

**TOWN OF BURGAW BOARD OF COMMISSIONERS
REGULAR MEETING**

DATE: October 12, 2021
TIME: 4:30 PM
PLACE: Historic Train Depot, 115 S. Dickerson Street
BOARD MEMBERS PRESENT: Mayor Kenneth Cowan
Mayor Pro-tem Wilfred Robbins
Bill George, James Murphy, Vernon Harrell, Jan Dawson
STAFF PRESENT: James Gantt, Town Manager
Kristin J. Wells, Town Clerk
Zachary Rivenbark, Town Attorney
Wendy Pope, Finance Officer
Andrea Correll, Planning Director
Kimberly Rivenbark, Deputy Town Clerk
Jim Hock, Police Chief
Alan Moore, Public Works Director
Jim Taylor, Fire Chief
Cody Suggs, Parks & Recreation Director
MEDIA PRESENT: None
INVOCATION: Danny Justice, Burgaw Baptist Church
PLEDGE OF ALLEGIANCE: All

The meeting was called to order by Mayor Cowan at 4:30 PM and the invocation was led by Reverend Justice.

Approval of Agenda

Mayor Cowan asked the board for consideration of amending the agenda by adding item #6A "Street Closure request by Cody Suggs" and allowing Chief Hock to introduce the Police Department's newest officers. Commissioner Dawson made a motion to approve the agenda as amended. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

Approval of Consent Agenda

Commissioner Harrell made a motion to approve the consent agenda as presented. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

- A. Approval of the September 14, 2021 Regular Meeting Minutes
- B. Approval of the September 14, 2021 Closed Session Minutes
- C. Ordinance 2021-25 Amending the FY 2021-2022 budget to pay for emergency sewer repairs while pending reimbursement
- D. Ordinance 2021-26 Amending the FY 2021-2022 budget to increase revenues and expenditures for the remaining contract amount that will be paid to McKim & Creed to complete the wastewater pump station project

**ORDINANCE 2021-25
AMENDING FISCAL YEAR 2021-2022 ANNUAL BUDGET
Increasing Revenues and Expenditures**

WHEREAS, the Town of Burgaw Board of Commissioners passed an ordinance adopting a budget for FY 2021-2022 on June 8, 2021; and

WHEREAS, emergency sewer repairs on E. Wilmington St., near the intersection of Walker St., were needed on August 20, 2021; and

WHEREAS, the damage to the 8" gravity sewer main was damaged during boring activity for Charter/Spectrum, thus an invoice has been submitted to the contractor for reimbursement of repair work; and

WHEREAS, a Water & Sewer Fund fund balance appropriation is needed to pay for the emergency repairs while pending reimbursement.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN OF BURGAW BOARD OF COMMISSIONERS THAT:

The FY 2021-2022 budget be altered to reflect the following changes:

INCREASE BUDGETED REVENUE

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
30-3900-91-900	W/S Appropriation	\$51,957.80

INCREASE BUDGETED EXPENDITURE

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
30-8200-91-450	Contract Services - Sewer	\$51,957.80

Adopted this the 12th day of October 2021.

**ORDINANCE 2021-26
AMENDING FISCAL YEAR 2021-2022 ANNUAL BUDGET
Increasing Revenues and Expenditures**

WHEREAS, the Town of Burgaw Board of Commissioners passed an ordinance adopting a budget for FY 2021-2022 on June 8, 2021; and

WHEREAS, the Town of Burgaw contracted with McKim & Creed for the design of a new 450 gpm wastewater pump station in August 2020; and

WHEREAS, in August 2020, a transfer was made from the System Development reserve fund to the Water & Sewer fund to cover the expense; and

WHEREAS, the design work continues into fiscal year 2021-2022, therefore a fund balance appropriation is required to increase revenues & expenditures for the remaining contract amount that will be paid to McKim & Creed to complete the project.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN OF BURGAW BOARD OF COMMISSIONERS THAT:

The FY 2021-2022 budget be altered to reflect the following changes:

INCREASE BUDGETED REVENUE

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
30-3900-91-900	W/S Appropriation	\$25,415

INCREASE BUDGETED EXPENDITURE

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
30-8200-91-458	Professional Services - Engineering	\$25,415

Adopted this the 12th day of October 2021.

