

A regular meeting of the Carrboro Board of Aldermen was held on Tuesday, August 14, 2001 at 7:30 p.m. in the Town Hall Board Room.

Present and presiding:

Mayor	Michael Nelson
Aldermen	Joal Hall Broun
	Mark Dorosin
	Jacquelyn Gist
	Diana McDuffee
	Allen Spalt
	Alex Zaffron
Town Manager	Robert W. Morgan
Town Clerk	Sarah C. Williamson
Town Attorney	Michael B. Brough

PURCHASE OF ADAMS' PROPERTY

Bob Ross, a resident of Bolin Forest, expressed concern about the Town purchasing the Adams' property on for the purpose of constructing a public works facility. Mr. Ross suggested that the Town buy the property and use it for recreational purposes. Mr. Ross expressed concern about cut-through traffic via Bolin Creek Drive.

Linda Haack, a resident of Bolin Forest, expressed concern about constructing a connector road through the Adams' property and encouraged the Board not to purchase this piece of property for a public works facility.

William Camp, a resident of Bolin Forest, expressed concern about putting a bridge across the Adams' property.

Cameron Benny, a resident of Bolin Forest, asked if the existing public works facility could be refurbished rather than having to build a new facility, expressed concern about Bolin Forest becoming a thoroughfare, and suggested that the Adams' property be retained as open space.

Gray Brown, a resident of Bolin Forest, asked that the Town preserve the Adams' tract.

It was the consensus of the Board to request that the Agenda Planning Committee schedule a Board discussion about forming a committee whose purpose would be to look at ways to find funds to purchase and preserve the Adams' property.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY JOAL HALL BROUN TO APPROVE THE JUNE 26, 2001 MINUTES. VOTE: AFFIRMATIVE ALL

REQUEST TO ADOPT A BUDGET ORDINANCE

A budget amendment of \$28,000 is required to transfer street resurfacing reserves from the Capital Reserve Fund to the Public Works budget to resurface Westbrook Drive. The Public Works Director, Chris Peterson, requests to have this work done ahead of the routine street resurfacing that is scheduled in this fiscal year due to

an opportunity to use a contractor that recently completed the installation of a new 42" water line through a good portion of Westbrook Drive for OWASA.

The Board, at its last meeting in June, approved using the funds remaining (\$1,500) from the Century Center grand opening as a contribution toward the costs of the art mural work done at the Century Center. A budget amendment is required to appropriate fund balance within the General Fund for the art mural project.

MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY JOAL HALL BROUN TO ADOPT THE ORDINANCE ENTITLED, "AN ORDINANCE AMENDING FY'2001-02 BUDGET ORDINANCE."
VOTE: AFFIRMATIVE ALL

APPOINTMENT TO THE FRIENDS OF THE CENTURY CENTER

The Board was requested to consider appointing Chris van Hasselt to serve on the Friends of the Century Center.

The following resolution was introduced by Alderman Alex Zaffron and seconded by Alderman Joal Hall Broun .

A RESOLUTION MAKING AN APPOINTMENT TO
THE FRIENDS OF THE CENTURY CENTER
Resolution No. 01/2001-02

WHEREAS, the Board of Aldermen adopted a resolution on September 5, 2000 establishing the Friends of the Century Center; and

WHEREAS, on December 12, 2000 the Board of Aldermen adopted the formal charge for the Friends of the Century Center; and

WHEREAS, the Friends of the Century Center was approved to consist of seven citizens who would serve two-year terms; and

WHEREAS, the Mayor and Board of Aldermen made five appointments to the Friends of the Century Center on February 27, 2001; and

WHEREAS, Chris van Hasselt has submitted an application to serve on this committee.

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

Section 1. Mr. Chris van Hasselt is hereby appointed to serve on the Friends of the Century Center.

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 14th day of August, 2001:

Ayes: Joal Hall Broun, Mark Dorosin, Jacquelyn Gist, Diana McDuffee, Michael Nelson, Allen Spalt, Alex Zaffron

Noes: None

Absent or Excused: None

REQUEST TO ADOPT A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THE FIRE DEPARTMENT ROSTER CERTIFICATION

To satisfy N.C. General Statute 58-86-25 which requires that all certified fire departments certify a complete roster of its qualified firefighters annually to the Firemen's Pension Fund, it is requested that the Mayor be authorized to sign a certification of fire department personnel.

The following resolution was introduced by Alderman Alex Zaffron and duly seconded by Alderman Joal Hall Broun.

