



**TOWN OF AYDEN  
GOVERNING BOARD MEETING  
MINUTES**

**January 8, 2018**– 7:00 pm  
Ayden Town Hall – Second Floor Board Room

**I. CALL TO ORDER**

A. Call to Order

Mayor Tripp called the meeting to order at 7:00 p.m.

B. Roll Call

Present:

Mayor Tripp

Commissioners Davenport, Mewborn, Ross, Langley and Davis

Also Present:

Steven Harrell - Town Manager

Sarah Radcliff– Town Clerk

Scott Dixon- Town Attorney

C. Welcome Visitors

Mayor Tripp welcomed everyone to the meeting.

D. Invocation

Mayor Tripp gave the invocation.

E. Pledge of Allegiance

Mayor Tripp led the Pledge of Allegiance.

F. Approval of the Agenda

Mayor Tripp stated he would like to pull the minutes from the consent agenda and place as the first item under Action Items.

Motion to approve the agenda as amended.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.

**II. PRESENTATIONS**

A. Service Award to Yvonne Garris

Due to a family matter, Ms. Garris was unable to attend. We will plan to present the award at a later date.

B. Random Acts of Kindness

**Item Explanation**

Jenny Clark has been nominated for the Random Acts of Kindness Award for her work with the Ayden Community Policing Council.

**Staff Comments**

Nominee will be in attendance to accept the award.

**Action Requested**

Presentation of award by Mayor Tripp.

Mayor Tripp asked Mayor Pro-tem Mewborn to present the award to Ms. Clark.

C. FY 16/17 Audit

April Adams with Cherry Bekaert gave the following presentation to the board.

The image shows a presentation slide titled "Audit Wrap-up" for the Town of Ayden. The slide is presented by April Adams, CPA, Partner, on January 8, 2018. It features the Cherry Bekaert logo and a table of contents. A green banner at the top right of the slide reads "Your guide forward" with a person icon and a right-pointing arrow. The table of contents lists the following items:

- Role of External Auditor
- Current year audit status
- Key Highlights
- Internal Controls
- Significant Audit Areas
- Financial Results
- Summary
- Questions and Comments

The slide also includes a large green arrow pointing right with the word "Agenda" written inside it, and the Cherry Bekaert logo at the bottom right.

## Role of the External Auditor

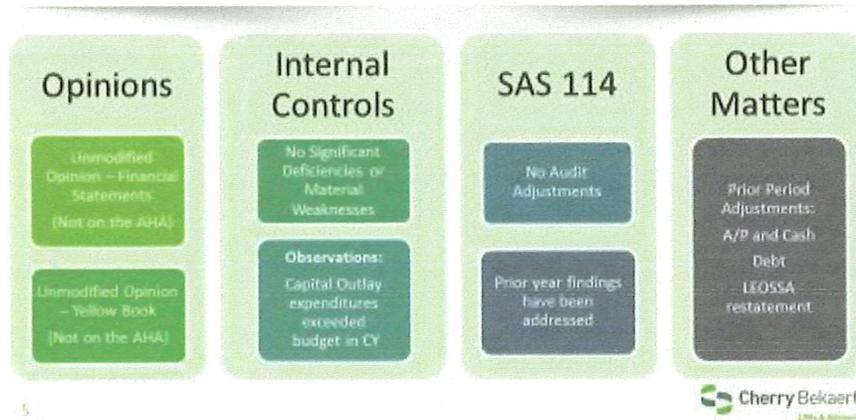


## Current Year Audit Status

- ▶ Draft of the financial statements was distributed to the board
- ▶ Financial Statement Audit of the Town's Funds is substantially complete. All of the Town's numbers have been audited.
- ▶ The Ayden Housing Authority ("AHA")
  - New for this year AHA is included as a discretely presented component unit in the Town's Financial Statements
  - The audit of the Ayden Housing Authority is not yet completed by other auditors
  - CB will rely upon the opinion of the audit of the AHA
  - Town's audit cannot be officially complete until the AHA audit has been completed.

