



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

Town of Carrboro

Meeting Minutes Town Council

Tuesday, January 14, 2020

7:00 PM

Council Chambers - Room 110

Present: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell, Council Member Susan Romaine, Council Member Damon Seils, Council Member Sammy Slade

Also Present: David Andrews, Town Manager; Cathy Dorando, Town Clerk; Brady Herman, Town Attorney

A POEM BY THE TOWN'S POET LAUREATE

Fred Joiner, the Town's Poet Laureate, read a poem by Lucille Clifton called "I am Running Into a New Year."

RESOLUTION – NATIONAL MENTORING MONTH

The resolution was presented to Atrayus Goode, president and CEO of MentorNC.

A motion was made by Council Member Foushee, seconded by Council Member Gist, that the following resolution be approved:

NATIONAL MENTORING RESOLUTION

WHEREAS, the people of Carrboro honor caring adult mentors who support young people by showing up for them every day and demonstrating their commitment to helping them thrive; and,

WHEREAS, mentoring initiatives such as MENTOR North Carolina make our local communities, our state and our nation stronger; and,

WHEREAS, quality mentoring promotes healthy relationships and communication, positive self-esteem and growth of a young person; and,

WHEREAS, students who meet regularly with their mentors are more than fifty-two percent [52%] less likely than their peers to skip a day of school, and youth who face an opportunity gap and have a mentor are fifty-five percent [55%] more likely to be enrolled in college than those who had no mentor; and,

WHEREAS, youth who regularly meet with their mentors are forty-six percent [46%] less likely than their peers to start using drugs and twenty-seven percent [27%] less likely to start drinking alcoholic beverages; and,

WHEREAS, two-thirds of adults consider it highly important for young people to have mentors, and that same population estimates that only a quarter of youth have the mentors they need; and,

WHEREAS, research shows that forty-four percent [44%] of adults are not yet mentoring are willing to consider mentoring, and that mentoring is poised for growth; and,

WHEREAS, almost half of young adults today report having a mentor in their youth and those rates appear to have been rising steadily over the past several decades; and,

WHEREAS, National Mentoring Month is the time of year where engagement from community members interested in becoming a mentor is highest.

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Town Council does hereby proclaim January 2020 as National Mentoring Month in Carrboro, North Carolina, and encourages all residents to take this opportunity to celebrate, elevate, and encourage mentoring in communities across the county.

This, the 14th day of January, 2020.

The motion carried by the following vote:

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell, Council Member Susan Romaine, Council Member Damon Seils, and Council Member Sammy Slade

PROCLAMATION – CARRBORO HIGH SCHOOL WOMEN’S CROSS COUNTRY STATE CHAMPIONS

Mayor Lavelle proclaimed January 14, 2020 as “Carrboro High School Women’s Cross Country Day” in Carrboro in recognition of their recent state championship.

PROCLAMATION – HONORING THE 100TH ANNIVERSARY OF THE FOUNDING OF ZETA PHI BETA SORORITY, INC

Mayor Lavelle proclaimed January 16, 2020 as “Zeta Phi Beta Sorority Day” in Carrboro in recognition of the 100th anniversary of its founding. The proclamation was presented to several Zeta Phi Beta Sorority sisters including Council Member Barbara Foushee.

CHARGES ISSUED TO RECENTLY APPOINTED ADVISORY BOARD MEMBERS

The Town Clerk issued a charge to Misty Belsar, a recent appointee to the Arts Committee.

SPEAKERS FROM THE FLOOR

Sheila Kerrigan asked to postpone a decision on building Town of Carrboro space in the library until meeting on January 21st to deal with the climate emergency.

Liz Evans asked the Town Council to move consideration of the Town of Carrboro space above the library until the meeting on January 21st to deal with the climate emergency.

James Wilson told the Council that he is looking to build a non-profit book store inside an old school bus. He asked the Town for help in finding a location to permanently park the bus. He suggested the gravel area in front of the Libba Cotten bike path. He stated that he would also be interested in renting space from the Town for this business.

MOTION WAS MADE BY COUNCIL MEMBER SLADE, SECONDED BY COUNCIL MEMBER FOUSHEE, FOR STAFF TO CONSIDER THIS REQUEST AND TO REPORT BACK. VOTE: AFFIRMATIVE ALL

Larry Reid, Abel Hastings, and Robert Campbell, representing the Neighbors United Around the Greene Tract, asked that the Council adopt a resolution authorizing a comprehensive environmental study of the Greene Tract.