SPECIAL PRESENTATIONS/REQUESTS

Introduction of New Patrol Officers – Jim Hock, Chief of Police

Chief Hock introduced two of the newest Patrol Officers, Officer Mathew Murdock and Officer Patrick Cooper.

Street Closure Request – Cody Suggs, Parks & Recreation Director

On behalf of Burgaw Baptist Church, Mr. Suggs requested the closure of Bridgers Street between Walker Street and Wright Street on October 31, 2021 to allow kids to safely cross the street to the fire department. He said they are requesting to close the portion of the street between the hours of 5:00 PM and 8:00 PM. Commissioner Harrell asked

if the residents in the area had been contacted. Mr. Suggs said he didn't think so, but would reach out to the church to advise them to contact the residents. Commissioner Robbins made a motion to allow the street closure subject to the residents being notified by the church. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

Community Service Award – *Cody Suggs, Parks & Recreation Director*

Mr. Suggs presented Boy Scout Ethan Bolin with a Community Service Award for accomplishing his Eagle Scout project by installing new benches, replacing boards on the picnic tables and pressure washing remaining benches at Hankins Park.

ITEMS FROM THE ATTORNEY – *Zachary Rivenbark, Town Attorney*

Easement Project Update

Attorney Rivenbark gave an update regarding the sewer easements along Highway 117. He said James and himself received information from McKim & Creed at the beginning of August to move forward with the easement process. Attorney Rivenbark said seven (7) of the easements went out to property owners by the end of August and the remaining six (6) went out the first of September. Attorney Rivenbark said he has received little feedback so far. He thinks McKim & Creed wants to bid the project out relatively soon, but in his opinion, he thinks two to three months is a fair amount of time to allow people to respond. Attorney Rivenbark said one property owner has mentioned compensation, but did not say an amount until they review everything with their engineers. One property owner has signed and several others have reached out in response to the letter.

Cemetery Discussion

Attorney Rivenbark said he met with Mr. Gantt, Ms. Wells and Ms. Rivenbark in regards to a cemetery board/committee that was spoken about at the last board meeting. After staff researched information regarding previous cemetery committees, it appeared there was a cemetery board from years 1923 to 2014, mainly for the purpose of selling lots. Attorney Rivenbark said the town does not sell any more lots in the cemetery, but still maintains records. He stated from 2014 to 2018, the "cemetery committee" fell under the Building & Grounds committee. Attorney Rivenbark said at this point, staff needs direction from the board as to what the purpose and goals are for a cemetery committee. Mr. Gantt said he had met with someone in the past regarding looking at the cemetery to see what can be done with deteriorating headstones, etc. He said the person has been extremely busy and has not had a chance to review the cemetery yet. Mr. Gantt said, per the town ordinance, headstone issues fall under the responsibility of the property owner/families. However, with the age of some burial plots with unknown contact information, it is difficult to contact family members. The sinking of grave sites can be handled by the town, depending on the severity of the situation.

Commissioner Harrell said he was the one that brought this issue up because he had been approached by a member of the community interested in reviving the cemetery committee. He said there have been issues with damages to the headstones, etc. Commissioner Harrell believes at this point, he needs to reach back out to the person and see if he is interested in being part of a committee. He said it comes down to having input on issues related to the beautification and upkeep of the cemetery. Mr. Gantt said he had gotten bids from contractors in the past in regards to turning over the maintenance of the cemetery to an outside contractor. He said it normally takes our Public Works Department about three (3) days to mow and weed-eat. Mr. Gantt said he did not receive much response in the past when he was looking for bids because the maintenance of the cemetery is a big task and takes a large crew to handle.

Mayor Cowan asked Mr. Gantt if he felt issues that arise need to be handled by the board. Commissioner Harrell said he would like to approach the person, that reached out to him, to see how involved he wants to be on a committee, or if he was just inquiring to see if the town had a committee. Commissioner Harrell said this person's main concern was the plants, specifically the bushes and trees, which are not allowed to be planted any longer. Mr. Gantt said anytime complaints are received regarding the cemetery, staff tries to address those issues the best they can. He said trees are an issue, especially when they fall and damage headstones, but the appearance with having trees makes the cemetery much more appealing. Mr. Gantt said we can research the best types of trees for the cemetery since a number of trees have been taken down over the years due to storms, etc. Commissioner Dawson

commented she received a comment about trees and bushes encroaching on a gravesite and would like to know if we can remove them since they came up voluntarily. Mr. Gantt will look into this issue.

