



**TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES**

CERTIFICATION

Minutes from the April 10, 2017 meeting were adopted and certified this 12th day of June 2017 in Ayden, North Carolina.

April 10, 2017– 7:00 pm
Ayden Town Hall – Second Floor Boardroom

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, Harris, Mewborn, Ross and Skinner

Absent:

None

Also Present:

Steven Harrell - Town Manager

Sarah Radcliff– Town Clerk

Scott Dixon- Associate Attorney

C. Welcome Visitors

Mayor Tripp welcomed everyone to the meeting.

D. Invocation

Commissioner Davenport gave the invocation.

E. Pledge of Allegiance

Mayor Tripp led the Pledge of Allegiance.

F. Approval of the Agenda

Manager Harrell stated the Food Commercialization Center Planning Committee met on Friday and recommended hiring Dr. David Green to assist with the business plan, stakeholders, and

the EDA grant. He stated this would need to be added to the end of the Action Items on the agenda.

Motion to approve the agenda as amended.

Motion: Mayor Pro-tem Skinner

Second: Commissioner Harris

Discussion: None

Approved: 5-0

Motion passed unanimously.

II. PRESENTATIONS

A. Random Acts of Kindness Award for Regional Acceptance Corporation

Mayor Tripp presented the Random Acts of Kindness Award for the month of April to Regional Acceptance Corporation for their work at the Ayden Christian Care Center.

III. PUBLIC COMMENTS

Mr. Ken Ingram, 692 Alexandria Lane, Winterville, NC, addressed the board. Mr. Ingram stated he was from Ayden and he attends church at New Deliverance in Ayden. He stated he wanted to do a community cookout on June 24th for anyone who could come. He stated he had taken a lot of guys off the street to help him put this on to do something positive in Ayden. He said he had once been out on the street and was glad to be able to get out of that situation and give back to the community. He said they would have a DJ and food and just fellowship. He said he wanted to close off the street and have a tournament for the children and something for the adults as well. He felt it was important to target the youth now and stop them before they get into trouble.

Mayor Tripp said he was looking forward to the event and the Town Manager would contact him to set it up.

IV. PUBLIC HEARING

A. Program Closeout for the 2012 CDBG Catalyst Program

Mike Barnette, McDavid & Associates, addressed the board. He stated the Board was required to conduct a public hearing to receive comments on the program closeout of the 2012 CDBG Catalyst Program.

Mayor Tripp declared the public hearing open. Mary Dail stated she was one of the recipients of the program and she just wanted to thank everyone for everything they have done to help her. With no more comments, Mayor Tripp closed the public hearing.

B. Preliminary Plat – Willard Hall- Corner of Littlefield Rd. and Hanrahan Rd.

Planning Director, Stephen Smith, addressed the board.

Item Explanation

The Town has received a request for approval of a Preliminary Plat submitted by Willard Hall. The submitted Preliminary Plat depicts a 4.1-acre parcel being subdivided into 9 lots. (Pitt County Parcel # 20152).

Staff Comments

The property is located within the Town’s ETJ and is currently zoned RA-20 (Residential / Agricultural). All lots have proposed access to Littlefield Rd. The Town of Ayden will provide electric service.

Staff has reviewed the submitted Preliminary Plat and submits the following comments. As such, staff recommends **conditional approval** of the Preliminary Plat as submitted.

- 1. A homeowners association must be created prior to final approval.
- 2. Driveway permits for these lots must be obtained from NCDOT.
- 3. All items required by NCGS 47-30 must be included on the Plat.

At the March 20th, 2017 Planning Board meeting, the Planning Board voted unanimously to recommend conditional approval of the Preliminary Plat.

Action Requested

Conduct Public Hearing
Consider Conditional Approval of the Preliminary Plat for Littlefield Hanrahan Estates, Phase One.

Mayor Tripp declared the public hearing open. With no one commenting, Mayor Tripp closed the public hearing.

Motion to approve the preliminary plat with the following conditions:

- 1. A homeowners association must be created prior to final approval.
- 2. Driveway permits for these lots must be obtained from NCDOT.
- 3. All items required by NCGS 47-30 must be included on the Plat.

Motion: Mayor Pro-tem Skinner

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

Motion passed unanimously.

V. CONSENT AGENDA

- A. Resolution designating Jessica Curry as Deputy Finance Officer

Motion to approve consent agenda.

