMC Officer Meetings:** Notice of regular or special meetings of the ACMC may be mailed to each officer, faxed, e-mailed, telephoned or made in person. Such notice shall be given at least 7 days before a regular and 1 day before a special meeting. ACMC meetings may be attended by all active members.

**Section 8: Quorum:** A majority of the ACMC shall constitute a quorum for the transaction of business at any meeting of the ACMC.

**Section 9: Compensation:** ACMC officers shall not receive any stated salaries for their services, but by resolution, the travel expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the ACMC.

**Section 10: Removal:** Any member of the ACMC may be removed for cause by a two-thirds vote of the active membership voting at a special or regular membership meeting. Any active member may initiate a vote to remove, but such vote may be taken only after the active membership has had at least 30 days and not more than 60 days written notice of the

member's intention to initiate a vote to remove. The duty of the notification shall rest upon the member or members seeking the vote to remove.

## **ARTICLE V**

### **DUTIES OF THE BOARD OF ACMC**

**Section 1: Management of Business:** The ACMC shall have general supervision and control of the affairs of the ACM and shall make all rules and regulations not inconsistent with the by-laws of GRA.

**Section 2: Employees:** The ACMC shall have the power to employ or to authorize the employment of such employees and to fix their compensation at a fair market value or a reasonable amount for the services rendered.

**Section 3: Bonds and Insurance:** The ACMC may require officers and employees to give adequate bonds. Such bonds shall be approved by the ACMC and the cost thereof shall be paid from the funds of the ACM. The ACMC shall provide adequate insurance liability for accidents to the public.

**Section 4: Checks and Drafts:** All checks , drafts and orders for the payment of money or notes issued in the name of the ACM shall be signed by the Treasurer, provided however that the ACMC may authorize any active member to sign any or all such checks drafts, etc., on behalf of the ACM. Such authority may be general or confined to specific instances.

**Section 5: Contracts:** The ACMC may authorize any officer or employee to execute and deliver any instrument in the name and on the behalf of the ACM and such activity may be general or confined to specific instances.

**Section 6: Gifts:** The ACMC may accept on behalf of the ACM any contribution, gift, bequest or devise for the general purpose or for any special purpose of the ACM.

**Section 7: Audits:** From time to time and at least once a year, the ACMC shall review the financial records. The Treasurer shall deliver an annual written statement on the financial affairs. The ACMC may secure the services of a competent and disinterested public auditor or accountant to render a report when needed.

**Section 8 Agreements with Members:** The ACMC shall have the power to carry out all and any agreements of the ACM with members and others in

every way advantageous to the ACM, representing the members and others collectively.

**Section 9 Depository of Funds:** The ACMC shall designate a depository for the funds of the ACM.

**Section 10: Membership:** The ACMC shall elect new members, terminate memberships and reinstate memberships as stated in these by-laws.

**Section 11 Observance of By-Laws:** The ACMC shall have the power to enforce the observance by all members of all provisions of the by-laws of the ACM.

## **ARTICLE VI**

### **DUTIES OF OFFICERS**

**Section 1: Duties of the President:** The President shall: (1) preside over all the meetings of the ACMC, (2) call special meetings of the ACMC, (3) perform all acts and duties usually performed by an executive and presiding officer and (4) sign all papers for the ACM except as provided in Article V, Sections 4 & 5. The President shall perform such others duties as may be prescribed by the ACMC.

**Section 2: Duties of the Vice-President:** The Vice-President shall assist the President and in the absence or disability of the President, The Vice-President shall perform the duties of the President. The Vice-President shall perform such others duties as may be prescribed by the ACMC.

**Section 3: Duties of the Secretary and Treasurer:** The Secretary shall keep a complete record of all meetings of the ACM and of the Board of ACM and shall have general charge and supervision of the books and records of the ACM. He/she shall serve all notices required by law and by these by-laws and shall make a full report of all matters and business pertaining to the office at the annual membership meeting. He/she shall make all reports required by the ACMC. The Secretary shall keep a complete list of members and may issue a certificate or card to each new member. The Treasurer shall perform all duties with respect to the finances of the ACM as prescribed in Article V Section 4. He/she shall make a full report of all matters and business pertaining to the office at the annual membership meeting. Upon election of a successor, the Secretary and Treasurer shall turn over all books and other property belonging to the



ACM which may be in their possession. The offices of Secretary and Treasurer may be combined into one office of Secretary-Treasurer.

**Section 4: Succession of Officers:** In case of death, resignation, or inability of an officer to perform the duties of office, the ACMC may declare the office vacant and elect the officer's successor as provided in Article IV, Section 4.

## **ARTICLE VII**

### **GENERAL PROVISIONS**

**Section 1: Fiscal Year:** The fiscal year of ACM shall begin on the first day of January and end the last day of December in each year.

**Section 2: Inspection of Records:** All books and records of the ACM may be inspected by any active member for any proper purposes at any reasonable time.

**Section 3: Committees:** Any business function of the ACM may be delegated to a committee of active members by the ACMC. These committees shall investigate, plan and oversee any function of the ACM within approval of the ACMC.