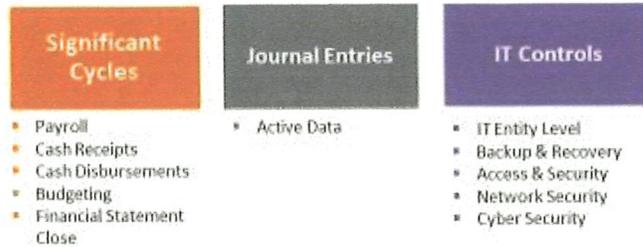
Cherry Bekaert  
CPA & Advisors

## Key Highlights – Unofficial Results

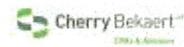


## Internal Controls

### Financial Statements



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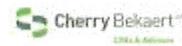


## Significant Audit Areas

### Financial Statements

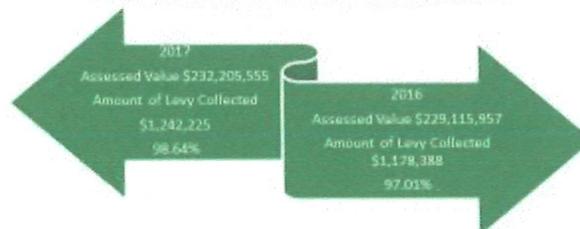


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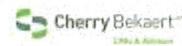
## Financial Results

### Property Taxes (thousands)



- ✓ Total statewide average (10,000 – 49,999) – 98.49%
- ✓ Total statewide average – all population groups – 99.02%
- ✓ Collections exceeded budgeted expectations by \$67,637

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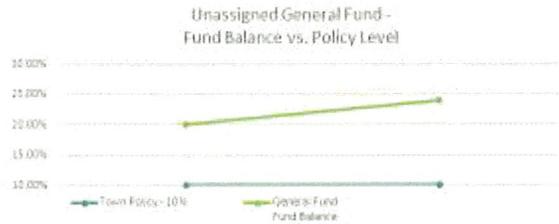


## Financial Results

### General Fund Balance

Town Policy is to maintain an available fund balance of 10.00% of general fund expenditures.

2017 = 23.97%    2016 = 20.00%

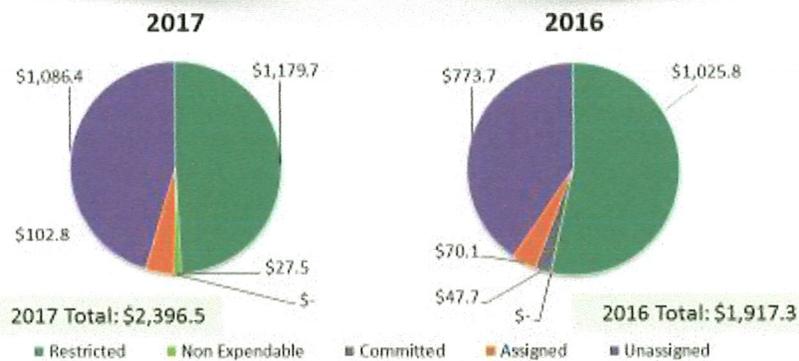


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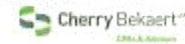


## Financial Results

### General Fund – Fund Balance (thousands)



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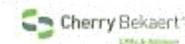


## Financial Results

### Electric Fund – Net Position (thousands)



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## Financial Results

### Water and Sewer Fund – Net Position (thousands)

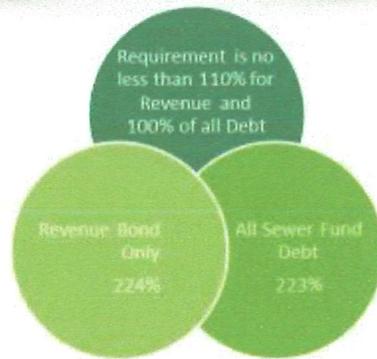


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Cherry Bekaert  
LLP & Associates

## Financial Results

### Sewer Revenue Bond Debt Compliance

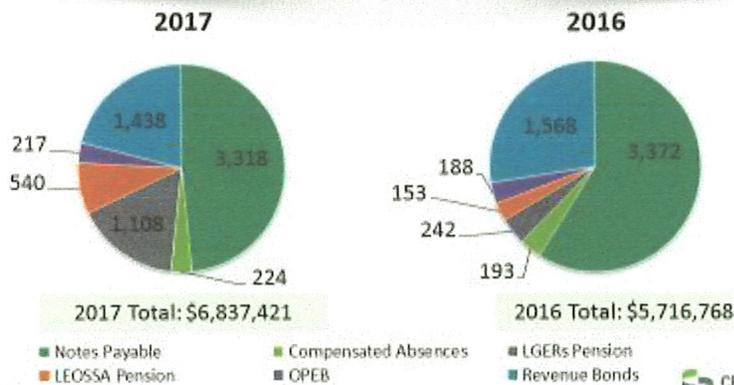


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## Financial Results

### Long Term Obligations (thousands)



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## Summary



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CPA & Advisors

## 2018 Audit

- ▶ No foreseen issues with a completed audit by the LGC's October 31, 2018 Deadline
- ▶ New OPEB standard will be implemented, where full OPEB obligation will be included as a liability on the Government Wide Statements.