Motion: Mayor Pro-tem Skinner

Second: Commissioner Harris

Discussion: None

Approved: 5-0

Motion passed unanimously.

VI. ACTION ITEMS

A. Budget Amendments

Acting Finance Director, Lisa Smith, addressed the board.

Item Explanation

General Fund Amendment

The current budget ordinance includes \$4,000 for Special Events Donations. The Police Department raised \$10,035 for the Shop with a Cop Program, surpassing the budget in this line item by \$6,035. This amendment will appropriate the remaining \$6,035 for the Shop with a Cop Program.

Electric Fund Amendment

The current budget ordinance for the Electric Operating Fund (EOF) includes \$1,500,000 in substation loan proceeds. It was anticipated that \$750,000 of those proceeds would be used to increase fund balance in the EOF and the remaining \$750,000 would be used to fund electric operations. These proceeds were already appropriately budgeted in the capital project budget for the substation; therefore, all of the loan proceeds must be removed from the EOF budget and the intended uses of those proceeds in the operating budget must be funded in some other manner or eliminated.

In addition, the capital project budget for the substation, adopted in April 2014, included an \$800,000 town contribution from fund balance to the substation project. That contribution, in the form of an EOF transfer, did not take place in a previous fiscal year and it is not currently budgeted in the EOF. Since the substation project has been completed and assuming that no additional expenditures are required, the final transfer required to fund the project appears to be \$797,200. This amount must be re-appropriated in the current electric operating budget so the funds can be transferred as approved in the capital project budget.

A summary of the required changes for the electric operating budget are shown in the table below:

Electric Operating Budget	Amendment	Explanation
Substation Loan Proceeds	(\$1,500,000)	Remove loan proceeds from the Electric Operating Fund because the proceeds are already budgeted in the capital project.
Fund Balance Appropriation	\$1,547,200	Increases fund balance usage by \$750,000 because that amount of the loan proceeds was originally budgeted to fund electric operations. If this is not approved, \$750,000 must be cut from the Electric Operating Fund to balance the budget. An additional \$797,200 must be appropriated from fund balance to fund the town's contribution to the electric substation project because the funds were

		not transferred when the project budget was adopted.
Net Increase in the Electric Operating Budget	\$47,200	Represents the net decrease of \$1,500,000 in loan proceeds offset by the \$1,547,200 increase in fund balance appropriation. The impact on the electric operating fund expenditure budget is the elimination of the \$750,000 appropriation to increase fund balance offset by a \$797,200 transfer to the substation capital project as outlined above.

Staff Comments

Copies of the approved electric substation capital project budget, an excerpt from the FY2015/16 audit report relating to the project, and the fiscal year 2016/17 original budget ordinance for the electric operating fund are included for the board’s information. If the board does not wish to approve a \$750,000 fund balance appropriation to fund electric operating expenditures, the budget would have to be reduced by an additional \$750,000 or additional revenues in this amount would have to be generated in the remainder of the fiscal year. The town manager will continue to review the electric operating budget to determine if some reduction in the electric operating budget is feasible in the remaining months of the current fiscal year.

Action Requested

Adopt the enclosed ordinance to amend the Town of Ayden FY16/17 Annual Budget.

Motion to approve.

Motion: Commissioner Harris

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

Motion passed unanimously.

B. Requests to Waive Fees for Use of Town Facilities

Manager Harrell addressed the board.

Item Explanation

Two requests to waive fees for the use of Town facilities were asked to be brought to the Town Board for consideration. Ayden Head Start wishes to use the auditorium at the Arts & Recreation Building for a program and requests waiver of the fee (\$350 plus \$150 non-refundable deposit). Ms. Darlene Pollard is requesting waiver of the fees (\$90) for both shelters at Veteran’s Park for a community event. Both will be present to make their requests.

Staff Comments

Recall that the Town Board as a part of the Town’s Annual Budget Ordinance includes a Fee Schedule that includes Facility Rental fees (see this section of the Fee Schedule enclosed). As

the Fee Schedule is adopted as a part of the Budget Ordinance, town staff are not in a position to waive such fees. Only the Town Board can waive fees adopted in the budget ordinance.

Action Requested

If waivers are granted, will require a motion and vote by the Town Board.