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 01 1987

GRASS ROOTS ARTS  
C/O MONNDA L WELCH  
2501 CARL DURHAM RD  
CHAPEL HILL, NC 27516

Employer Identification Number:  
56-1940716

DLN:  
17053365073006

Contact Person:  
D. A. DOWNING

Contact Telephone Number:  
(513) 241-5199

Accounting Period Ending:  
December 31

Form 990 Required:  
Yes

Addendum Applies:  
Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

Donors may deduct contributions to you as provided in section 170 of the

Letter 947 (DO/CG)

GRASS ROOTS ARTS

Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

GRASS ROOTS ARTS

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

Enclosure(s):  
Addendum

GRASS ROOTS ARTS

You are required to make available for public inspection a copy of your exemption application, and supporting documents, and this exemption letter. If you are required to file an annual information return, you are also required to make a copy of the return available for public inspection for three years after the return is due. Failure to make these documents available for public inspection may subject you to a penalty of \$10 per day for each day there is a failure to comply (up to a maximum of \$5,000 in the case of an annual return). See Internal Revenue Service Notice 88-120, 1988-2 C.B. 454, for additional information.

Guidelines under which private foundations may rely on this determination, for gifts, grants, and contributions made after March 13, 1989, were liberalized and published in Rev. Proc. 89-23, Cumulative Bulletin 1989-1, page 844.

Since you have not indicated that you intend to finance your activities with the proceeds of tax exempt bond financing, in this letter we have not determined the effect of such financing on your tax exempt status. You may obtain a confirmation ruling concerning the effect of tax-exempt bond financing on your exempt status from the Exempt Organizations Technical Division, Internal Revenue Service, 1111 Constitution Ave., N.W., Washington, D. C. 20224, Attn: E:EO.

# STATE OF NORTH CAROLINA



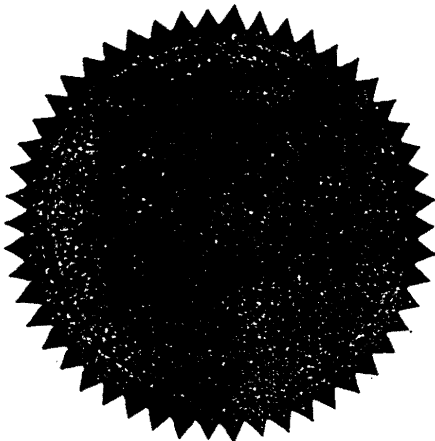
Department of The  
Secretary of State

To all whom these presents shall come, Greetings:

I, Rufus L. Edmisten, *Secretary of State of the State of North Carolina*, do hereby certify the following and hereto attached to be a true copy of

## ARTICLES OF INCORPORATION OF GRASS ROOTS ARTS

*the original of which was filed in this office on the 9th day of October, 1995.*



*IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Raleigh, this 9th day of October, 1995.*

*Rufus L. Edmisten*

Secretary of State

12:14pm  
OCT 09 1995  
Secretary of State

ARTICLES OF INCORPORATION  
NONPROFIT CORPORATION

EFFECTIVE  
RUFUS L. EDMISTEN  
SECRETARY OF STATE  
NORTH CAROLINA

Pursuant to §55A-2-02 of the General Statutes of North Carolina, the undersigned corporation does hereby submit these Articles of Incorporation for the purpose of forming a nonprofit corporation.

1. The name of the corporation is: Grass Roots Arts
2. ☒ (Check only if applicable.) The corporation is a charitable or religious corporation within the meaning of N.C.G.S. §55A-1-40(4).
3. The street address and county of the initial registered office of the corporation is:
- Number and Street 2501 Carl Durham Road
- City, State, Zip Code Chapel Hill, N.C. 27516 County Orange
4. The mailing address if different from the street address of the initial registered office is:  
N/A
5. The name of the initial registered agent is:  
Monnda L. Welch
6. The name and address of each incorporator is as follows:  
Monnda L. Welch 2501 Carl Durham Road Chapel Hill N.C. 27516
7. (Check either a or b below.)
- a. ☐ The corporation will have members.
- b. ☒ The corporation will not have members.
8. Attached are provisions regarding the distribution of the corporation's assets upon its dissolution.  
See attached provisions.
9. Any other provisions which the corporation elects to include are attached.  
See attached provisions.
10. These articles will be effective upon filing, unless a date and/or time is specified: N/A

This the 25 day of September, 1995  
The principal office location is:  
2501 Carl Durham Road, Chapel Hill, N.C., 27516, Orange County.

Monnda L. Welch  
Signature of Incorporator

Monnda L. Welch, President  
Type or print Incorporator's name and title, if any.

NOTES:

1. Filing fee is \$50. This document and one exact or conformed copy of these articles must be filed with the Secretary of State.

(Revised July 1994)

NONPROFIT CORPORATION

Articles of Incorporation  
Grass Roots Arts

Item 8  
Distributions Upon Dissolution

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for religious, charitable, educational, scientific or literary purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code as the Board of Directors shall determine, or to federal, state, or local governments to be used exclusively for public purposes. Any such assets not so disposed of shall be disposed of by the Superior Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organizations, such as the court shall determine, which are organized and operated exclusively for such purposes, or to such governments for such purposes.