Paul Van Ness, 1215 A Hillsborough Road, stated that the budget needs to be spent on renewable energy and tree sequestration. He stated that building the offices above the library is not a good expenditure of funds when compared to many other options and climate change emergencies.

Nery Levy asked the Council not to postpone the building of the 203 Project and the Orange County Library. She stated that this should be moved along and that the plan is very exciting. She has been working on this for 30 years. She asked the Council to go with the project now and see the building built at last. She stated that while she is concerned with the environmental crisis, she is also very concerned with the literacy crisis in the community.

MOTION WAS MADE BY COUNCIL MEMBER SLADE TO MOVE THE 203 PROJECT AGENDA ITEM IN ORDER TO ALLOW TIME TO REVIEW THE EXPENDITURE OF FUNDS OF THE PROPOSED LIBRARY SITE. THE MOTION FAILED FROM LACK OF A SECOND.

APPROVAL OF PREVIOUS MEETING MINUTES OF OCTOBER 22 AND NOVEMBER 12, 2019

MOTION WAS MADE BY COUNCIL MEMBER FOUSHEE, SECONDED BY COUNCIL MEMBER SEILS, TO APPROVE THE MINUTES OF OCTOBER 22 AND NOVEMBER 12, 2019. VOTE: AFFIRMATIVE ALL.

AMENDMENTS TO THE ADVISORY BOARD CHAIR FORMS

The purpose of this agenda item was for the Town Council to adopt changes to the advisory board chair form.

A motion was made by Council Member Gist, seconded by Council Member Haven-O'Donnell, that the following resolution be approved:

RESOLUTION ACCEPTING CHANGES TO THE ADVISORY BOARD CHAIR FORM

NOW, THEREFORE BE IT RESOLVED THAT THE CARRBORO TOWN COUNCIL:

Section 1: Adopts the recommended changes to the advisory board chair form as shown in Attachment B "Recommended Chair Form" in the agenda packet with the addition of a question regarding previous service on an advisory board.

Section 2: This resolution is effective upon adoption.

This, the 14th day of January, 2020.

The motion carried by the following vote:

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell, Council Member Susan Romaine, Council Member Damon Seils, and Council Member Sammy Slade

RESOLUTION ADOPTING CHANGES TO THE TOWN OF CARRBORO POSITION CLASSIFICATION AND PAY PLAN

The purpose of this agenda item was to modify certain positions based on the needed level of duties and responsibilities for more effective Town operations.

A motion was made by Council Member Foushee, seconded by Council Member Romaine, that the following resolution be approved:

RESOLUTION ADOPTING CHANGES TO THE TOWN OF CARRBORO POSITION CLASSIFICATION AND PAY PLAN

WHEREAS, the Town Council has adopted a comprehensive Position Classification and Pay Plan for the Town of Carrboro; and,

WHEREAS, the Town Manager has determined a need to prioritize and increase focus on Town Council identified community needs including racial equity, affordable housing, safety, economic development, and Community Climate Action Plan implementation;

NOW, THEREFORE, THE CARRBORO TOWN COUNCIL RESOLVES:

Section 1. The Position Classification and Pay Plan is hereby modified to create or reclassify the following positions:

- a) Create Recreation, Parks & Cultural Resources Director - Racial Equity Officer; Grade 22; and,
- b) Reclassify the Community and Economic Development Director to Economic Development Director; Grade 21; and,
- c) Create Environmental Sustainability Coordinator; Grade 15; and,
- d) Create Housing and Community Services Director - Special Projects Manager; Grade 22; and,
- e) Create Safety Officer; Grade 15.

Section 2. All other provisions of the Position Classification and Pay Plan remain unchanged.

Section 3. The Human Resources Director shall revise the Position Classification and Pay Plan to reflect the above changes.

Section 4. This resolution shall become effective upon adoption.

This, the 14th day of January, 2020.

The motion carried by the following vote:

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell, Council Member Susan Romaine, Council Member Damon Seils, and Council Member Sammy Slade

STORMWATER UTILITY MONTHLY REPORT

The purpose of this item was to provide the monthly update regarding Stormwater Utility projects and initiatives.

Staff was directed to reach out to other cities to see if they had issues related to FEMA bookkeeping that Carrboro was also experiencing.

