



301 W. Main St.  
Town Hall  
Carrboro, NC 27510

**Town of Carrboro  
Meeting Minutes – Work Session  
Town Council**

**March 14, 2023**

**7:00 PM**

**Council Chambers - Room 110**

**Present:** Mayor Damon Seils, Council Member Susan Romaine, Council Member Barbara Foushee, Council Member Randee Haven-O'Donnell, Council Member Eliazar Posada, Council Member Danny Nowell, Council Member Sammy Slade

**Also Present:** Richard White, Town Manager; Wesley Barker, Town Clerk; Brady Herman, Town Attorney

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**DISCUSSION OF PARKING STUDY AND RECOMMENDATIONS**

The purpose of this work session item is for the Town Council to discuss the Parking Study and which recommendations should move towards implementation.

Jon Hartman-Brown gave a presentation to the Council around the parking study conducted on March 10, 2022.

1. Parking Study Recommendations
  - a. Dedicated Downtown Parking Enforcement
  - b. Paid Parking
  - c. Enhance Public Parking Communications
  - d. Parking Advisory Committee
  - e. Uniform Parking Wayfinding / Signage
  - f. Public-Private Shared Parking Agreements
  - g. Parking Auxiliary Fund

The consensus among the Town Council is to begin enforcement measures, starting with warnings then issuing citations. Enforcement should focus on the long-time parkers for 6+ hours daily. Paid enforcement officer should also be a resource for the community. Start designing ideas for future implementation of paid parking measures. Economics Sustainability Commission to be the parking committee or downtown access committee. More on private/public participation and partnerships on parking- technology needs & costs for any equipment.

2. Municipal Services District

Business Improvement Districts give municipalities the ability to create and determine areas and levy additional taxes in those districts per G.S. 160A, Art. 23

Town Council would like to see case studies and examples from other jurisdictions and what has worked for them. Particularly those jurisdictions that are comparable in size to Carrboro's size.

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**DISCUSSION OF ADVISORY BOARDS AND COMMISSIONS**

The purpose of this work session item is for the Town Council to discuss advisory boards and commissions.

Discussion included:

1. Potential Consolidation of Advisory Board and Commissions

Town Council asked for any recommendations for advisory boards and commissions to possibly combine. They would also like to know how other towns, like Chapel Hill, consolidated their advisory boards and commissions in the last couple years.

2. Rules of Procedure for Town Boards and Commission

A. Roles of Council Liaisons, Chairs, and Staff

B. Subcommittees within and among Boards and Commissions (Section 12)

Advisory board advises Town Council, they should not advise the Staff. If the advisory board wants something to be on the agenda at a future meeting, it should be mentioned at that meeting by the members to be placed on a future agenda to be discussed. Rules of procedure need to be tweaked to reflect this. Annual training should be conducted to ensure members of boards and commissions understand town procedures.

3. Requested Expansion of Climate Action Team From 9 to 15 Members

Consensus from the Town Council to expand membership of the Climate Action Team.

4. Remote Meetings

A. Council Remote Participation

B. Hybrid Participation

C. Public Participation

Town Attorney will add provisions for quasi-judicial hearings into proposed rules of procedure amendment. The quorum must be established physically. Town Council would like to have public participation with meetings remotely and interactions with public.

5. Liaisons Between Boards

A. Amend Rules of Procedure

B. Staff liaisons will share attendance

Town Council proposed to amend the attendance section in the advisory board recruitment policy to take out the chair's opportunity to waive a member with attendance issues, and only have the process to be that the staff liaison (who is keeping attendance records) will alert the Town Clerk of attendance issues and the Clerk will then alert the member of attendance issues and remove member as needed. Once the Staff Liaison notifies the Clerk of attendance issues, the Clerk will notify the board that their board liaison has attendance issues and that board would need to appoint another board member to be the liaison.

6. Stipends, Childcare, Meals, and Transportation

Town Council is in consensus to seeing a proposal and budgetary concerns. The Mayor would like to know how the outcome of the Chapel Hill pilot stipend program.

7. Interpretation Services

A company named Chicle (based in CH), which provides interpretation services for Orange Co. and Chapel Hill, could add language access to agendas for Council and Advisory Boards. The Town Council would like to explore options to have interpretation services at the actual advisory board meetings. To include costs for translation of documents, attending meetings, etc. There is a consensus of the Town Council to give this a trial run and get info onto the agenda cover sheets, while Language Access Plan is being worked on. Trial period but look at budget figures going forward if this becomes a permanent service.

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**ADJOURNMENT**

**A motion was made by Council Member Nowell, seconded by Council Member Foushee to adjourn the meeting.**

**The motion carried unanimously.**

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