Articles of Incorporation  
Grass Roots Arts

Item 9  
Other Provisions

Purposes of the Corporation

The corporation Grass Roots Arts is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 (herein the "Code") (or the corresponding provisions of any future United States Internal Revenue Code).

More specifically, the corporation Grass Roots Arts is organized to encourage cooperation and free communication among artists, art teachers, art students, craftspeople, publishers, and others engaged in artistic activities; to provide a registry for artists; to hold competitions and exhibitions; and to promote the study and improvement of the arts.

Prohibited Activities

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of purposes set forth in these articles of incorporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Code or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Code.

GRASS ROOTS ARTS  
2501 Carl Durham Rd.  
Chapel Hill, NC 27516  
EIN: 56-1940716

ATTACHMENTS  
North Carolina Tax Determination Letter

(1) The purpose of GRASS ROOTS ARTS is threefold:

(a) To promote the study, knowledge and improvement of the arts and the artistic process; to encourage cooperation and free communication among artists, art teachers, art students, craftspeople, publishers, others engaged in artistic activities, and the general public; to provide a registry for artists; and to hold studio tours and exhibitions whereby the general public may gain a greater appreciation and understanding of the production of art and the artistic process;

(b) To operate exclusively for charitable and educational purposes within the meaning of Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue laws; and

(c) To engage in any lawful activity for which corporations may be organized under Chapter 55A of the General Statutes of North Carolina so long as the corporation does not engage in any activity or activities not in furtherance of one or more tax exempt purposes as contemplated in section 501(c)(3) of the Code.

(2) Funding of GRASS ROOTS ARTS:

Grass Roots Arts activities are funded by a combination of corporate donations/sponsorship, grants, and fees paid by participating artists and craftspeople. The money from these three sources goes exclusively to funding the administrative and production costs of Grass Roots Arts' annual Open Studio Tour, which in 1996 will include thirty-six artists across the length and breadth of Orange County (see enclosed brochure). A large portion of the costs of the studio tour go to community outreach efforts to attract the largest possible public cross-section.

(3) Type of Corporation:

As mentioned under (1), Grass Roots Arts is intended to operate exclusively for charitable and educational purposes within the meaning of Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue laws.

(4) Distribution of Assets upon Dissolution:

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for religious, charitable, educational, scientific or literary purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code as the Board of Directors shall determine, or to federal, state, or local governments to be used exclusively for public purposes. Any such assets not so disposed of shall be disposed of by the Superior Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organizations, such as the court shall determine, which are organized and operated exclusively for such purposes, or to such governments for such purposes.

BYLAWS  
OF  
GRASS ROOTS ARTS

ARTICLE I -- NAME, OFFICES, & PURPOSE

Section 1. Name. The name of the corporation shall be Grass Roots Arts.

Section 2. Principal Office. The principal office of the corporation shall be located at 2501 Carl Durham Road, Chapel Hill, Orange County, North Carolina 27516, which shall also be the registered office of the corporation.

Section 3. Other Offices. The corporation may have offices at such other places, either, within or without the State of North Carolina, as the Board of Directors may from time to time determine.

Section 4. Purpose.

- (A) To operate exclusively for charitable and educational purposes within the meaning of Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue laws (herein the "Code");
- (B) To engage in any lawful activity for which corporations may be organized under Chapter 55A of the General Statutes of North Carolina so long as the corporation does not engage in any activity or activities not in furtherance of one or more tax exempt purposes as contemplated in section 501(c)(3) of the Code; and
- (C) To promote the study, knowledge and improvement of the arts and the artistic process; to encourage cooperation and free communication among artists, art teachers, art students, craftspeople, publishers, others engaged in artistic activities, and the general public; to provide a registry for artists; and to hold studio tours and exhibitions whereby the general public may gain a greater appreciation and understanding of the production of art and the artistic process.

ARTICLE II -- BOARD OF DIRECTORS

Section 1. General Powers. The affairs of the corporation shall be managed by the Board of Directors in accordance with the provisions of applicable law, the Articles of Incorporation and these Bylaws.

Section 2. Number, Term and Qualification. The number of Directors of the corporation shall be not less than One (1) nor more than Three (3). The Directors at any annual meeting may by resolution fix the number of Directors to be elected at the meeting, but in the absence of such resolution, the number of Directors elected at the meeting shall constitute the number of Directors of the corporation until the next annual meeting of Directors, unless the number is changed by action of the Directors. Each Director shall hold office until the next annual meeting of the Directors and until a successor is elected and qualifies. Directors need not be residents of the State of North Carolina.

Section 3. Election of Directors. Directors shall be elected at any annual or special meeting of the Board of Directors by a vote of a majority of the Directors at the time in office. The election of Directors shall be a part of the order of business of each annual meeting of the Board of Directors.

Section 4. Removal. Directors may be removed from office at any time with or without cause by the Directors by the vote that would be required to elect the Director to the Board of Directors. If a Director is removed, a new Director may be elected to fill the vacancy at the same meeting.

Section 5. Resignation. A Director may resign at any time by communicating such resignation to the Board of Directors, its presiding officer or to the corporation. The resignation is effective when communicated unless the notice specifies a later effective date or subsequent event upon which it will become effective.