A RESOLUTION AUTHORIZING THE MAYOR, ON BEHALF OF THE BOARD OF ALDERMEN,
TO EXECUTE THE FIRE DEPARTMENT ROSTER CERTIFICATION
Resolution No. 02/2001-02

WHEREAS, N.C. General Statute 58-86-25 requires that all certified fire departments certify a complete roster of its qualified firefighters annually to the Firemen's pension Fund; and

WHEREAS, it is the responsibility of the Fire Chief and the Board of Aldermen to certify the personnel listed on the roster have received a minimum of 36 hours of training for the year; and

WHEREAS, the roster for the period July 1, 2000 through June 30, 2001 has been prepared by the Fire Chief.

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

Section 1. The Mayor, on behalf of the Board of Aldermen, is hereby authorized to execute the 2000-2001 roster certification.

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 14th day of August, 2001:

Ayes: Joal Hall Broun, Mark Dorosin, Jacquelyn Gist, Diana McDuffee, Michael Nelson, Allen Spalt, Alex Zaffron

Noes: None

Absent or Excused: None

A REQUEST TO SET A PUBLIC HEARING TO RECEIVE PUBLIC INPUT ON A STREET CLOSING REQUEST

The Mayor and Board of Aldermen were requested to adopt a resolution setting a public hearing for August 28, 2001 to receive public input on a request to temporarily close Pine Street on September 7, 2001 from 5:00 pm to 9:00 pm to accommodate the Pine Street Block Party.

The following resolution was introduced by Alderman Alex Zaffron and duly seconded by Alderman Joal Hall Broun .

**A RESOLUTION SETTING A PUBLIC HEARING ON A
REQUEST TO CLOSE PINE STREET FOR THE PINE STREET BLOCK PARTY
Resolution No. 03/2000-01**

BE IT RESOLVED by the Board of Aldermen of the Town of Carrboro that a public hearing be set for August 28, 2001 to receive public input on a request that Pine Street be closed from 5:00 p.m. to 9:00 p.m. on Friday, September 7th to accommodate the Pine Street Block Party.

The foregoing resolution having been submitted to a vote, received the following vote and was duly adopted this 14th day of August, 2001:

Ayes: Joal Hall Broun, Mark Dorosin, Jacquelyn Gist, Diana McDuffee, Michael Nelson, Allen Spalt, Alex Zaffron

Noes: None

Absent or Excused: None

APPOINTMENTS TO APPEARANCE COMMISSION/NEIGHBORHOOD PRESERVATION DISTRICT COMMISSION

The purpose of this agenda item was to consider appointing Ruben Hayes and Richard Taylor to the Appearance Commission/Neighborhood Preservation District Commission. It was recommended that the Board consider adopting a resolution making these appointments.

The following resolution was introduced by Alderman Alex Zaffron and duly seconded by Alderman Joal Hall Broun.

**A RESOLUTION MAKING APPOINTMENTS TO THE APPEARANCE COMMISSION/
NEIGHBORHOOD PRESERVATION DISTRICT COMMISSION
Resolution No. 04/2001-02**

WHEREAS, there currently are two vacant seats on the Appearance Commission/Neighborhood Preservation District Commission; and

WHEREAS, these positions have been advertised and Ruben Hayes and Richard Taylor have submitted applications; and

WHEREAS, the Chair of the Appearance Commission/NPDC is recommending that Mr. Hayes and Mr. Taylor be appointed to the vacant seats.

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

Section 1. The Board of Aldermen hereby appoints Rueben Hayes and Richard Taylor to seats on the Appearance Commission/NPDC. These terms shall expire in February 2004.

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 14th day of August, 2001:

Ayes: Joal Hall Broun, Mark Dorosin, Jacquelyn Gist, Diana McDuffee, Michael Nelson, Allen Spalt, Alex Zaffron

Noes: None

Absent or Excused: None

UPDATE ON ENHANCEMENT OF THE ECONOMIC DEVELOPMENT PORTION OF THE VISIONING PROCESS

The purpose of this item was to present an update on the enhancement of the economic development portion of the Downtown Visioning process.

In an effort to ensure that the economic development portion of the Downtown Visioning process receives adequate attention, the Town has entered in to an agreement with Dr. Mike Luger, Director of the UNC Office of Economic Development that is a part of the Frank Hawkins Kenan Institute of Private Enterprise. He has volunteered to work with graduate students to address questions developed by the Visioning Steering Committee Economic Development Subcommittee and produce a report on new economic development strategies for the downtown. He is associated with the UNC Information Technology transfer project, which spins off businesses started at the University.

A REQUEST TO CANCEL BOARD MEETINGS

The Mayor and Board of Aldermen were requested to consider adopting a resolution canceling the August 21st, September 4th and September 18th meetings of the Board of Aldermen.

The Board took no action on this matter.