Commissioner Davenport stated if we waive fees for one, we have to waive for all and then we wouldn't be able to continue paying our workers.

Commissioner Ross asked if this had been done before.

Manager Harrell stated we do not waive fees unless it comes before the board and they direct us to do so.

Commissioner Ross said she agreed with Commissioner Davenport.

Commissioner Mewborn stated we had already done this for nonprofits before, unless he is mistaken. He said Head Start is a nonprofit and were looking for an in-kind opportunity. He asked if anyone remembered when the Boys and Girls Club came to them and how it was handled. Commissioner Davenport stated they had pledged money to them for several years. Commissioner Mewborn stated when you start dealing with nonprofits you are getting in an area where you have to feed everyone out of the same pot. He said at the end of the day, we're talking about nonprofits and whether we are going to help this and not help that one. He said when all this came about, he mentioned the churches and what they do and any nonprofit that comes to us, if we are going to help one, we need to help them all. He said we had already started that cycle. He stated he had spoken with Mrs. Brown on the phone and she wanted to use the auditorium to have a decent place for her children to put on a play. He said he didn't know anything about Mr. Ingram's request until tonight and didn't know how we were going to handle it. He asked the attorney where we go from here and how do we handle it. Attorney Dixon stated it was up to the board. Manager Harrell added that the \$350 fee is for nonprofits. The fee is \$600 for for-profit organizations. Commissioner Davenport stated the last time she rented the Community Building she paid full price. Commissioner Mewborn said we had made pledges to the Boys and Girls Club. He said if we do this are we going to continue to do it, or what. Mayor Pro-tem Skinner said if we had done it in the past, we need to break away from it. He said they didn't actually waive anything for the Boys and Girls Club, they just made a donation, which they haven't done in the last several years. Commissioner Mewborn asked if we gave them, that's the bottom line. Mayor Pro-tem Skinner said we didn't waive any fees for them. Commissioner Mewborn said he was basically saying we didn't give the Boys and Girls Club any money. Mayor Tripp, said that was wrong, we did give them money. Several board members spoke out saying that they were two different things, donations and waivers. Commissioner Mewborn said the bottom line is we gave them money. Mayor Tripp said when the Boys and Girls Club wanted to come to Ayden, they needed a place to stay and the citizenship came to the board and said they needed a Boys and Girls Club. The board decided at that time to support the Boys and Girls Club with a building and financially to get it started. When they were able to move, the board made a contribution to help with that as well. He stated if they had not done that, there would not be a Boys and Girls Club. He said he understands where Commissioner Mewborn is coming from but does not know how to differentiate between who to donate to and who not to. He said anytime we can help our nonprofits we need to, especially when children are involved. Mayor Tripp said if we don't raise

the fee, he would like to help raise the money to get it done. Commissioner Mewborn said he wanted to be clear, he gets tired of these games. He said we are talking dollars and who we are going to allow to have money and who we're not. He said we look out for the Boys and Girls Club kids and we need to look out for the Ayden Head Start kids and in moving forward we need to put a handle on this. To slam the door in these kids' faces is totally out of sync with doing what is right in this town. We need to be fair.

Manager Harrell stated the treatment of the nonprofits were in two different ways, a donation and a waiver. He stated the more proper thing to do would be to donate \$350 and not waive the fee. Commissioner Harris stated that wouldn't stop any nonprofit from asking for the same thing. Commissioner Mewborn said we need to stop playing, particularly when it comes down to our kids. He said it wouldn't be hard. The only thing we got to do is do what's right by the children at the Ayden Head Start and moving forward we need to come together and find a solution. Mayor Tripp said he didn't think anyone was playing. He said we all want to do what is right.

Motion to not waive any fees.

Motion: Mayor Pro-tem Skinner

Second: Commissioner Davenport

Discussion: Commissioner Ross said she agreed that we do not need to waive fees and to help the children she would personally write a check to cover the cost of the use of the auditorium. Mayor Tripp and Mayor Pro-tem Skinner stated they would assist here with that.

Approved: 5-0

Motion passed unanimously.

C. Ordinance for Demolition of Dwelling at 416 E Barwick Street

Planning Director, Stephen Smith, addressed the board.