After brief discussion, Commissioner Harrell said he would reach back out to the person that approached him and will bring back more information to the board. Commissioner Harrell also added he personally felt that a citizen committee would be beneficial for the cemetery because the citizens would feel there is a way to have input; they could work on a beautification project that would benefit the cemetery and the town.

ITEMS FROM THE MANAGER – *James Gantt, Town Manager*

Update on current town projects

Highway 117 Sewer Project

In addition to what Attorney Rivenbark said about the project, Mr. Gantt said we do plan to hold off for the bidding process until all easements are received. There are also concerns regarding materials for the project and due to current situations across the country, there could be a 60 week turn around on receiving pipe for the project. Mr. Gantt said he and Attorney Rivenbark will continue to work with McKim & Creed to keep the project moving forward.

EMS Building Project

Mr. Gantt advised Sam Guidry is supposed to have the final plans complete this week. He said once the plans are finalized, we will have a better idea on the final price for the project. Ms. Pope has been working on financing options for the project as well. Commissioner Robbins asked when a final figure would be available. Mr. Gantt said once the plans are in and the contractor reviews everything, we should have a cost. He anticipates the project to remain around \$800k as mentioned in the past. Commissioner Robbins said the board is anxious to get the figures; the project has been going on too long. He requested a called meeting once the figures are available so the board can move forward with the project.

Rapid Flashing Beacons

Mr. Gantt advised NC DOT is still waiting on the control boards for the rapid flashing beacons that were recently installed by NC DOT on Walker Street.

Mr. Gantt also added that he is currently looking around town to have any necessary signs repaired, replaced or relocated.

Depot and Community House Repairs

Mr. Gantt said the recent depot repairs are mostly complete with a few minor fixes here and there. He said this ended up being a major project, including rotten wood, that needed to be address. He said the same issue is currently happening with the Community House. Mr. Gantt said there will be some additional cost overages with these projects due to other issues being found. Mr. Hesse and Mr. Gantt briefly explained the issues that were found.

Other items from the Manager

Per the request of Commissioner Harrell, Mr. Gantt gave the board members a map showing water lines around town that are in need of replacing.

Mr. Gantt said staff is still waiting on final numbers for projects that would fit into the classification of the American Rescue Plan (ARP) funding projects. Mr. Gantt gave a brief overview of costs proposed to be spent over the two rounds of funds to be received. *See attached handout.* Commissioner Robbins requested more details before voting. Commissioner Harrell commented he wants to make sure the insufficient water supply (areas with one inch pipes) is on the top of the list. Mr. Gantt said a break down of numbers and details can be provided once information is received from contractors. There were comments about the Westside Trails and Park Plan that is included in the

second round of ARP funds. Mr. Gantt said he has spoken to Mr. Suggs about grants for the plan and anticipates implementation of a plan by July 2022. Commissioner Harrell asked how staff plans to receive input from the community regarding the plan. Mr. Gantt said we would hold a public input session like we did for the Courthouse Avenue project to receive comments regarding amenities and interests for the plan.

ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS

Discussion regarding Adopt-A-Bench Program and Adopt-A-Tree Program

Per the request of the board, Mr. Suggs presented additional information regarding the Adopt-A-Bench Program and Adopt-a-Tree Program. Mr. Suggs said the purpose of the Adopt-A-Bench Program would be so individuals can request the placement of a bench in memory or honor of loved ones or community members. Mr. Suggs advised staff would work along with the requesting individual the best location. Once an appropriate area is determined, the applicant will pay the bench fee to order the bench, which will also include a plaque that will be placed on the bench. Mr. Suggs said, as part of the program, the town will replace the bench one time if needed. Mr. Suggs presented a steel bench that would be placed in parks, as well as a steel bench that would be for the downtown area. Commissioner Robbins said he liked the two types of benches presented and said they need to be nice benches that will last a long time. Commissioner Harrell made a motion to accept the two types of benches presented, with the historic-look bench for the downtown areas and the other type of bench for the park areas. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

Mr. Suggs presented the Adopt-A-Tree Program. He said it is a fairly simple program and can work along with applicants wishing to place a tree in honor or memory of someone. Commissioner Harrell suggested we come up with a list of acceptable varieties of trees and select one according to the location it is to be planted. Mr. Suggs said a nice plaque would be placed next to the tree. Commissioner Harrell also commented on the plaza that was placed on the railroad right-of-way across from the end of the Depot. Mr. Suggs will bring back the final draft of this program at the next board meeting.