A REQUEST TO AUTHORIZE THE DEVELOPMENT OF A COMPENSATION PHILOSOPHY FOR THE TOWN OF CARRBORO

At the conclusion of the 2001-02 Budget discussions, the Board requested an opportunity to discuss their concerns about the Town's pay plan. The purpose of this item was to provide the Board with an opportunity to

identify their interests and concerns about employee compensation and to request that the Board authorize the development of a compensation philosophy for the Town.

The Board members suggested the following ideas be considered:

- When hiring for positions, compensate experienced staff appropriately
- Determine how quickly one moves through steps
- Examine idea of removing departments heads from the pay plan, evaluations should be goal-oriented, salary increases should be merit-based only
- Simplify pay plan
- Consider the financial reality when funding the pay plan
- Maximum effort should be put into base pay and merit pay with an examination of all benefits and compensation and weigh them for a cost benefit
- Establish a livable wage for all employees
- Percentage of salary that goes towards benefits-- employees to choose benefits (including non-traditional benefits)
- Support of career development (mentoring)
- Review duplication of functions (include in management audit) and compensate fairly for the job performed
- How compression affects different employees, what is the Town doing to contribute to compression and what can be done to avoid it (look at Chapel Hill's policy)
- Review pros and cons of merit pay given on anniversary date
- Review of longevity pay, how effective is it in regard to the amount and when it is given
- Identify other models that address compression and other pay issues
- Is it possible to explain the limitations on any pay plan that is developed—not only financial but other limitations that may be a reflection of the Town's size (opportunities for promotions, etc.)

MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY ALLEN SPALT TO ESTABLISH A SUBCOMMITTEE OF THE BOARD OF ALDERMEN TO CONSIST OF ALDERMEN MCDUFFEE, BROUN AND DOROSIN TO CATEGORIZE THE LIST OF GOALS FOR THE BOARD'S FURTHER REVIEW BY THE BOARD OF ALDERMEN ON AUGUST 21ST. VOTE: AFFIRMATIVE ALL

The Board asked that the town staff prepare a tutorial of the existing pay plan for the August 21st meeting.

ADOPTION OF THE BUDGET CALENDAR FOR FY2002-03

Each year, the Board of Aldermen adopts a budget calendar that establishes the process and timeline for developing next year's budget. The Town Administration presented a calendar for the Board's consideration.

The following resolution was introduced by Alderman Jacquelyn Gist and duly seconded by Alderman Alex Zaffron.

A RESOLUTION ADOPTING A BUDGET CALENDAR FOR 2002 – 2003
Resolution No. 07/2001-02

BE IT RESOLVED that the Carrboro Board of Aldermen adopts the following budget calendar for 2002-2003:

FY2002- 03 BUDGET CALENDAR

AUGUST

- 14 Mayor and Board of Aldermen (MBOA) give input on the development of a personnel philosophy.
- 28 Proposal to develop a mission statement for Recreation and Parks.
- 28 MBOA receive Quarterly Reports (April, May, June).

SEPTEMBER

- 10 Instructions to Department Heads (DH) for preparing community assessments, and performance measurements.
- 11 Report on Miscellaneous Fees and Charges
- 14 – 17 Downtown Visioning Process.
- 25 Report on Cost of Town Services.

OCTOBER

- 11 Community Assessment Citizen Forum.
- 18 Department Assessments due.
- 23 MBOA receives Town Manager's Personnel Proposal.
MBOA receives Quarterly Management Report (July, August, September).

NOVEMBER

- 12 MBOA receives Community Assessment.

DECEMBER

- 2 MBOA FIRST RETREAT: Goals, Objectives, and Action Items.
- 10 Staff retreat.
- 21 Management Services distributes budget manual.
Personnel distributes reclassification request applications.

JANUARY

- 9 Human Services applications mailed.
- 13 Departmental performance measures due.

27-28 BOA SECOND RETREAT: Discussion, clarification, and prioritization of Board goals, objectives, and projects with DH's.

MBOA receives Five Year Financial Plan.

FEBRUARY

5 MBOA receives Quarterly Management Report (October, November, December).

5 Departmental reclassification request due in to Personnel.

14 Department budgets and work plans due.

26 MBOA review 2001 and 2002 Action Agenda

MARCH

1- 8 Town Manager meets with DH's to review budget requests.

9 Human Services applications due.

11 MBOA holds public hearing for community input on the budget.

22 Personnel Department submits reclassification study to Town Manager.

26-31 Final review of budget requests by Town Manager.

APRIL

2 Human Services Commission reviews grant applications.

23 Town Manager submits budget to MBOA.

MBOA receives Quarterly Management Report (January, February, March).