Item Explanation

As evidenced in the attached material, 416 E Barwick Street (PN 05533) has been declared a public nuisance pursuant to Chapter 96.21(b) of the Town of Ayden Code of Ordinances, by which it has been determined that the property presents a threat to the public's health, safety, and welfare. Additionally, the property has been declared unsafe pursuant to Chapter 150.30 of the Town of Ayden Code of Ordinances. As such, the Town Manager or his designee has declared the property unfit for human habitation as authorized by NCGS 160A-443 and the Town of Ayden Code of Ordinances.

Staff Comments

The property has been abandoned and damaged for a considerable period. Code Enforcement Officer Wayne Hardee inspected the site on February 1, 2017 and found continued deterioration of the structure. As required, Mr. Hardee sent notice to the property owner, Myrtle Bizzell Heirs, and scheduled a hearing for March 10, 2017 to discuss a course of action with the owner. This hearing notice was also published in the newspaper. The property have not responded to multiple letters sent to them, nor did they attend the hearing. No corrective actions have been taken on said property.

As authorized by the North Carolina General Statutes and Town Code, staff is recommending that the Board of Commissioners take action to cause the structure to be demolished at the Town's doing and a lien be placed upon the property.

Action Requested

Adopt Ordinance 16-17-17 Demolition of Dwelling at 416 E Barwick Street

Motion to approve.

Motion: Commissioner Davenport

Second: Commissioner Harris

Discussion: None.

Approved: 5-0

Motion passed unanimously.

D. Disposal of Small Surplus Items Valued at Less than \$2,500

Manager Harrell addressed the board.

Item Explanation

Per NCGS 160A-266 (see copy enclosed), competitive sale is not required when disposing of surplus items valued at less than \$30,000. NCGS 160A-266 authorizes private negotiation and sale (meaning negotiating price and selling directly to a single buyer without using a competitive sale method) for municipal personal property valued at less than thirty-thousand dollars (\$30,000). The \$30,000 threshold may apply to either one item, such as a surplus vehicle or heavy equipment, or to a group of similar items, like a collection of old computers. Note that this authorization applies only to personal property – vehicles, office equipment, computers, etc. Real property cannot be sold by this method. Also enclosed for the Board is a copy of an UNC School of Government paper on the legalities of local government small surplus items' sales in North Carolina.

G.S. 160A-266 provides two methods for private negotiation and sale of small surplus items. One method requires governing board approval, regardless of the price of the item. The other method allows the board to delegate this authority to an individual officer or employee to conduct the sales for items valued at less than \$30,000 without board approval.

The procedure requirements for governing body delegated private negotiation and sale of small surplus items under NCGS 160A-266(c) requires:

1. The procedures must be designed to secure fair market value for the surplus items.
2. The procedures must enable disposals to be done efficiently and economically.
3. Published notice does not have to be required (although it may be).
4. Sales may be accomplished either by private negotiation or public sale.
5. Private and public exchanges of property may be authorized.
6. The individual authorized to conduct the sales may set the fair market price of the item(s).
7. The individual authorized to conduct the sales may transfer title once the sale is completed.
8. Governing board approval need not be required (although it may be).

Once a local regulation is adopted, the officer or employee authorized to conduct small surplus item sales may then do so at any time without published notice or governing board approval unless required by the local policy. The officer or employee must ensure a record is kept of the

items sold, including a general description of the disposed property, to whom it was sold or with whom it was exchanged, and the sale price or other consideration received by the unit. Unless restricted by local regulation, the authorized officer or employee may choose the particular method by which to sell small surplus items. Private negotiation and sale is an efficient method of disposal, if a willing buyer is already identified. If not, interest among potential buyers could be generated by posting notice on the unit's website or social media, such as the unit's Facebook page, of the opportunity to purchase the item.

Staff Comments

Periodically, our Town has surplus personal property valued at less than \$30,000 to dispose; i.e, vehicles, office equipment, computers, old/damaged power poles, grass cutting equipment, etc.

It is recommended that the Board delegate the authority to dispose of personal property, other than vehicles, valued at less than \$2,500 to the Town Manager per NCGS 160A-266, rather than bring small personal property at this value each time to the Board of Commissioners for approval to sale. This would allow for the expeditious disposal of small office equipment, small grass cutting equipment, i.e., push lawn mowers, weedeaters, etc., old unusable power poles, etc.

A resolution is enclosed delegating the sale of small surplus property valued less than \$2,500 to the Town Manager and includes the procedures for such sales.