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Cherry Bekaert  
CPA & Advisors

Mayor Tripp said he would like to see the liquidated part of the fund balance. He asked about the substation that was just built. He said there has been money spent but it is not reflected in the fund balance. He asked how we knew the funds had been replaced in the right place. Ms. Adams pointed to the place in the audit where the Mayor could find the answer. Mr. Taylor stated the Electric Fund was used to pay the bills and the project was completed in June of 2016. He said we didn't get the loan until August of 2017 and that money went back into the Electric Fund. Mayor Tripp said he would like to see the entry where it was put back in.

### D. Drainage Investigation 1<sup>st</sup>/2<sup>nd</sup>/McCary St

#### **Item Explanation**

Local residents living on Second Street (617 Second Street and 623 Second Street) expressed concern with drainage/standing water observed on property facing First Street (backyards to residences).

#### **Staff Comments**

Rich Moore conducted a drainage assessment of this area and will make the enclosed powerpoint presentation at the Town Board's meeting. Note that this discussion will include the recommendation, and need, for a more comprehensive, proactive and strategic approach to storm water drainage in Town. Such would address the following:

- Invest in Capital Improvement Plan
- Inventory Drainage Assets
- Identify Drainage Needs
- Prioritize Drainage Improvements
- Schedule Improvements based on assigned priorities
- Include Annual Cost to Operate/Maintain Drainage Assets
- Annual Review of Stormwater Fee

Staff recommends that this approach be a part of the Town Board’s FY18-19 annual budget preparations and deliberations.

Rich Moore’s presentation also indicates that the resolution for storm drainage for the 1<sup>st</sup>/2<sup>nd</sup>/McCary Street is estimated at a cost of \$29,000. The resolution will require that property owner(s) provide easements for some of the proposed drainage. Staff recommends that funding for this project be considered for a recommendation to the Town Board at its February 12<sup>th</sup> meeting.

**Action Requested**

None at this time.

Rich Moore, McDavid Associates, gave the following presentation to the board.

Town of Ayden – Drainage Investigation  
Background – 1<sup>st</sup>/2<sup>nd</sup>/McCary Street

- ▶ Local Residents living on Second Street (617 Second Street and 623 Second Street) expressed concern with drainage/standing water observed on property facing First Street (backyards to residences)

Town of Ayden – Drainage Investigation  
Background – 1<sup>st</sup>/2<sup>nd</sup>/McCary Street



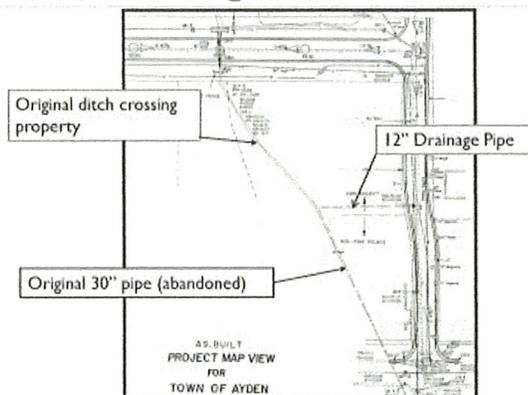
## Town of Ayden – Drainage Investigation Existing Drainage Assets



## Town of Ayden – Drainage Investigation Historical Drainage Assets

- ▶ Review of historical maps indicate a ditch crossed the property of observed standing water and entered a 30" pipe that crossed under homes facing First Street.
- ▶ A 1987 CDBG Project (that built/paved McCary Street) installed 30" pipe adjacent to First Street and McCary Street.
- ▶ At the time of the 1987 CDBG project a 12" pipe was extended from McCary Street to the west into the property.

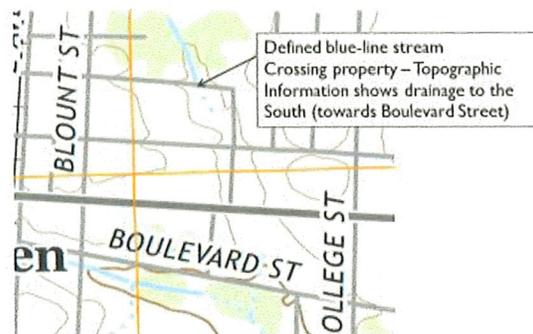
## Town of Ayden – Drainage Investigation Historical Drainage Assets



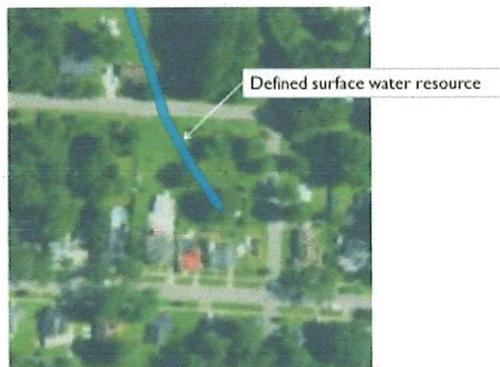
### Town of Ayden – Drainage Investigation Historical Drainage Assets

- ▶ As part of review, flood maps, USGS maps, and Wetland maps were reviewed to determine if the area is/was prone to drainage problems.
- ▶ Flood maps confirm that no floodplains exist within vicinity of the area.
- ▶ USGS maps show existence of a “blue-line” stream crossing the property (and located north of First Street).
- ▶ Wetland maps show a defined stream crossing the property.