MOTION WAS MADE BY COUNCIL MEMBER SLADE, SECONDED BY COUNCIL MEMBER HAVEN-O'DONNELL, TO ACCEPT THE REPORT. VOTE: AFFIRMATIVE ALL

A RESOLUTION MAKING APPOINTMENTS TO THE CARRBORO TOURISM DEVELOPMENT AUTHORITY AND SELECTING A CHAIR PERSON

The purpose of this item was for the Town Council to consider appointing members to the Carrboro Tourism Development Authority and to select a chair person.

A motion was made by Council Member Foushee, seconded by Council Member Seils, that the following resolution be approved:

A Resolution Making Appointments to the Carrboro Tourism Development Authority and Appointing a Chair Person

Section 1. The Town Council hereby appoints the following persons to the CTDA for a term to expire in January 2021:

- 1. Donald Strickland
- 2. Daniel Mayer

Section 2. The Council hereby selects the following person as chair of the Authority:

- 1. Donald Strickland

Section 3. This resolution is effective immediately upon adoption.

This, the 14th day of January, 2020.

The motion carried by the following vote:

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell, Council Member Susan Romaine, Council Member Damon Seils, and Council Member Sammy Slade

AMENDMENT TO PROJECT ORDINANCE FOR PRELIMINARY ENGINEERING FOR A CULVERT REPLACEMENT

The purpose of this item was for the Town Council to appropriate additional funding from the Stormwater Enterprise Fund for preliminary engineering for a culvert replacement on Broad Street.

A motion was made by Council Member Foushee, seconded by Council Member Seils, that the following ordinance be approved:

**STORMWATER UTILITY ENTERPRISE FUND
CAPITAL PROJECT ORDINANCE AMENDMENT**

**FOR REPLACEMENT OF A CULVERT AT BROAD STREET
Ordinance No. 9/2019-20**

WHEREAS, the Town Council of Carrboro on June 18, 2019 adopted a Capital Project Ordinance appropriating \$20,000 for preliminary engineering to replace a culvert at Broad Street; and,

WHEREAS, the Town subsequently issued a Request for Qualifications and all cost proposals received exceeded the \$20,000 appropriation; and,

WHEREAS, the Town needs an additional \$30,000 to in order to complete the preliminary engineering for this project; and,

WHEREAS, all conditions and expectations outlined in the original capital project ordinance adopted on June 18, 2019 remain unchanged;

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO THAT:

Section 1: Funding for preliminary engineering to replace the culvert at Broad Street Culvert Replacement Capital Project is increased from \$20,000 to \$50,000.

Section 2. The funding in Section 1 above is appropriated from the Stormwater Utility Enterprise Fund with the understanding that the Town will seek reimbursement for any and all expenditures for engineering services for this project if FEMA Public Assistance funding is made available to the Town.

Section 3: The Town Manager is authorized to transfer an additional \$30,000 from the Storm Water Utility Enterprise Fund Operating Budget to the Storm Water Utility Enterprise Capital Project Fund.

Section 4: Within five (5) days after this ordinance is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director.

Section 5: All other conditions and expectations set forth in the original capital project ordinance of June 18, 2019 continue to be in effect.

Section 6. Within five (5) days after this amendment is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director.

This, the 14th day of January, 2020.

The motion carried by the following vote:

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell, Council Member Susan Romaine, Council Member Damon Seils, and Council Member Sammy Slade

BUDGET AMENDMENT – CONTRIBUTIONS FOR ACTIVE LIFE PROGRAMS AND MEMORIAL BENCH

The purpose of this item was to recognize and appropriate a \$5,000 contribution made to the Town to support the Recreation and Parks Department's Active Life Programs and a \$1,300 donation for a memorial bench in Town Commons.

A motion was made by Council Member Foushee, seconded by Council Member Seils, that the following ordinance be approved:

**AMENDMENT TO FY 2019-20 ANNUAL BUDGET ORDINANCE
TO APPROPRIATE CONTRIBUTION FOR ACTIVE LIFE PROGRAMS AND
MEMORIAL BENCH IN TOWN COMMONS
Ordinance No. 10/2019-20**

WHEREAS, the Town of Carrboro has been awarded \$5,000 by Carol Woods to support the Recreation & Parks Department's Active Life programs; and,

WHEREAS, The Community Foundation of Western North Carolina, Inc. has contributed \$1,300 to the Town for a memorial bench in the Town Commons; and,

WHEREAS, the Town Council is grateful for the generosity of Carol Woods and The Community Foundation of Western North Carolina, Inc.; and,

WHEREAS, it is appropriate to amend the FY 2019-20 General Fund budget to incorporate these restricted contribution;

NOW, THEREFORE, BE IT ORDAINED, that in accordance with authority contained in G.S. 159-15:

Section 1. The Town thanks Carol Wood for the contribution of \$5,000 to support the Active Life programs of the Recreation and Park's Department.