Section 6. Vacancies. A vacancy occurring in the Board of Directors may be filled by a majority of the remaining Directors (but not less than two) at any regular meeting or special meeting of the Board.

### ARTICLE III -- MEETINGS OF DIRECTORS

Section 1. Annual Meeting. The annual meeting of the Board of Directors shall be held on December 29 of each year, if not a legal holiday, but if a legal holiday, then on the next business day which is not a legal holiday, for the purpose of electing Directors and officers of the corporation and the transaction of such other business as may be properly brought before the meeting. If the annual meeting is not held on the day designated by these bylaws, a substitute annual meeting may be called by or at the request of the Board of Directors, and such meeting shall be designated and treated for all purposes as the annual meeting.

Section 2. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the Chairperson of the Board, the President or any two Directors.

Section 3. Place of Meetings. Meetings of the Board of Directors may be held at the principal office of the corporation or at such other place, either within or without the State of North Carolina, as shall either (i) be designated in the notice of the meeting or (ii) be agreed

upon at or before the meeting by a majority of the Directors then in office.

Section 4. Notice of Meetings. The Secretary or other person or persons calling a meeting for which notice is required shall give notice by mail at least five days before the meeting. Unless otherwise indicated in the notice, any and all business may be transacted at a meeting of the Board of Directors. Attendance by a Director at a meeting shall constitute a waiver of notice, except where a Director attends for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called.

Section 5. Quorum. A majority of the Directors in office immediately before a meeting begins shall constitute a quorum for the transaction of business at a meeting of the Board of Directors.

Section 6. Manner of Acting. Except as otherwise provided by law or in the bylaws, the act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 7. Action Without Meeting. Action taken by the Directors or members of a committee without a meeting is nevertheless Board or committee action if written consent to the action in question is signed by all of the Directors or members of the committee, as the case may be, and filed with the minutes of the proceedings of the Board or committee, whether done before or after the action is taken.

Section 8. Meeting by Conference Telephone. Any one or more Directors or members of a committee may participate in a meeting of the Board or committee by means of a conference telephone or similar communications device which allows all Directors participating in the meeting to simultaneously hear each other during the meeting, and such participation in a meeting shall be deemed presence in person at such meeting.

## ARTICLE IV -- COMMITTEES

Section 1. Executive Committee. The Board of Directors, by resolution adopted by a majority of the number of Directors then in office, may designate two or more Directors to constitute an Executive Committee, which shall have and may exercise the authority of the Board in the management of the business and affairs of the corporation during intervals between meetings. Vacancies in the membership of the Executive Committee shall be filled by a majority of the whole Board of Directors at a regular meeting or at a special meeting called for that purpose. The Executive Committee shall keep minutes of its proceedings and shall report to the Board of Directors on action taken. Minutes of meetings of the Executive Committee shall be prepared and kept with the records of the corporation.

Section 2. Standing or Other Committees. Standing or other committees having two or more members may be designated by a resolution adopted by a majority of the number of Directors then in office. Vacancies in the membership of such committees shall be filled by appointment made in the same manner as provided in the case of the original appointment.

Section 3. Committee Authority. No committees of the Board (including the Executive Committee) shall be authorized to take the following actions:

- (A) Authorize distributions to or for the benefit of Directors or officers;
- (B) Approve dissolution, merger or the sale, pledge, or transfer of all or substantially all of the corporation's assets;
- (C) Elect, appoint or remove Directors, or fill vacancies on the Board of Directors or on any of its committees, or
- (D) Adopt, amend, or repeal the Articles of Incorporation or bylaws.

## **ARTICLE V -- OFFICERS**

Section 1. Titles. The officers of the corporation shall be a President, a Secretary, a Treasurer and an Assistant Secretary. The Board of Directors may also elect a Chairperson of the Board of Directors, an Executive Vice President, one or more additional Vice Presidents, one or more additional Assistant Secretaries, one or more Assistant Treasurers, and such other officers as it shall deem necessary. Except as otherwise provided in these bylaws, the additional officers shall have the authority and perform the duties as from time to time may be prescribed by the Board of Directors. Any two or more offices may be held by the same individual, but no officer may act in more than one capacity where action of two or more officers is required.

Section 2. Election and Term. The officers of the corporation shall be elected by the Board of Directors at the annual meeting. Each officer shall hold office until the next annual meeting and until a successor is elected and qualifies.

Section 3. Removal. Any officer or agent elected or appointed by the Board of Directors may be removed at any time by the Board with or without cause.

Section 4. Resignation. An officer or agent may resign at any time by communicating such resignation to the corporation. A resignation is effective when it is communicated unless it specifies in writing a later effective date.

Section 5. Vacancies. Vacancies among the officers may be filled and new offices may be created and filled by the Board of Directors.

Section 6. Chairperson of the Board of Directors. The Chairperson of the Board of Directors, if such officer is elected, shall preside at meetings of the Board of Directors and shall have such other authority and perform such other duties as the Board of Directors shall designate.