### Town of Ayden – Drainage Investigation USGS Quadrangle Map Extract



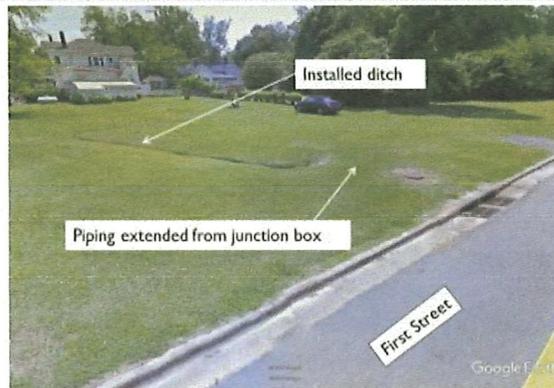
### Town of Ayden – Drainage Investigation Wetland Map Extract



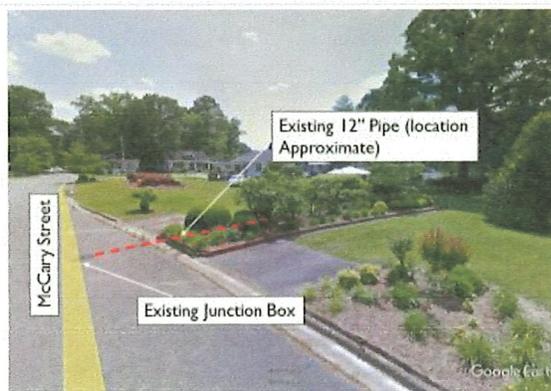
### Town of Ayden – Drainage Investigation Contributing Problems

- ▶ A drainage pipe was installed at the junction box on the south side of First Street and a ditch extended into the property to try to drain the site to the 30" pipe on the south side of First Street.
- ▶ Elevation data shows that water will naturally back up into the property, creating standing water condition observed by residents. Standing water slowly dissipates into the ground and eventually into the extended pipe along First Street. The natural flow of the drainage is to the south as per original drainage pattern.

### Town of Ayden – Drainage Investigation Contributing Problems



### Town of Ayden – Drainage Investigation Contributing Problems



## Town of Ayden – Drainage Investigation Additional Observations

- ▶ Stormwater flows from field north of First Street using McCary Street as a means of conveyance to catch basins located at/near the intersection of McCary Street and Second Street. During intense rainfall events, stormwater ponds at the catch basin locations on Second Street.

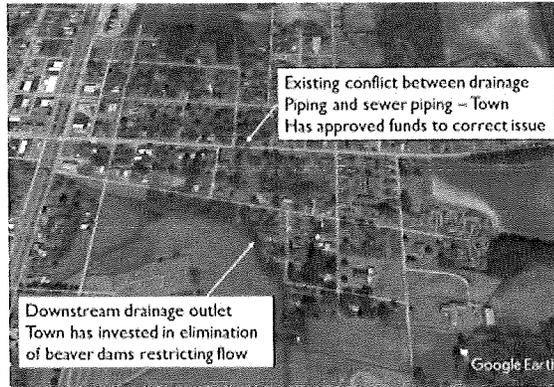
## Town of Ayden – Drainage Investigation Additional Observations



## Town of Ayden – Drainage Investigation Corrective Actions

- ▶ Restore Natural Drainage Flow
  - ▶ Maintain downstream drainage assets
    - ▶ Continue to monitor beaver dams in canal south of Boulevard Street.
    - ▶ Address drainage pipe – sewer pipe conflict on Third Street (construction scheduled to begin in January 2018).
  - ▶ Replace/restore drainage pipe from McCary Street westward into property.
  - ▶ Replace/restore drainage ditch to allow flow to the south and east into extended drainage pipe to enter into 30" pipe along McCary Street.