Action Requested

Adopt enclosed resolution delegating authority to sell small surplus property valued at less than \$2,500 to the Town Manager.

Motion to approve with the amendment to the resolution that the manager will report it to the board when an item is sold.

Motion: Mayor Pro-tem Skinner

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

Motion passed unanimously.

E. Splash Pad guidelines and job description

Tommy Duncan, Director of Arts & Recreation, addressed the board.

Item Explanation

In 2014, the Board of Commissioners approved Splash Pad use guidelines that included a maximum participant capacity of 60 to 80 people and a Splash Pad attendant job description stating that employees attending the splash pad must be able to administer CPR. (See attached guidelines and job description).

When the recommendations to set the maximum participant capacity from 60 to 80 were set, it was based on a rough estimate given by the installer. After three years of operation, the staff has observed overcrowding beginning at the facility when there are 30 or more children utilizing

the Splash Pad area. We feel a maximum capacity of 30-50 participants would allow the Splash Pad to be utilized as it was intended and thereby increase the individual participants' experience.

Splash Pad Attendants qualifications: The Splash Pad attendants we hire are high school students, most of whom are, in fact, certified in CPR by their senior year. Removal of this job requirement would lessen the expense incurred through the training of CPR. CPR certification is not a requirement by the North Carolina Health Department for our facility.

Staff Comments

Staff and the Arts & Recreation Commission recommend changing the maximum participant capacity to 30 to 50 and change employee qualifications so that Splash Pad attendants are not required to be CPR certified.

Recommendation

Approve changing maximum participant capacity for the Splash Pad of 30 to 50 and remove from the job description the requirement for employees working at the Splash Pad to be certified in CPR, as it is not a N.C. Health Dept. requirement for our facility.

The board concurred that they did not want to make the changes so no action was taken by the board.

- F. Approve a contract to audit the town's accounts and a separate contract for year-end accounting services for the fiscal year ending June 30, 2017.

Item Explanation

Each year, the board of commissioners must approve a contract with an audit firm to conduct an audit of the town's accounts. Town staff has requested Cherry Bekaert LLP (CB), an accounting firm with extensive governmental auditing experience in North Carolina and an office in Raleigh, to provide a proposal to the town to perform audit services for the fiscal year ending June 30, 2017. The town expects to receive CB's proposal on April 6th.

The proposal is expected to include engaging a separate accounting firm, Greg Isley, to prepare year-end accounting entries, work papers and the town's draft financial statements. The proposal will also include a fee to examine the town's beginning account balances for the current fiscal year to ensure the firm is in a position to render an audit opinion on the June 30, 2017 financial statements. This is necessary because a disclaimer of opinion was rendered on the June 30, 2016 financial statements. The proposal will also include fees for performing audit procedures for federal and/or state grant expenditures, as required by federal or state regulations. Once the proposal is received, it will be distributed to the board for consideration at the April 10th board meeting.

Staff Comments

Staff recommends that the board authorize the mayor to execute a contract with CB to provide auditing services and authorize the town manager to execute a contract with Greg Isley for year-end accounting services for the fiscal year ending June 30, 2017. This is a common practice used by several towns in North Carolina when town staff does not have sufficient technical experience to perform the year-end accounting entries or prepare financial statements in accordance with generally accepted governmental accounting standards. As the fiscal year

2017 audit completion progresses, and a full-time finance director is in place for a period of several months, staff can report to the board on continuing the need for the additional accounting services.

Action Requested

Authorize the mayor to execute a contract with Cherry Bekaert to audit the town's accounts and authorize the town manager to execute a contract with Greg Isley to perform year-end accounting services for the fiscal year ending June 30, 2017.

Motion to authorize the mayor to execute a contract with Cherry Bekaert to audit the town's accounts and authorize the town manager to execute a contract with Greg Isley to perform year-end accounting services for the fiscal year ending June 30, 2017.

Motion: Commissioner Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

G. Appointment to the Arts and Recreation Commission

Item Explanation

Barney Barker's term on the Ayden Arts and Recreation Commission expired in February 2017 and he is not eligible for reappointment.

Staff Comments

The vacancy was advertised in The Daily Reflector, The Times Leader and on the Town's website with a deadline of March 29th. The Town received one application.

Action Requested

To consider appointing Reginald Cannon to the Arts and Recreation Commission to a three-year term to expire in April 2020.