Section 2. The Town thanks The Community Foundation of Western North Carolina, Inc. for the contribution of \$1,300 for installation of a memorial bench in Town Commons.

Section 3: The contributions identified in Section 1 and 2 above shall be used solely for the purpose(s) stated by the donors.

Section 4: This budget amendment is effective immediately and a copy of this amendment shall be forwarded to the Town's Finance Officer within five (5) days.

This, the 14th day of January, 2020.

The motion carried by the following vote:

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell, Council Member Susan Romaine, Council Member Damon Seils, and Council Member Sammy Slade

**REQUESTS TO CONSIDER AWARDING A CONTRACT TO RAWLINGS
CONTRACTING TO ELEVATE TWO HOMES ON LORRAINE STREET WITH
FUNDING FROM THE NORTH CAROLINA HAZARD MITIGATION GRANT
PROGRAM**

The purpose of this agenda item was for the Town Council to consider authorizing the Town Manager to award a contract to Rawlings Contracting for work associated with elevating 400 and 403 Lorraine Street, funded by North Carolina Division of Emergency Management's Hazard Mitigation Grant Program (HMGP) for disaster recovery.

A motion was made by Council Member Foushee, seconded by Council Member Seils, that the following ordinance be approved:

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO AWARD A
CONTRACT TO RAWLINGS CONTRACTING TO ELEVATE THE HOUSES
AT 400 AND 403 LORRAINE STREET

WHEREAS, the Town of Carrboro received a grant from the Hazard Mitigation Grant Program for elevation of two single family homes; and

WHEREAS, elevating the homes will increase protection from storm events in a flood prone area; and

WHEREAS, the Town advertised both construction projects in January 2019; and

NOW, THEREFORE BE IT RESOLVED that the Carrboro Town Council hereby awards a contract to Rawlings Construction in the amount of \$278,150, and hereby authorizes the Town Manager to execute the contract for an amount not to exceed \$278,150.

A copy of this resolution shall be provided to the Town's Chief Financial Officer within five (5) days of adoption.

This, the 14th day of January, 2020.

The motion carried by the following vote:

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell, Council Member Susan Romaine, Council Member Damon Seils, and Council Member Sammy Slade

ECONOMIC DEVELOPMENT REPORT FOR THE MONTH OF JANUARY

The purpose of this agenda item was to update the Council on economic development activity within the Town.

Staff was directed to provide a matrix breakdown of women owned businesses and minority owned businesses in the next report.

MOTION WAS MADE BY ALDERMAN FOUSHEE, SECONDED BY ALDERMAN SEILS, TO ACCEPT THE REPORT. VOTE: AFFIRMATIVE ALL

TOWN COUNCIL DISCUSSION ON AMENDMENTS TO DRAFT MINUTES

The purpose of this item was to allow the Council to discuss how amendments to draft minutes are made.

The Town Council directed staff to provide action only minutes, rather than detailed discussion minutes, for all future meetings.

INFORMATION REGARDING DRAFT ADVISORY BOARD RECRUITMENT AND OUTREACH PLAN

MOTION WAS MADE BY COUNCIL MEMBER GIST, SECONDED BY COUNCIL MEMBER HAVEN-O'DONNELL, TO POSTPONE THIS ITEM UNTIL FEBRUARY 11, 2020. VOTE: AFFIRMATIVE ALL

UPDATE ON TRANSPORTATION PROJECTS FOR SPOT 6.0 PRIORITIZATION PROCESS

The purpose of this agenda item was to provide the Council with an update on the status of Town transportation projects anticipated to be included in the DCHC MPO’s formal submittal to NCDOT for consideration in the 2023-2032 State Transportation Improvement Program (STIP).

Tina Moon, the Town’s Planning Administrator, provided the staff report.