## Town of Ayden – Drainage Investigation Corrective Actions



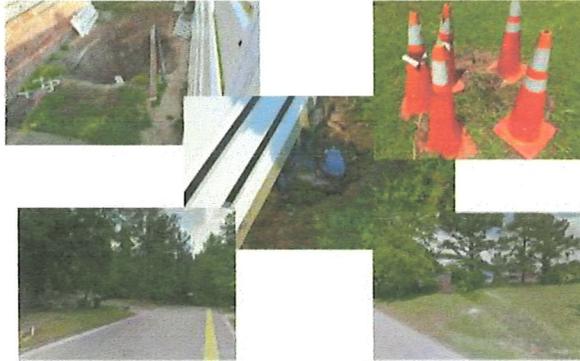
## Town of Ayden – Drainage Investigation Preliminary Cost Estimate

Item	Description	Quantity	Unit	Price	Amount
1	18" RCP	140	LF	\$60.00	\$8,400.00
2	Break, Remove, Repl. Curb	40	LF	\$50.00	\$2,000.00
3	Break, Remove, Repl. Asphalt	20	SY	\$50.00	\$1,000.00
4	Ditch Excavation	175	LF	\$20.00	\$3,500.00
5	Class I Rip Rap	25	SY	\$60.00	\$1,250.00
6	Abandon Existing Pipe	1	LS	\$1,000.00	\$1,000.00
7	Construction Stakeout	1	AL	\$2,500.00	\$2,500.00
	Subtotal Construction				\$18,950.00
8	Contingency				\$1,850.00
9	Engineering				\$1,800.00
10	Inspection				\$1,500.00
11	AS Easement Survey				\$1,500.00
12	Legal				\$1,500.00
13	Reimbursables				\$2,000.00
	<b>TOTAL PROJECT COST</b>				<b>\$29,000.00</b>

## Town of Ayden – Drainage Investigation Conclusions/Recommendations

- ▶ **Ayden has drainage problems Town-wide**
  - Aged Infrastructure is failing
  - Above-ground structures allowed to be built over assets
  - Drainage ditches/outlets need maintenance
- ▶ **Ayden has invested in addressing drainage issues**
- ▶ **Stormwater charge is a positive step to addressing drainage; however, needs exceed funding**

## Town of Ayden – Drainage Investigation Conclusions/Recommendations



## Town of Ayden – Drainage Investigation Conclusions/Recommendations

- ▶ Town needs to proactively address drainage needs
- ▶ Invest in Capital Improvement Plan
  - ▶ Inventory Drainage Assets
  - ▶ Identify Drainage Needs
  - ▶ Prioritize Drainage Improvements
  - ▶ Schedule Improvements based on assigned priorities
  - ▶ Include Annual Cost to Operate/Maintain Drainage Assets
  - ▶ Annual Review of Stormwater Charge

Manager Harrell stated this would be brought back during budget discussions. Mayor Tripp said he felt we needed an enterprise fund solely for this purpose.

Mayor Pro-tem asked if there was federal money available to help with these issues. Mr. Moore said there was very little money available for drainage projects. He said there were some matching grants available through the state, but not much from the federal government. Mayor Pro-tem asked if the soil had anything to do with the sinkholes and weak spots in the land. Mr. Moore stated it was just mostly due to the failure of the aged infrastructure.

### III. PUBLIC COMMENTS

There were no public comments.

### IV. CONSENT AGENDA

- A. Appointment to the Ayden Library Board

#### **Item Explanation**

Deborah Hall's term on the Library Board expired in September and she is not eligible for reappointment.

**Staff Comments**

The vacancy was advertised in The Times Leader and on the Town's website. Staff received one new application, which is attached.

**Action Requested**

To consider appointing Tronette Green to a three-year term that will expire in January 2020.

- B. Approval of Town Board Meeting Schedule
- C. Ordinance to Amend the Town of Ayden FY 17/18 Budget Ordinance – Shop With A Cop

**Item Explanation**

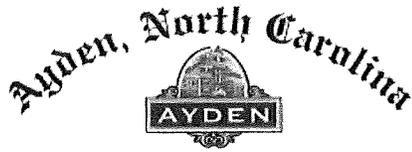
The Police Department had another successful year with its Shop with a Cop Program. Local Community businesses and citizens generously donated a total of \$10,170.00 this year. Police officers and Town staff took local youth in need to Walmart on December 19<sup>th</sup> and purchased toys and clothing for them. A total of \$6,154.74 was spent. Neither the donations nor the expenditures were included in this year's budget. A budget amendment is needed to properly account for the donations and the expenditures.

**Staff Comments**

The Town acts as a custodian for this program. Excess donations collected this year totaled \$4,015.26 and will be added with previous year's excess funds collected. A total of \$12,490.02 will be allocated in the fund balance for the Shop with a Cop Program.

**Action Requested**

By motion, adopt Budget Amendment # 9 recording proceeds and expenditures for Shop with a Cop Program.