Motion to appoint Reginald Cannon to the Arts and Recreation Commission to a three-year term to expire in April 2020.

Motion: Mayor Pro-tem Skinner

Second: Commissioner Harris

Discussion: None

Approved: 5-0

Motion passed unanimously.

H. Reappointment to the Arts and Recreation Commission

Item Explanation

Anne Creech was appointed to the Arts and Recreation Commission February of 2009. Anne has one final year to serve on the board as stated in the Arts and Recreation by-laws, which would have her last term expiring March of 2018.

Staff Comments

After a discussion with board member Anne Creech, it was discovered that she actually became a board member in 2009, instead of 2011. Therefore, she would need to be re-appointed for a one (1) year term, expiring in March 2018. This will allow her 9 years serving on the board per the by-laws. Anne has served as a valuable member to the board, serving as Vice-chair for the past three (3) years and she would like to complete her 9-year term.

Action Requested

Staff recommends that the Governing Board approve Anne Creech to serve on the board until March of 2018. This will allow her to have served on board for a total of 9 years.

Motion to approve Anne Creech to serve on the board until March of 2018. This will allow her to have served on board for a total of 9 years.

Motion: Commissioner Harris

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

I. Appointment to the Ayden Planning Board

Item Explanation

Rob Weathersby's term on the Ayden Planning Board expired in February, 2017, and he is not seeking reappointment.

Staff Comments

The vacancy was advertised in The Daily Reflector, The Times Leader and on the Town's website with a deadline of March 29th. The Town received one application.

Action Requested

To consider appointing Malcolm Stocks to the Ayden Planning Board to a three-year term to expire in April 2020.

Motion to appoint Malcolm Stocks to the Ayden Planning Board to a three-year term to expire in April 2020.

Motion: Commissioner Mewborn

Second: Mayor Pro-tem Skinner

Discussion: None

Approved: 5-0

Motion passed unanimously.

J. "One Ayden" Bumper Sticker

Item Explanation

Continued discussion on Commissioner Mewborn's idea called "One Ayden".

Staff Comments

Recall that this item was to be brought back for further discussion at your April meeting. Some staff research, also due to last month's discussion, into whether or not the original graphic (enclosed) is copyrighted has been to date inconclusive, without hiring copyright attorney to research further.

Some of the discussion last month centered around whether or not the original graphic would be confusing with the Town's current logo. Another graphic is enclosed with the Town's current logo in a heart graphic – for discussion.

Action Requested

To be determined.

Commissioner Mewborn said he felt the same way and didn't see any need in pressing forward. He said he felt the town wasn't ready for it.

No action was taken.

K. Hiring Independent Consultant for Food Commercialization Center (FCC) Project

Item Explanation

The Food Commercialization Center Planning Committee met this past Friday, April 7th. The Committee decided that it would be advantageous for the Town of Ayden to secure the services of Dr. David Green to assist Organic Farms, Inc., to finalize the business plan for submittal to the Board of Commissioners at its May 8th meeting. Dr. Green will also take the lead in securing letters of support and potential letters of commitment from various stakeholders and interest groups to assist in the request for funding from the General Assembly and other potential funding partners and to assist in the MidEast Commission in the filing of the EDA grant once approved for submittal by the Town Board at its May 8th meeting.

Staff Comments

Dr. Green's hourly rate as an independent consultant on the FCC project is \$75/hour, not to exceed \$15,000 annually plus normal, reasonable travel expenses: ground/air travel, meals, lodging and incidentals. As the Board recalls, it approved at its January meeting an agreement with the NCEast Alliance to administrate the contract with our business consultant, Dr. Ann Wilkinson of Organic Farm, Inc.(see attached) The FCC Planning Committee recommends that the NCEast Alliance contract be appropriately amended to include the Alliance's administrative oversight of Dr. Green's work, as well. Dr. Green will be actually hired by NCEast Alliance.

Additionally, attached are two (2) ordinances establishing a Special Revenue Fund for deposit of federal and/or state dollars for special projects for which the Town might be awarded in the future to record both revenues and expenditures of these dollars. This fund will be the depository for draws on the \$100,000 budgeted by the General Assembly for the Town of Ayden through the N.C. Dept. of Commerce for the Town's Food Commercialization Center project. To date, the Board approved \$39,000 for Organic Farms, Inc., to develop the pro forma business plan for the FCC and to pay NCEast Alliance \$3,900 for oversight of this consultant – total \$42,900, leaving a balance of \$57,100 of the original \$100,000. The second ordinance sets up the Grant Program Budget Food Commercialization Grant which is administered under the Special Revenue Fund mentioned above.