BREAK 5:22 PM – 5:32 PM

PUBLIC FORUM

No one signed up to speak during the Public Forum.

Continued items from Mayor and Board of Commissioners

Commissioner Dawson recognized Miranda Baker, along with her parents, who were present at the meeting. Ms. Baker approached Mayor Cowan a few weeks ago regarding her goal to raise funds for dog water fountains to be placed on the walking trail. Commissioner Dawson advised Ms. Baker has worked hard trying to accomplish her goal and to date, she has raised over \$4,000. Commissioner Dawson said she has spoken with Mr. Suggs about the project and it will cost approximately \$6,200 to purchase the fountains. Commissioner Dawson made a motion to appropriate \$2,500 to help Ms. Baker complete her task and to finish the project. The motion was seconded by Commissioner George and carried by unanimous vote.

Commissioner Robbins asked how much money was budgeted to plant trees. Mr. Suggs advised \$3,000 was budgeted. Commissioner Robbins said now is the time to plant the trees and not wait until spring.

Commissioner Robbins asked Mr. Moore for an update on street paving. Mr. Moore said we are currently waiting on the work to be completed on North Cowan Street before calling in the company for paving. Mr. Gantt said we are waiting on materials for the stormwater project in the North Cowan Street area. Mr. Moore says he is thinking the work will be done around December, but depends on the weather. Commissioner Robbins requested more rock to be placed in the area until the work can be done.

Commissioner Robbins advised he received a call today regarding political signs being placed in town parks. He asked staff what the town's ordinance was regarding the placement of signs on town property, specifically along the walking trail and park areas. Attorney Rivenbark said town property is private property and would not be subject to

the right-of-way restriction. Commissioner Robbins requested staff take a look at the ordinance regarding this situation, because this opens up anyone to put any type of sign in the town parks and along the walking trail. Commissioners Harrell and George agreed with Commissioner Robbins. Mr. Gantt said he and staff will review the ordinance.

Commissioner Robbins commented on the recent Murder Mystery Dinner event and how well it went.

Commissioner Robbins said the town needs to look at the Holly trees in the downtown area. He said several look bad, especially along Wright Street. He said he wanted to bring it to everyone's attention to take a look at them and possibly have the Tree Board look at the issues. Mr. Suggs advised the Burgaw Tourism Development Authority has discussed ways to improve the looks in the downtown area.

Commissioner Robbins asked Mr. Gantt for an update regarding the Courthouse Avenue project. Mr. Gantt said WithersRavenel is completing the parking study and staff has requested information about fencing for the town owned lot on Courthouse Avenue. Mr. Gantt said he has not received fence information yet, but understands WithersRavenel is continuing to seek grant funding for the project. Commissioner Robbins asked for the fencing to be expedited and get that done. Mr. Gantt said he will reach back out to WithersRavenel to get suggestions on the type of fencing to go along with the project. Attorney Rivenbark said the town owned lot has been surveyed and ready for the fence.

Commissioner Harrell asked about the prior discussion regarding the placement of a basketball court on the west side of town. He asked if any properties may be available for an outdoor basketball court. Mr. Gantt said staff has looked at a number of potential sites, but feels this is something that should be developed with the Westside Trails and Parks Plan. Mr. Gantt said this is something we continue to work on and will be incorporated into the plan in the future. Commissioner Harrell asked for a timeline regarding the plan. Mr. Gantt said his goal is to have the plan completed by the end of current fiscal year, with construction beginning in fiscal year 2022-2023, using funds from the American Rescue Plan, as well as hoping for some PARTF funding.

PUBLIC HEARINGS – Andrea Correll, Planning Director

Public Hearing #1

Consideration of a Major Special Use Permit for a Bed and Breakfast Inn and an Event Venue with Outdoor Use in the B-1 (Central Business District) to be located in the former Black's Hotel at 214 S. Dickerson Street. The property is further identified as tax reference number 3229-32-1278-0000.

Mayor Cowan declared the public hearing open at 5:48 PM.

Due to the applicant not being able to attend the meeting, Ms. Correll requested Mayor Cowan to open the public hearing and make a motion to continue it until the next meeting when the applicant can attend.