ORDINANCE No. 17-18-22

ORDINANCE TO AMEND THE TOWN OF AYDEN  
FY 17/18 BUDGET ORDINANCE

Budget Amendment 9

WHEREAS, the Town of Ayden has received local donations to the police department's "Shop with a Cop" Program and

WHEREAS, the Town expended some of these funds to assist local children this holiday season

NOW, THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Ayden that the FY 17/18 budget ordinance be amended as follows:

Section 1: General Fund

	Current	Revision	Revised
Revenue/Other Financing Sources			
Shop with a Cop Donations		\$ 10,170.00	\$ 10,170.00
All Other General Fund Revenue and OFS	\$4,634,991.00		\$4,634,991.00
Total Estimated Revenues and OFS	\$4,634,991.00	\$ 10,170.00	\$4,645,161.00

	Current	Revision	Revised
Revenue/Other Financing Sources			
Shop with A Cop Supplies	\$ -	\$ 10,170.00	\$ 10,170.00
All Other General Fund Revenue and OFS	\$4,634,991.00		\$4,634,991.00
Total Estimated Revenues and OFS	\$4,634,991.00	\$ 10,170.00	\$4,645,161.00

BE IT FURTHER ORDAINED by the Board of Commissioners of the Town of Ayden that this ordinance shall become in full force and effect upon adoption.

Adopted this the 8th day of January 2018.



*Stephen W. Tripp*  
Stephen W. Tripp, Mayor

Attest:

*Sarah W. Radcliff*  
Sarah W. Radcliff, Town Clerk

Motion to approve consent agenda.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

V. ACTION ITEMS

B. Minutes from the December 11, 2017 Board Meeting

Mayor Tripp stated on page 13 of the minutes regarding the transfer of funds from the general fund to the water and sewer fund, he wanted his opposition to this action posted in the minutes.

Commissioner Ross stated Commissioner Skinner was not present at the last meeting and he was marked as present in the minutes.

Motion to approve the minutes with the noted corrections.

Motion: Commissioner Ross

Second: Mayor Pro-tem Mewborn

Discussion: None

Approved: 5-0

Motion passed unanimously.

C. Consideration of Formal Support for Martin Luther King, Jr., Celebration

**Item Explanation**

Martin Luther King, Jr., (MLK, Jr.) birthday is celebrated as a National Holiday each January. Each year there has been an event, breakfast and/or luncheon on that holiday in Ayden. Currently, the Town of Ayden does not a formal role in that activity. Last year the Town did purchase approximately \$100 in light refreshments for the recognition event hosted by a community ad hoc MLK, Jr., Celebration Committee that was held at the Ayden Christian Church Activity Center, and has similarly done such light refreshments in previous years.

**Staff Comments**

Mayor Pro Tem Mewborn and Michelle Atwater, chair of this year's community ad hoc MLK, Jr., Celebration Committee, and is also a member of the Town's Arts & Recreation Commission, are requesting a formal role for the Town in the MLK, Jr. annual Ayden celebratory event.

Last year, we provided \$100 for light refreshments at the MLK, Jr. Celebration Event that was held at the Ayden Christian Church. Also, our records show since at least 2011 that the Town has purchased the enclosed ad in The Daily Drum – the ad last year was for \$252.

For the sake of starting a discussion, possible formal role could be recognition and support of a community MLK, Jr., Celebration Committee and/or some level of funding. For this year Ms. Atwater is requesting that the Town Board approve the \$100 of funding that the Town spent last year be used to purchase pencils, notebooks, etc., for students, as opposed to light refreshments, given the provision of food for the celebration has been secured by private funding.

**Action Requested**

Approve \$100 be used for purchase of pencils, notebooks, etc. and direction from Town Board in this request for a Town formal role in MLK, Jr. Annual Celebration.

Motion to approve giving \$100 for the purchase of school supplies and to continue doing the ad in the Daily Drum.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Langley

Discussion: None

Approved: 5-0

Motion passed unanimously.

D. Relocate the Senior Wellness Nutrition Center in Ayden to Arts & Recreation Building

**Item Explanation**

The Pitt County Council on Aging, a nonprofit organization, would like to relocate the Senior Wellness Nutrition Center in Ayden to the Arts and Recreation Building. At this time, they operate the site out of a donated space at the Zion Chapel FWB Church. The Senior Wellness Nutrition Site will operate Monday through Friday excluding holidays, 8:30 am-1pm.

**Staff Comments**

The Senior Wellness Nutrition Center strives to enhance the quality of life for older adults by providing access to a continuum of services, programs, and resources that promote healthy living and independence. The Center currently serves 12 older adults at the nutrition site and 38 home deliveries in Ayden. The site provides the opportunity for seniors in the community to eat lunch together and participate in exercise classes, health screenings (blood pressure checks), physical therapy screenings, nutrition education, community resource presentations, living healthy presentations, Medicare Counseling for open enrollment, arts, crafts, games, trips as well as volunteer opportunities.