Action Requested

By motion, approve the attached resolution to amend the NCEast Alliance agreement with the Town provide consulting work for the FCC.

By motion, adopt the attached ordinance to establish a Federal and State Financial Assistance Special Revenue Fund to account for various grants from federal, state and other agencies and associated local matching funds.

By motion, adopt the attached ordinance adopting the Grant Program Budget Food Commercialization Grant.

Motion to approve the attached resolution to amend the NCEast Alliance agreement with the Town provide consulting work for the FCC.

Motion: Commissioner Harris

Second: Commissioner Mewborn

Discussion: None

Approved: 5-0

Motion passed unanimously.

Motion to adopt the attached ordinance to establish a Federal and State Financial Assistance Special Revenue Fund to account for various grants from federal, state and other agencies and associated local matching funds.

Motion: Mayor Pro-tem Skinner

Second: Commissioner Harris

Discussion: None

Approved: 5-0

Motion passed unanimously.

By motion, adopt the attached ordinance adopting the Grant Program Budget Food Commercialization Grant.

Motion: Commissioner Harris

Second: Commissioner Mewborn

Discussion: None

Approved: 5-0

Motion passed unanimously.

VII. INFORMATION

A. Staff Departmental Reports

Stephen Smith, chairman of the BBQ Festival Committee, gave an update on the activities of the festival, the sponsors, and the cook teams.

Commissioner Mewborn asked if any money was being made with the festival.

Mr. Smith stated their intent was not to make a profit. He stated the town provided \$10,000, just like with the Collard Festival and all other funds are generated through vendor fees, cook team fees, and sponsorship dollars.

Commissioner Mewborn asked if we made a profit last year.

Mr. Smith stated we did not.

Commissioner Mewborn asked if we were looking to make a profit this year.

Mr. Smith stated we would ideally like to break even and as we continue to grow, the festival would become a nonprofit organization and each year the money would go back into the festival.

Mayor Tripp commended Mr. Smith for doing a great job with the festival thus far.

Commissioner Mewborn asked about the scholarship funds on the Arts & Recreation Commission Staff Report. He said it states "Scholarships are available to low-income residents, as long as funds are available. Scholarships have a \$90 cap per individual per summer. Scholarships will not cover any additional cost. Example: Field trips with summer day camp." He asked how much the field trips costs. Mr. Duncan said around \$30/week. Commissioner Mewborn asked if the people that contribute make this rule. He said he would hate for a kid to not be able to go on a field trip. He said they may need to reduce their numbers so that all kids can go on a field trip. Mr. Duncan stated there wouldn't be a problem, that no kid would be left behind on the field trips. He said they would come up with the money to take all the kids, that they have never and would never exclude any of them from going on the field trip. Commissioner Mewborn said he wanted them all to be treated the same.

At this time, Cindy Powell addressed the board. She stated she had concerns about her lights being cut off while she was in the hospital and having to pay late fees. Mayor Tripp said the manager would be in touch with her.

VIII. BOARD MEMBER COMMENTS

The commissioners thanked everyone for coming and staff for their hard work.

IX. CLOSED SESSION

- A. 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.
- B. Pursuant to N.C.G.S. 143-318-11 (a) (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in

negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Attorney Dixon stated the board would go into closed session 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 and pursuant to N.C.G.S. 143-318-11 (a) (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Motion to go into closed session at 8:54pm.

Motion: Commissioner Harris
Second: Commissioner Mewborn
Discussion: None
Approved: 5-0
Motion passed unanimously.

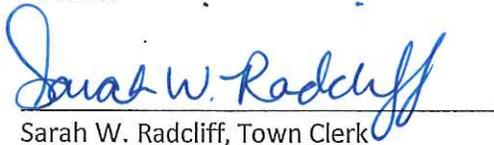
X. ADJOURNMENT

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 9:22p.m.

AYDEN, NORTH CAROLINA


Stephen W. Tripp, Mayor

ATTEST:


Sarah W. Radcliff, Town Clerk