Section 7. President. The President shall be the chief executive officer of the corporation and, subject to the control of the Board of Directors, shall supervise and control

the management of the corporation in accordance with these bylaws. In default of a Chairperson of the Board, the President shall preside at meetings of the Board of Directors. The President shall sign, with any other proper officer, instruments which may be lawfully executed on behalf of the corporation, except where required or permitted by law to be otherwise signed and executed, and except where the signing and execution shall be delegated by the Board of Directors to some other officer or agent. In general, the President shall perform all duties incident to the office of President and such other duties as may be assigned by the Board of Directors from time to time.

Section 8. Vice Presidents. The Vice Presidents shall exercise the powers of the President during that officer's absence or inability to act. Any action taken by a Vice President in the performance of the duties of the president shall be presumptive evidence of the absence or inability to act of the President at the time the action was taken. The Vice Presidents shall have such other powers and perform such other duties as may be assigned by the Board of Directors.

Section 9. Treasurer. The Treasurer shall have custody of all funds and securities belonging to the corporation and shall receive, deposit or disburse the same under the direction of the Board of Directors, provided, that the Board may appoint a custodian or depository for any such funds or securities, and the Board may designate those persons upon whose signature or authority such funds may be disbursed or transferred. The Treasurer shall in general perform the duties incident to the office and such other duties as may be assigned from time to time by the President or the Board of Directors.

Section 10. Assistant Treasurers. Each Assistant Treasurer shall have such powers and perform such duties as may be assigned by the Board of Directors, and the Assistant Treasurers shall exercise the powers of the Treasurer during that officer's absence or inability to act.

Section 11. Secretary. The Secretary shall keep accurate records of the acts and proceedings of all meetings of the Board of Directors and shall give all notices required by law and these bylaws. The Secretary shall have general charge of the corporate books and records and of the corporate seal and may affix the corporate seal to any lawfully executed instrument requiring it. The Secretary shall sign such instruments as may require the signature of the Secretary and in general shall perform all the duties incident to the office of Secretary and such other duties as may be assigned from time to time by the President or by the Board of Directors.

Section 12. Assistant Secretaries. Each Assistant Secretary shall have such powers and perform such duties as may be assigned by the Board of Directors, and the Assistant Secretaries shall exercise the powers of the Secretary during that officer's absence or inability to act.

## **ARTICLE VI -- INDEMNIFICATION OF DIRECTORS AND OFFICERS**

Section 1. General Policy. It shall be the policy of the corporation to indemnify to



the maximum extent permitted by Chapter 55A of the General Statutes of North Carolina any one or more of the Directors, officers, employees, or agents and former Directors, officers, employees, or agents of the corporation, and persons who serve or have served at the request of the corporation as directors, officers, partners, trustees, employees or agents of another foreign or domestic corporation, partnership, joint venture, trust or other enterprise, against judgments, penalties, settlements and other liabilities incurred by them in connection with any pending, threatened or completed action, suit or proceeding, whether civil, criminal, investigative or administrative (a "proceeding") and against reasonable costs and expenses (including attorneys' fees) in connection with any proceeding, where such liabilities and litigation expenses were incurred incident to the good faith performance of their duties.

Section 2. Use of Corporate Funds. The corporation may advance expenses in connection with any proceeding to any such person in accordance with applicable law. The use of funds of the corporation for indemnification or for purchase and maintenance of insurance for the benefit of the persons designated in Section 1 of this Article shall be deemed a proper expense of the corporation.

## **ARTICLE VII -- GENERAL PROVISIONS**

Section 1. Seal. The Board of Directors may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

Section 2. Waiver of Notice. A Director or other person entitled to receive a notice required to be given under the provisions of these bylaws, the Articles of Incorporation or by applicable law, may waive such notice by signing a written waiver, whether before or after the date and time stated in the notice. The waiver shall be filed with the minutes or corporate records. A Director's attendance at or participation in a meeting waives any required notice to that Director of the meeting unless the Director at the beginning of the meeting (or promptly upon arrival) objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to action taken at the meeting.

Section 3. Checks. All checks, drafts or orders for the payment of money shall be signed by the officer or officers or other individuals that the Board of Directors may from time to time designate.

Section 4. Bond. The Board of Directors may by resolution require any or all officers, agents or employees of the corporation to give bond to the corporation, with sufficient sureties, conditioned upon the faithful performance of the duties of their offices or positions, and to comply with such other conditions as may from time to time be required by the Board.

Section 5. Loans. No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 6. Fiscal Year. The fiscal year of the corporation shall be the twelve month period ending December 31 of each year.

Section 7. Amendments. These bylaws may be amended or repealed and new bylaws may be adopted by the affirmative vote of a majority of the entire Board of Directors at any meeting of the Board; provided, that notice of the meeting shall have been given which states that the purpose or one of the purposes of the meeting is to consider a proposed amendment to the bylaws and includes a copy or summary of the proposed amendment or states the general nature of the amendment. Such notice may be waived as provided in these bylaws.

\* \* \* \* \*

THIS IS TO CERTIFY that the above amended bylaws of **GRASS ROOTS ARTS** were duly adopted by the Board of Directors at a meeting held on 15 NOV, 1996.

This is the 15 day of Nov, 1996.