Commissioner Dawson made a motion to continue public hearing #1 until the November 9, 2021 regular Board of Commissioners meeting. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

Public Hearing #2

Consideration of a text amendment to the 2030 Land Use Plan and a map amendment to the 2030 Future Land Use Map.

Mayor Cowan declared the public hearing open at 5:49 PM.

Ms. Correll presented the requested text and map amendments as described in Resolution 2021-21. *Due to its length, Resolution 2021-21 is on file in the Clerk's office.* Ms. Correll said there is one correction to the resolution in the packet. The legal name referenced on the tax record for Lewis Sausage is listed as "TODLB LLC" and needs to be updated in the resolution to reflect "Lewis Sausage."

Mayor Cowan declared the public hearing closed at 5:55 PM.

Resolution 2021-21 Adopting a text and a future land use map amendment to the Burgaw 2030 Comprehensive Land Use Plan

Commissioner Harrell made a motion to approve Resolution 2021-21 as presented. The motion was seconded by Commissioner George and carried by unanimous vote. *Due to its length, Resolution 2021-21 is on file in the Clerk's office.*

Public Hearing #3

Consideration of an amendment to the official Town of Burgaw Zoning Map to rezone two tracts of land totaling +/- 16 acres located along Front Street on the west side of the street below Progress Drive Extension from RA(Residential Agricultural) to I-1 (Light Industrial). The properties are further identified as tax reference numbers 3228-47-1434-0000 and a portion of 3228-37-0868-0000.

Mayor Cowan declared the public hearing open at 5:55 PM.

Ms. Correll advised there were a couple of speakers who signed up to speak about this public hearing. She introduced Mike Barnes, with Thomas & Hutton Engineering Firm, who was present to speak on behalf of Project Fresh. Mr. Barnes gave an overview of the project and advised the facility proposed would be cold storage to house fresh fruit. He showed maps and informed the board that the closest residence is about 1,500 feet away, which is located on Highsmith Road. There are currently trees around the property line and would remain once the project was complete. Mr. Barnes said an additional ten foot buffer is required, which would be trees and evergreens planted around the facility. He also advised the project is required to make sure that stormwater running off the site is less than it is right now.

Commissioner Harrell asked Mr. Barnes how many people the facility would employ. Mr. Barnes said he is not sure, but thinks it is a couple hundred employees.

Milton Green, 1041 Highsmith Road, spoke in regards to the project. Before he spoke about the project, he commented there was no signage outside of the Depot directing someone to the handicap ramp. He requested the town look into this issue. Mr. Green then made comments about the public hearing. His first issue is regarding the noise that may result from the industrial complex. He said he can currently sit inside of his residence and listen to the equipment operating and the reverse beeping sound from the industries currently in the area. Mr. Green said the proposed facility will be even closer than the current ones that he can hear, and anticipates it will make the same types of noises. He commented the evergreen buffers will not help the noise and the project will decrease property values. Mr. Green also made comments regarding the flooding issue in the area; he said there is no good drainage near the railroad bed to move the water towards the river.

Ms. Correll spoke after Mr. Green's comments and advised the industrial property is not in a flood plain. She said she understands the drainage problem. Commissioner Harrell asked how we could approach the state regarding the drainage issue across the railroad right-of-way. Mr. Gantt said it appears there is a canal that runs across the area towards the end of Industrial Drive. He said he will reach out to NC DOT regarding the culvert sizes in the canal and see if there are any improvements that could be done in the area. Commissioner Harrell said we need to look at addressing this issue.

Commissioner Robbins commented the noise issue was not addressed for Mr. Green. Mr. Barnes said most of the activity will be inside the facility, with buffers surrounding the facility. Commissioner Robbins said Mr. Barnes is the engineer and would like to hear from someone that will be managing the facility to address the noise issue. Ms. Correll said this project is very similar to Cardinal Foods that is in the same area. She also reminded the board the current request is for consideration of rezoning the area to Light Industrial. Commissioner Robbins advised he understood this item was for the request to rezone the area, but stated he has a right to ask about the noise issue. He said the quality of life is very important to him and if one or two people have a problem in a particular area, then it needs to be addressed before we allow things to happen around us.