MAY

2 MBOA first budget work session.

7 MBOA holds public hearing on the proposed budget.

23 MBOA second budget work session.

28 MBOA receives Human Services recommendations.

30 MBOA third budget work session.

JUNE

4 MBOA holds public hearing on the proposed budget.

11 MBOA directs Town Manager to prepare final budget.

25 MBOA adopts final budget.

The foregoing resolution having been submitted to a vote, received the following vote and was duly adopted this 14th day of August, 2001:

Ayes: Joal Hall Broun, Mark Dorosin, Jacquelyn Gist, Diana McDuffee, Michael Nelson, Allen Spalt, Alex Zaffron

Noes: None

Absent or Excused: None

The Board requested quarterly activity reports from all departments.

A REQUEST TO RESCHEDULE THE AUGUST 30TH ASSEMBLY OF GOVERNMENTS MEETING

The August 30th Assembly of Governments meeting has been cancelled by the Orange County Board of Commissioners. The Commissioners are requesting that this meeting be rescheduled for October 29, 30 or 31, 2001. The Mayor and Board of Aldermen are requested to discuss these dates.

It was the consensus of the Board to request that the Assembly of Governments meeting be rescheduled for the second week of November 2001.

Alderman Broun requested a status report on negotiations for use of the Greene Tract

ACCEPTANCE OF DONATION OF PROPERTY

Joe Hakan has offered to donate to the Town a piece of property located adjacent to Willow Creek Shopping Center. The purpose of this item was for the Board of Aldermen to authorize the acceptance of this property.

The following resolution was introduced by Alderman Allen Spalt and duly seconded by Alderman Joal Hall Broun.

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO
ACCEPT A DONATION OF PROPERTY FROM JOE HAKAN
Resolution No. 09/2001-02

WHEREAS, Joe Hakan has offered to donate a parcel of land (Tax Map 7.114.15) to the Town of Carrboro; and

WHEREAS the Town could use this property for public good either by use or resale.

NOW THEREFORE BE IT RESOLVED BY THE CARRBORO MAYOR AND BOARD OF ALDERMEN that the Town Manager is authorized to execute the appropriate documents to accept this donation.

The foregoing resolution having been submitted to a vote, received the following vote and was duly adopted this 14th day of August, 2001:

Ayes: Joal Hall Broun, Mark Dorosin, Jacquelyn Gist, Diana McDuffee, Michael Nelson, Allen Spalt, Alex Zaffron

Noes: None

Absent or Excused: None

2002 BOARD OF ALDERMEN PLANNING RETREAT

Each year, the Board of Aldermen conducts a retreat to develop goals and to set the direction in which it would like to lead the Town. This past year, Aldermen Gist, Dorosin, and McDuffee served as the planning committee to work with Town staff and a facilitator to establish the retreat agenda. The purpose of this item was to (1) provide the Board with an opportunity to give feedback on the 2001 retreat; (2) request that the Board appoint a Retreat Planning Committee; and (3) approve the dates and location for the next retreat.

The following resolution was introduced by Alderman Joal Hall Broun and duly seconded by Alderman Jacquelyn Gist.

A RESOLUTION APPROVING THE 2002 PLANNING RETREAT PROCESS
Resolution No. 10/2001-02

BE IT RESOLVED that the Board of Aldermen will hold its annual planning retreat on December 2, 2001 and January 27 and 28, 2002 at the Carrboro Century Center.

The Board hereby appoints the following Aldermen to the 2002 Retreat Planning Committee:

- Allen Spalt
- Jacquelyn Gist
- Joal Broun

The foregoing resolution having been submitted to a vote, received the following vote and was duly adopted this 14th day of August, 2001:

Ayes: Joal Hall Broun, Mark Dorosin, Jacquelyn Gist, Diana McDuffee, Michael Nelson, Allen Spalt, Alex Zaffron

Noes: None

Absent or Excused: None

ADVISORY BOARD RECOGNITION DINNER

The Town Clerk requested direction from the Board on when the Advisory Boards Recognition Dinner should be held.

The Board requested that the recognition dinner be held in mid February.

LAND DISTURBING ACTIVITY ALONG BOLIN CREEK

Alderman Gist requested that the Town staff investigate land-disturbing activity along Bolin Creek.

AGENDA ITEMS FOR THE AUGUST 21ST BOARD MEETING

The Board requested that the following items be placed on the agenda for the August 21st Board Meeting:

- An Update on the Downtown Visioning Project
- Continued Discussion of the Compensation Policy
- Reports from Committee Liaisons

MOTION WAS MADE BY JACQUELYN GIST AND SECONDED BY JOAL HALL BROUN TO
ADJOURN THE MEETING AT 10:10 P.M. VOTE: AFFIRMATIVE ALL

Mayor

Town Clerk