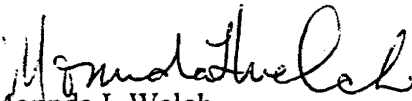
Monica L Welch  
Secretary

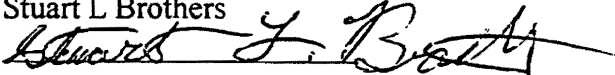
**GRASS ROOTS ARTS INC  
2501 CARL DURHAM RD  
CHAPEL HILL NC 27516  
919-942-0486**

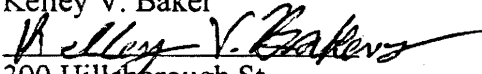
March 15, 1997

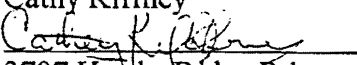
A board meeting was held at 6:30 P.M., March 15, 1997, of Grass Roots Arts Inc. Board member Stuart L Brothers resigned, being replaced by Kelley V. Baker as the new Assistant Secretary. A new board member was added, Cathy Kiffney, as the Assistant Treasurer.

A resolution was passed to increase the number of board members by one.

  
Monnda L Welch  
President

Stuart L Brothers  


Kelley V. Baker  
  
390 Hillsborough St  
Pittsboro N.C. 27312  
Mailing Address:  
P O Box 731  
Pittsboro N.C. 27312

Cathy Kiffney  
  
3707 Hawks Ridge Rd.  
Chapel Hill N.C. 27516

GRASS ROOTS ARTS  
2501 Carl Durham Rd.  
Chapel Hill, NC 27516  
EIN: 56-1940716

ATTACHMENTS  
Form 1023  
Part II

Part II, Line 1:

Grass Roots Arts (hereafter GRA) exists to open the world of artistic endeavor and creation to the public, which is accustomed to seeing only the final result of the artistic process. The most important way in which GRA accomplishes this goal is by organizing and producing an annual Open Studio Tour of the artists and craftspeople of Orange County, North Carolina. The Studio Tour is free to the public and invites the audience to step inside the studios of artists and craftspeople representing a wide array of styles and media.

First held on November 18-19, 1995, and repeated November 16-17, 1996, the Studio Tour has grown from presenting 28 artists to 36. The audience participants are provided with a map and descriptions of the participating artists, and then are turned loose to investigate the studios of their choosing. The media represented include furniture, quilts, sculpture in clay, cement, metal and terracotta, paintings in oil, acrylic and watercolor, jewelry, glassware, pencil and ink drawings, spirit masks, photography and pottery. The artists present their work to the public passing through the studio and provide information and guidance on such things as:

- A) How the materials for work in a particular medium are gathered or produced, and how those materials are used and shaped from the beginning of the process to the final work of art;
- B) The amount of time involved in producing various works in different media;
- C) The education required to work in a medium, the requirements for obtaining master status, the availability of internships or apprenticeships, and the availability of training or classes in the area;
- D) The process of establishing a studio, and the time and materials needed to properly outfit and equip the studio; and
- E) The opportunities for showing one's work, both locally and to a broader state and/or national audience.

The Studio Tour serves to demystify the artistic process, to open lines of communication between the public and the artists, which serves to both enhance the public's appreciation of and respect for the arts, while at the same time instilling in audience members the truth that artistic expression lies within everyone's imagination.

This latter goal also is served by GRA's planned participation in a series of volunteer "show-and-tell" demonstrations at Orange County schools. Six artists representing diverse

GRASS ROOTS ARTS  
2501 Carl Durham Rd.  
Chapel Hill, NC 27516  
EIN: 56-1940716

ATTACHMENTS  
Form 1023  
Part II

**Part II, Line 1 continued:**

media will come into elementary classrooms to discuss their work and demonstrate to children the nature of creating art as a profession or serious hobby. Like the studio tour, these school visits will provide detailed looks into the creative process, including conceiving an artistic idea, choosing materials, and executing the conception. In-class demonstrations will provide concrete examples for the children. In this way GRA hopes to reach children at an impressionable age and impart to them the joy and wonder of a lifetime of creative activity.

GRA's final project is to sponsor a once-a-year group show for the artists who participate in the Studio Tour. Also free to the public, this exhibition gives the public the opportunity to view GRA's artists as a whole, in a single setting. The artists are at the exhibition to answer questions and provide insight on the production of the various works. In addition the show provides the artists and public that participated in the Studio Tour a chance for communal interaction in a more social setting. Unlike the fragmentation of the studio tour, the exhibition provides a more focused environment for the community's ongoing arts conversation.

GRASS ROOTS ARTS  
2501 Carl Durham Rd.  
Chapel Hill, NC 27516  
EIN: 56-1940716

ATTACHMENTS  
Form 1023  
Part II

**Part II, Line 3:**

Grass Roots Arts' fund-raising is simple and direct. No professional fundraisers are employed. For corporate donations, GRA President Monnda Welch contacts local business people, describes GRA activities, shows them a promotional brochure and asks for support. To attract artist participants, public service announcements are run on local radio and television, and word-of-mouth is spread through the local arts community.

In addition, GRA has applied for an arts grant from Orange County (NC). Although GRA was unsuccessful in this initial attempt, GRA will continue to seek state and county arts grant funding.