A motion was made by Council Member Foushee, seconded by Council Member Seils, that the following ordinance be approved:

A RESOLUTION FOR THE CONSIDERATION OF TRANSPORTATION PROJECTS FOR THE P6.0 PRIORITIZATION PROCESS

WHEREAS, the 2023-2032 Statewide Transportation Improvement Program (STIP) process, which provides an opportunity for local governments to submit transportation project priorities to the North Carolina Department of Transportation (NCDOT) has begun; and ,

WHEREAS, the DCHC-MPO has requested that local governments identify transportation projects for consideration in Strategic Prioritization 6.0 process; and,

WHEREAS, the Town had submitted a number of bike-ped and highway projects for initial consideration:

- A sidepath or bike lanes and sidewalk along one side of Seawell School Road
- Bike lanes from Old NC 86 from Farm House Road to Calvander
- Intersection improvements along Old NC 86 and at Calvander for improved multimodal travel
- Intersection improvements at NC 54 and Old Fayetteville Road

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Town Council that the Council specifies the following projects for continued consideration in the P6.0 process:

1. Resubmit Seawell School Road as a sidepath from Estes Dr. to Homestead Dr.
2. Determine if NC 54 and Old Fayetteville Intersection Improvements is a sibling project, and therefore automatically resubmitted –if not, consider resubmitting
3. Work with NCDOT to consider a modernization project from Old NC 86 & Old Fayetteville Road to a logical terminus north of Calvander to improve all modes; collaboration with Orange County would be needed.
4. Work with NCDOT to assess/design a possible smaller-scale project at the Calvander intersection for cyclists in the short term, that can be funded as a safety project

BE IT FURTHER RESOLVED by the Carrboro Town Council that the Council directs staff to continue to work with our neighbors, the Town of Chapel Hill and Orange County, and NCDOT to seek opportunities to partner on the remaining projects and as well as other projects of mutual interest.

This, the 14th day of January, 2020.

The motion carried by the following vote:

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Jacquelyn Gist, Council Member Randee Haven-O’Donnell, Council Member Susan Romaine, Council Member Damon Seils, and Council Member Sammy Slade

UPDATE ON THE 203 PROJECT – FUTURE HOME OF THE ORANGE COUNTY SOUTHERN BRANCH LIBRARY, CARRBORO RECREATION AND PARKS SPACES, AND WCOM RADIO

The purpose of this item was to provide the Town Council with an opportunity to receive an update on the project, including an outline of the anticipated schedule and next steps.

Trish McGuire, the Town’s Planning Director, provided the staff report.

Annette Stone, the Town’s Economic Development Director, provided details of the parking aspect of the project.

Barbara Jessie-Black, director of CommunityWorx, stated that they are concerned with parking and are currently working to try to develop solutions for parking. She expressed support for additional parking.

David Jessee, a downtown business owner, discussed the parking issue and stated that spaces removed must be replaced and additional parking should be added.

Katie Loovis, representing the Carrboro Business Alliance, expressed concern with the parking solutions that have been presented and discussed. She stated that there is a need for a comprehensive, long-term parking solution and requested a centrally located downtown parking deck.

The Town Council accepted the report and discussed the following actions:

- Continue with the plan as outlined
- Bring back the blackbox theater component for a discussion with Council for a decision
- Review the idea of additional stories for commercial space
- Review additional parking spaces in deck and report back
- Continue to seek replacement parking that has equal spaces available as the current surface parking lot (for downtown businesses)
- Work to not overwhelm existing residents with parking problems

MOTION WAS MADE BY COUNCIL MEMBER SLADE, SECONDED BY COUNCIL MEMBER SEILS, FOR STAFF TO COME BACK AT THE FEBRUARY 4TH COUNCIL MEETING WITH A PROJECTION TO WHAT OUR CAPACITY FOR DEBT WILL BE, AND IMPACT ON SAVINGS OVER TEN YEARS, AND THAT IT INCLUDE NOT JUST THE COST AND PARKING PORTION THAT THE TOWN WILL BE RESPONSIBLE FOR, BUT ALSO THE LONG-TERM LEASES THAT WE ARE TALKING ABOUT PURSUING; AND FOR STAFF TO COME BACK WITH HOW TO ADD ONTO THE LEED GOLD STANDARD, THE NET-ZERO FOR BOTH CARBON AND ENERGY. VOTE: AFFIRMATIVE ALL

CLOSED SESSION

MOTION WAS MADE BY COUNCIL MEMBER SEILS, SECONDED BY COUNCIL MEMBER HAVEN-O’DONNELL TO ENTER INTO CLOSED SESSION PURSUANT TO NCGS 143-318.11(A)(1),(4)&(5). VOTE: AFFIRMATIVE ALL

ADJOURNMENT

MOTION WAS MADE BY COUNCIL MEMBER GIST, SECONDED BY COUNCIL MEMBER SEILS, TO ADJOURN THE MEETING. VOTE: AFFIRMATIVE ALL

Town Clerk

Mayor