Since no one was present at the meeting to address the noise concern, Ms. Correll suggested that the board continue the public hearing until the November meeting. Commissioner Robbins made a motion to continue the public hearing until November 9, 2021 to see if the noise concern can be addressed at that time, as well as confirming which truck routes will be used. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

Due to the continuation of Public Hearing #3, Resolution 2021-22 and Ordinance 2021-27 is to be presented and considered at the November 9, 2021 regular meeting.

Public Hearing #4

Consideration of a text amendment to the Unified Development Ordinance requested by staff, to amend Section 8.13 to allow the height in the I-1 (Light Industrial) and I-2 (Heavy Industrial) to increase to 55 feet, Section 8.14 to add Cold Storage Warehousing in I-1 (Light Industrial), and Section 8.15 Use Standards adding additional submittal and review standards for Industrial (I-1 and I-2). Consideration of a text amendment of the Unified Development Ordinance requested by Town staff to add Appendix C – Town of Burgaw Technical Specifications to include Standard Details for Sewer, Water, Streets including sidewalks and Storm Sewers. Consideration of text amendments to the Unified Development Ordinance requested by staff to amend Section 10.20 Water and Sewerage System (A) adding the word Gravity in two places and (C) amending the water supply line size internal to subdivisions shall be six (6) inches in diameter. Amending Section 10.21 Streets (L) Pavement to enable widths of streets with and without curb and gutter to match the Appendix C detail.

Mayor Cowan declared the public hearing open at 6:21 PM.

Ms. Correll gave an overview of the request as described in Ordinance 2021-28. *Due to its length, Ordinance 2021-28 is on file in the Clerk's office.* Ms. Correll advised she has researched other jurisdictions and gave out a document to the board members regarding building heights.

Tony Boahn was present to answer any questions regarding the technical specifications and standard details proposed. Commissioner Harrell asked Mr. Boahn if the standards being proposed are basically up to current standards for buildings. Mr. Boahn advised that is correct. Commissioner George asked if the fifty-five feet height was only for industrial. Ms. Correll advised yes and all other zoning districts, including residential, are thirty-five feet.

Ms. Correll briefly reviewed other clarifications within the amendments. Commissioner Harrell asked why the size of the pipe is changing from eight inches to six inches. Mr. Boahn said in some of the smaller subdivisions, six inch pipes is sufficient and fairly common in the utility specifications.

Mayor Cowan declared the public hearing closed at 6:36 PM.

Resolution 2021-23 Adopting a statement of consistency regarding text amendments of the Town of Burgaw Unified Development Ordinance as described above

Commissioner Robbins made a motion to approve Resolution 2021-23 as presented. The motion was seconded by Commissioner Harrell and carried by unanimous vote. *Resolution 2021-23 is on file in the Clerk's office.*

Ordinance 2021-28 Approving a text change amendment of the Town of Burgaw Unified Development Ordinance as described above

Commissioner Harrell made a motion to approve Ordinance 2021-28 as presented. The motion was seconded by Commissioner Dawson and carried by unanimous vote. *Due to its length, Ordinance 2021-28 is on file in the Clerk's office.*

Other Discussion

Attorney Rivenbark asked Ms. Rivenbark if the handicap ramp issue spoken about by Mr. Green will be addressed in the ADA Transition plan in the near future. Mr. Gantt said signage, ramps, etc. have all been reviewed. Attorney Rivenbark requested to be a part of the meeting in the future.

Mayor Cowan commented on the Westside Trail and Parks Plan. Ms. Correll said she has not started working on this project yet, but plans to work along with Mr. Suggs soon to brainstorm about the project. She said she has ideas, but wants to stay away from sidewalk projects on state owned streets. Commissioner Robbins stated he agreed. Ms. Correll said we need to collaborate with the county for connecting the ball park. Commissioner Dawson suggested we break down the project into phases and concentrate on phase one. Commissioner Harrell said he thinks phase one should include off-street parking and utilizing county and town owned properties in the area.

Mr. Suggs commented he receives calls quite often asking about parking for the current trail throughout town. Commissioner Robbins suggested staff look at public parking near the Hood property. After some discussion, Commissioner Dawson requested Mr. Suggs to put designated parking areas somewhere on the website so people will know where they can park when accessing the trail.

ADJOURNMENT

Commissioner Dawson made a motion to adjourn. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

The meeting was adjourned at 6:51 PM.

Kenneth T. Cowan, Mayor

Attest: _____
Kristin J. Wells, Town Clerk