GRASS ROOTS ARTS  
2501 Carl Durham Rd.  
Chapel Hill, NC 27516  
EIN: 56-1940716

ATTACHMENTS  
Form 1023  
Part II

Part II, Line 11-a:

Grass Roots Arts has no requirements for artists to participate in the Open Studio Tour, other than that the artist has produced original artwork without aid of kits, molds, or other prefabricated art supplies.

Schedule of Membership fees:

Participation in Open Studio Tour '96	\$80.00 per artist
Participation in Open Studio Tour '96 Artists Exhibition	\$10.00 per artist
Participation in Open Studio Tour '95	\$75.00 per artist

**Part IV** Financial Data (Continued)

B. Balance Sheet (at the end of the period shown)		Current tax year Date 1996 Dec.
<b>Assets</b>		
1	Cash . . . . .	\$81.81
2	Accounts receivable, net . . . . .	\$0.00
3	Inventories . . . . .	\$0.00
4	Bonds and notes receivable (attach schedule) . . . . .	\$0.00
5	Corporate stocks (attach schedule) . . . . .	\$0.00
6	Mortgage loans (attach schedule) . . . . .	\$0.00
7	Other investments (attach schedule) . . . . .	\$0.00
8	Depreciable and depletable assets (attach schedule) . . . . .	\$0.00
9	Land . . . . .	\$0.00
10	Other assets (attach schedule) . . . . .	\$0.00
11	<b>Total assets</b> (add lines 1 through 10) . . . . .	\$81.81
<b>Liabilities</b>		
12	Accounts payable . . . . .	\$0.00
13	Contributions, gifts, grants, etc., payable . . . . .	\$0.00
14	Mortgages and notes payable (attach schedule) . . . . .	\$0.00
15	Other liabilities (attach schedule) . . . . .	\$0.00
16	<b>Total liabilities</b> (add lines 12 through 15) . . . . .	\$0.00
<b>Fund Balances or Net Assets</b>		
17	Total fund balances or net assets . . . . .	\$1.00
18	<b>Total liabilities and fund balances or net assets</b> (add line 16 and line 17) . . . . .	\$0.00

If there has been any substantial change in any aspect of the organization's financial activities since the end of the period shown above, check the box and attach a detailed explanation . . . . . ☐



**Part IV Financial Data**

Complete the financial statements for the current year and for each of the 3 years immediately before it. If in existence less than 4 years, complete the statements for each year in existence. If in existence less than 1 year, also provide proposed budgets for the 2 years following the current year.

**A. Statement of Revenue and Expenses**

		Current tax year	3 prior tax years or proposed budget for 2 years			(e) TOTAL
		(a) From 1/96 to 12/96	(b) 19 <sup>95</sup> .....	(c) 19.....	(d) 19.....	
Revenue	1 Gifts, grants, and contributions received (not including unusual grants—see instructions). . . . .	\$675.00	\$200.00			\$875.00
	2 Membership fees received . . . . .	\$3,090.00	\$2,025.00			\$5,115.00
	3 Gross investment income (see instructions for definition) . . . . .					
	4 Net income from organization's unrelated business activities not included on line 3 . . . . .					
	5 Tax revenues levied for and either paid to or spent on behalf of the organization . . . . .					
	6 Value of services or facilities furnished by a governmental unit to the organization without charge (not including the value of services or facilities generally furnished the public without charge) . . . . .					
	7 Other income (not including gain or loss from sale of capital assets) (attach schedule) . . . . .		\$225.00			\$225.00
	8 Total (add lines 1 through 7) . . . . .	\$3,765.00	\$2,450.00			\$6,215.00
	9 Gross receipts from admissions, sales of merchandise or services, or furnishing of facilities in any activity that is not an unrelated business within the meaning of section 513 . . . . .					
	10 Total (add lines 8 and 9) . . . . .	\$3,765.00	\$2,450.00			\$6,215.00
Expenses	11 Gain or loss from sale of capital assets (attach schedule) . . . . .					
	12 Unusual grants. . . . .					
	13 Total revenue (add lines 10 through 12) . . . . .	\$3,765.00	\$2,450.00			\$6,215.00
	14 Fundraising expenses . . . . .					
	15 Contributions, gifts, grants, and similar amounts paid (attach schedule) . . . . .					
	16 Disbursements to or for benefit of members (attach schedule) . . . . .					
	17 Compensation of officers, directors, and trustees (attach schedule) . . . . .	\$73.92				
	18 Other salaries and wages . . . . .					
	19 Interest . . . . .					
	20 Occupancy (rent, utilities, etc.) . . . . .					
	21 Depreciation and depletion . . . . .					
	22 Other (attach schedule) . . . . .	\$3,609.27	\$2,450.00			
	23 Total expenses (add lines 14 through 22) . . . . .	\$3,683.19	\$2,450.00			
	24 Excess of revenue over expenses (line 13 minus line 23) . . . . .	\$81.81	\$0.00			

GRASS ROOTS ARTS  
2501 Carl Durham Rd.  
Chapel Hill, NC 27516  
EIN: 56-1940716

ATTACHMENTS  
Form 1023  
Part II

**Part II, Line 11-b:**

Grass Roots Arts attracts artist participants solely through free public service announcements (PSAs) and word-of-mouth in the local artistic community. The PSAs run free of charge on local radio stations, announced on local public-access television, and in the community notes sections of local newspapers.