Staff, along with an informal polling via phone by Director Duncan of the Arts & Recreation Commission(as the Commission does not have a December meeting), recommends that the Town Board approve to allow Pitt County Council on Aging to the relocated the Senior Wellness Nutrition Center to the Arts and Recreation Building. The Arts and Recreation Building is already the site of seniors' programming in the Town of Ayden Arts and Recreation Department and the nutrition program is a natural fit to complement this programming.

**Action Requested**

Approve locating the Senior Wellness Nutrition Center in Ayden in the Arts and Recreation Building.

Motion to approve locating the Senior Wellness Nutrition Center in the Arts & Recreation Building.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

E. Cemeteries Expansion Consideration

**Item Explanation**

Farmer Funeral Home has approached the Town about a request to expand the size and/or designate more area in the Ayden Cemetery for grave plots. Currently there are only five (5) vacant grave plots left in the Ayden Cemetery. There are also about 30 vacant grave plots in the Northeast Cemetery. Enclosed are aerial maps of the two (2) town cemeteries.

**Staff Comments**

Two options exist, ones done separately, or in tandem. First, note in the two enclosed maps that both cemeteries have numerous road/paths between rows of grave plots. It is possible to convert some of the current vehicle roads/paths as space for grave plots and depending on how many roads/paths are converted, could yield considerably additional grave plots in each of the cemeteries, literally up to several hundred in each cemetery. Many cemeteries only have primary internal roads that circle them and crisscross in only a couple of locations (generally one or two the length and width of the cemetery).

And/or the Town Board could consider the purchase of additional land adjacent to the cemeteries.

**Action Requested**

Direction to staff as to options the Town Board would like to see pursued.

Commissioner Davenport said it was a good idea. Manager Harrell said we need to look at what we are charging for lots during the budgetary process because we are well under what other municipalities are charging. Mayor Pro-tem Mewborn asked that the manager also bring back where they would need to go if they plan to expand.

Mayor Tripp said he was not supportive of changing the cemetery as is. He stated people purchased the lots as they were and this would be a very sensitive subject.

Motion to bring back plans for the expansion and areas within the cemetery for new plots to the board at their next meeting.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

Motion passed unanimously.

F. Appointment to the CMSD Board

**Item Explanation**

Attached is a list of members of the CMSD Board of Directors with term appointment and expiration dates. As further information, each calendar year, a Chair and Vice Chair are elected by the Board and at the Board's Dec. 13<sup>th</sup> meeting, Commissioner Davenport and Winterville Mayor Pro-Tem Mark Smith were reelected Chair and Vice Chair, respectively.

**Staff Comments**

Town Manager Harrell was appointed by the Town Board on March 13, 2017 to fill the unexpired term of Mayor Tripp, which term expires January 22, 2018. This second Ayden seat on the CMSD Board needs to be filled by the Town Board for the four (4) year term, effective January 22, 2018 with an expiration date of January 22, 2022. \*Note: for information purposes, the CMSD Board seats do not necessarily have to be filled with a Town official under the CMSD charter.

**Action Requested**

By motion, fill the second Ayden seat on the CMSD Board with an appointee.

Motion for Manager Harrell to continue to serve on the CMSD Board.

Motion: Commissioner Ross

Second: Mayor Pro-tem Mewborn

Discussion: None

Approved: 5-0

Motion passed unanimously.

G. Police Officers Taking Home Patrol Cars

**Item Explanation**

Commissioner Ross requested this item placed on the agenda for discussion and consideration.

**Staff Comments**

Currently, in our APD, the Chief, Captain, Lieutenant, the two Police Investigators and one lone Police Officer who lives in the town’s corporate limits to take home their assigned police vehicles.

For comparison purposes, Winterville allows only officers within a 10 mile radius to drive their assigned vehicles home and Farmville allows officers that reside within a 15 mile radius to drive their cars home; officers that reside 15 to 20 miles can drive home and must compensate the town for mileage(calculated at ½ the IRS mileage rate); officers residing outside 20 miles are not eligible to drive their assigned vehicle home.

If the Town Board would like assigned officers to be allowed to drive their vehicle home, it is recommended that the Town Manager and Police Chief formulate a policy for the Town Board’s consideration of adoption at its February 12<sup>th</sup> meeting.

**Action Requested**

Direction from Board whether or not to formulate a policy for its consideration.

Commissioner Ross stated she felt if the officers were allowed to drive their cars home they could leave immediately for an emergency without having to drive into Ayden first. She said they could also wash their cars at home and not have to do it at the police station. She felt it would be beneficial to them and since other municipalities offer it, we should follow suit.