**AN ORDINANCE AMENDING SECTION 14-20 (b) (2) OF THE CARRBORO TOWN  
CODE**

**THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:**

**Section 1. Section 14-20 (b)(2) of the Carrboro Town Code is rewritten to read as follows:**

**(2) Sales of goods and merchandise by vendors at approved farm and craft markets operated by or on behalf of the Town or by nonprofit organizations who contract with the Town to operate farm and craft markets.**

**Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.**

**Section 3. This ordinance shall become effective upon adoption.**

**The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this \_\_\_\_ day of January, 1998.**

**Ayes:**

**Nocs:**

**Absent or Excused:**

The following ordinance was introduced by Alderman Alex Zaffron and duly seconded by Alderman Allen Spalt.

AN ORDINANCE AMENDING SECTION 14-20(b)(2)  
OF THE CARRBORO TOWN CODE

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Section 14-20 (b) (2) of the Carrboro Town Code is rewritten to read as follows:

(2) Sales of goods and merchandise by vendors at approved farm and craft markets operated by or on behalf of the Town or by nonprofit organizations who contract with the Town to operate farm and craft markets.

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this 6<sup>th</sup> day of June, 1998:

Ayes: Hank Anderson, Hilliard Caldwell, Jacquelyn Gist, Diana McDuffee, Allen Spalt, Alex Zaffron

Noes: None

Absent: Michael Nelson

# BOARD OF ALDERMEN

ITEM NO. E(3)

## AGENDA ITEM ABSTRACT

MEETING DATE: January 6, 1998

SUBJECT: **MUNICIPAL TIP PROCESS - FISCAL YEAR 1998-1999**

DEPARTMENT: <b>PLANNING DEPARTMENT</b>	PUBLIC HEARING: YES _____ NO <u>X</u>
ATTACHMENTS: Generalized Process for Updating & Public Review of TIP for the Durham-Chapel Hill-Carrboro MPO	FOR INFORMATION CONTACT: <b>Kenneth Withrow, 968-7714</b>
THE FOLLOWING INFORMATION IS PROVIDED: ( x ) PURPOSE ( ) ACTION REQUESTED ( x ) ANALYSIS ( x ) SUMMARY ( x ) RECOMMENDATION	

### **PURPOSE**

The purpose for this item is for the Board of Aldermen to review the execution of a modified transportation improvement program (TIP) process during their annual retreat.

### **SUMMARY**

- Citizens comments during the spring of 1997 concerning their lack of knowledge about transportation projects in the Carrboro area prompted the TAB to examine the existing municipal TIP process.
- The TAB discussed this issue during their June 19, 1997 meeting; and recommended that the Board of Aldermen review the public process proposal during their annual retreat.

### **ANALYSIS**

The town received comments from citizens during the spring of 1997 who expressed their concerns about the lack of knowledge on transportation projects either planned or scheduled for construction in the Carrboro area. The TAB discussed the issue briefly during their June 19, 1997 meeting. The town staff informed the TAB during the meeting that there are no statutory limits that bar the town from creating a time constrained public input process for municipal transportation improvement programs. The TAB discussed the creation of a public input process; and decided by consensus to recommend that the Board of Aldermen review the public process proposal during their annual retreat. This modified public review process for the town would occur within stage one of the attached ten stage process that is conducted within the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (MPO).

The current process used by the Town of Carrboro involves these steps:

- (1) town staff provides a draft transportation improvement program proposal to the TAB;
- (2) the TAB will review and comment the draft proposal, and on a specific meeting following their review and comment, recommend a municipal TIP to the Board of Aldermen; and
- (3) the Board of Aldermen reviews the TAB recommended municipal TIP during a public hearing, and adopts the municipal TIP during the same meeting or on another date.

The mechanism proposed by the TAB involves these steps:

- (1) town staff provides a draft transportation improvement program proposal for the TAB;
- (2) the TAB forwards the draft municipal TIP to the Board of Aldermen;
- (3) the Board of Aldermen request that the town publish the municipal TIP during a thirty day public comment period, after which time public comments are compiled for TAB review. The draft TIP would be published once in the Chapel Hill News and be available at the Carrboro Town Hall;
- (4) the Board of Aldermen would also set a date for the public hearing, which should be at least two weeks following the end of the thirty day comment period;
- (5) after receiving public comments and before the public hearing, the TAB would review the comments along with the draft TIP and make a formal recommendation to the Board of Aldermen; and
- (6) the Board of Aldermen holds the public hearing, and may adopt the municipal TIP following the public hearing. The adopted municipal TIP will be forwarded to the urban area's Technical Coordinating Committee and compiled with TIPs from other local governments as a part of stage two of the regional process.

The steps as outlined would cover a time period of two months; at which time stage two of the metropolitan planning process would have begun.

### **RECOMMENDATION**

The TAB has requested that the Board of Aldermen review the public process proposal during their annual retreat.

The staff recommends that if the Board of Aldermen feels comfortable with the proposed process, that the Administration be authorized to proceed.

GENERALIZED PROCESS FOR UPDATING  
AND PUBLIC REVIEW OF TIP  
DURHAM - CHAPEL HILL - CARRBORO URBAN AREA