Mayor Tripp was in agreement.

Commissioner Davenport said she was in agreement; however, she wanted them to drive them home then back to work, not all over the place.

Manager Harrell stated he would bring back some guidelines for the board to review before adopting.

Mayor Pro-tem Mewborn was in agreement.

Motion to allow the manager to formulate a policy and bring back to the board at the February 12<sup>th</sup> meeting.

Motion: Commissioner Davis

Second: Mayor Pro-tem Mewborn

Discussion: Mayor Tripp stated he wanted to know how many officers would be allowed to drive home and those who would not. He would also like to know the total mileage per day.

Commissioner Langley asked if there was any policy in place currently. Manager Harrell stated there was not a policy for driving vehicles home.

Approved: 5-0

Motion passed unanimously.

**VI. ITEMS FOR DISCUSSION**

**A. Non-residential Maintenance Code**

**Item Explanation**

At the Board’s August 14, 2017 meeting, staff was directed to bring back information on enhancements to the Non-residential Maintenance Code for further discussion.

At the Town Board's October 9, 2017 meeting, staff presented information on proposed updates to the Non-residential Maintenance Code and was directed to take the updates to the Planning Board for discussion and recommendations.

At the November 20, 2017 Planning Board meeting, staff presented the proposed updates to the Planning Board. The Planning Board was in agreements that the codes needed to be updated but gave no recommendations on the proposed changes.

**Staff Comments**

Staff polled several jurisdictions to see what others are doing to improve the look of their downtown and commercial districts. The majority of them used similar language in their codes and all had the same vision for an inviting and thriving commercial area.

Sample Language has been included in your packet for review and discussion.

**Action Requested**

Town Board's directions.

Planning Director Stephen Smith presented to the board.

Mayor Pro-tem Mewborn stated he felt the Planning Board needed to make the recommendations and present them to the Board of Commissioners. Mr. Smith stated they were in favor of amending codes but felt this was more of a structural issue, not a land-use issue. Mayor Pro-tem asked who would the recommendation fall on. Mr. Smith stated it would come back to this Board. Mayor Pro-tem stated he would rather somebody with a more hands on approach to bring those objectives back to them. Mr. Smith said he could bring back his recommendations based on what he finds. Mayor Pro-tem said he would be good with that. Commissioner Langley asked if we had a compliance officer. Mr. Smith stated we did. Commissioner Langley asked wouldn't these things fall under the compliance officer and does he have the authority to do anything about them. Mr. Smith stated he does have the authority and would enforce it if it was an adopted code.

Manager Harrell stated the purpose of presenting this was to find out if the board would be comfortable with staff bringing back an ordinance that would have this extent of requirements.

Mayor Tripp stated he felt it was important to have public input on this matter before we make any decisions. Manager Harrell suggested having stakeholder meetings with the property owners before adopting anything. The board agreed that would be a good approach.

**VII. INFORMATION**

- A. Staff Departmental Reports

**VIII. BOARD MEMBER COMMENTS**

The commissioners thanked everyone for coming and staff for their hard work. Commissioner Langley expressed concern with speeding in the downtown area. Mayor Pro-tem Mewborn said there would be a MLK celebration on the 15<sup>th</sup>. He said staff comments stated he and Ms. Atwater was the chair of the event and that was incorrect. He said he was not a chair or co-chair. He said when the information was put out it was put out to everyone in Ayden to come out or send someone to help form a committee so they would get a diverse church population. He stated someone said he called for a secret meeting and he did not and wanted to clarify that. He said the flyer was posted at Town Hall and the manager saw it. He just wanted everyone to know the truth.

**IX. CLOSED SESSION**

Attorney Scott Dixon stated we would enter into closed session pursuant to N.C.G.S. 143-318-11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged and pursuant to N.C.G.S. 143-318-11 (a) (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting.

Motion to enter into closed session at 8:49pm.

Motion: Mayor Pro-tem Mewborn  
Second: Commissioner Ross  
Discussion: None  
Approved: 5-0

Motion passed unanimously.

Motion to enter into open session at 9:02pm.

Motion: Mayor Pro-tem Mewborn  
Second: Commissioner Ross  
Discussion: None  
Approved: 5-0

Motion passed unanimously.

#### X. ADJOURNMENT

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 9:02p.m.

#### CERTIFICATION

Minutes from the January 8, 2018 meeting were adopted and certified this 12<sup>th</sup> day of February 2018 in Ayden, North Carolina.



ATTEST:

  
Sarah W. Radcliff, Town Clerk

AYDEN, NORTH CAROLINA

  
Stephen W. Tripp, Mayor