

**MINUTES OF THE BOARD OF ALDERMEN
TOWN OF KERNERSVILLE, N.C.
BRIEFING SESSION JANUARY 27, 2010**

The Board of Aldermen of the Town of Kernersville met in a briefing session at 6:30 P.M. on the above date in the Town Hall Executive Conference Room at the Municipal Building at 134 East Mountain Street.

Present: Mayor Dawn Morgan, Aldermen Dana Caudill Jones, Mayor Pro Tem Kevin Bugg, Alderman Tracey Shifflette and Alderman Keith Mason.

Absent: Alderman Bob Prescott

Staff Present: Curtis L. Swisher, Town Manager; John G. Wolfe III, Town Attorney; Jayne Danner, Deputy Clerk; Jeff Hatling, Community Development Director; Brian Ulrich, Transportation Manager; Franz Ader, Finance Director; Ray Smith, Human Resources Director; Walt Summerville, Fire Chief; Kenny Gamble, Police Chief; John Edwards, Landscape Specialist; Heather Woods, Marketing and Community Relations and Ernie Pages, Parks & Recreation Director.

Call to Order

Mayor Dawn Morgan called the meeting to order and Alderman Dana Caudill Jones delivered the invocation.

1. Board Discussion in preparation of Forsyth County Commissioners Listening Tour scheduled for February 11, 2010.

Mayor Dawn Morgan stated that the Forsyth County Commissioners had scheduled listening tours throughout the county and that February 11th, 2010, 11am to noon is the date and time for the Town of Kernersville meeting. She asked the Board if they had ideas or topics that they wished to discuss with the Commissioners or any issues or concerns they wished to raise.

Mayor Pro Tem Kevin Bugg stated that he believed these meetings have been very informal and that economic development incentives may be a topic the Commissioners want to discuss.

Mayor Morgan stated that she would like to ask the Commissioners what Forsyth County's long range Capital Improvement Plan is for the Kernersville Library.

Alderman Dana Caudill Jones stated that she too would like to know what Forsyth County's plans are for the library and also to ask the Commissioners the future plans for the County parks.

Mayor Morgan asked Town Attorney John Wolfe, Fire Chief Walt Summerville and Police Chief Gamble if they had concerns they wished the Board to discuss with the commissioners.

Police Chief Gamble stated that he would like the Commissioners to clarify if indeed it was likely that municipalities are to be charged in the future for use of the Forsyth County jail.

Mr. Wolfe or Fire Chief Summerville did not have concerns for discussion at this time.

2. Briefing on the February 2, Regular Meeting Agenda.

Mayor Dawn Morgan stated that there are no rezoning requests on this Agenda so the meeting will begin with “Speakers from the Floor”.

Item # 2 Consideration of a Thoroughfare and Street Plan Study.

Mr. Curtis Swisher, Town Manager briefed the Board on the Thoroughfare and Street Plan Study. He stated that at the recent Joint Planning Board/Board of Aldermen meeting it was the consensus of these boards that staff research and consider different options for traffic modeling including studies on impacts in certain areas of town and that citizen’s participate in this process. He further stated that staff has drafted a study plan which could take between eight and twelve months to complete and recommends that the Board establish a committee of eight people comprised of two Planning Board members, two Board of Alderman and four citizens from different areas of town.

Mr. Jeff Hatling, Community Development Director stated that these recommended methods are the same as those used to conduct traffic studies for new developments or new road projects. He further added that the committee will create goals, a strategy and a time frame for implementation.

Item # 3 Consideration of a Request by the Parks & Recreation Department to Pursue National Accreditation.

Mr. Ernie Pages, Parks and Recreation Director briefed the Board on the National Accreditation process. He added that it is a two year in depth self analysis of all aspects of how the Parks and Recreation Department operates from human resources to financial management; program implementation and services and more. He further stated that after the two year period a panel of judges would visit the Town to assure compliance with meeting all the standards required. He concluded that staff would submit the application if the Board approves the request to pursue this accreditation on Tuesday evening.

Mayor Morgan asked what costs are involved in the process and would this be used in marketing materials.

Mr. Pages stated that the application fee is \$168, and the Town would incur costs for hosting the panel of judges in two years. He added that the other costs would be the annual assessment fee of approximately \$106 per year at the current population count; which could increase \$60 if population increased. He further added that costs would be incurred every five years when the panel reviews the department for reaccreditation. He also advised that after accreditation was received all documentation would bear a seal stating this.

Item # 4 Discussion and Potential Consideration of an Ordinance Establishing a Tree Commission.

- a. Consideration of Ordinance**
- b. Consideration of Nominations Committee Recommendation for Appointments to Tree Commission.**

Mr. John Edwards, Landscape Specialist briefed the Board on the Tree City USA criteria. He stated that there are four standards for a town to meet to have this designation: a tree board or commission; a tree ordinance; an annual budget line item and an Arbor Day Observance. He added that this designation would greatly assist the Town with grant applications. He further added that he has a group of talented citizens who have expressed an interest in serving on a tree commission, an Arbor Day Observance has been planned for March 19th and the Town currently spends approximately \$350,000 per year on various services related to trees like mulch and leaf pick-up. He stated that a Tree Ordinance has been prepared for the Boards consideration on Tuesday evening. He concluded that the application deadline for Tree City USA is December 15, 2010.

Item # 5 Consideration of a STP-DA Grant for Sidewalk and Greenway Improvements.

Mr. Brian Ulrich, Transportation Manager briefed the Board on this Grant process. He added that in order for the MPO to consider funding of any projects a letter of municipal support is required.

Item # 6 Consideration of an Ordinance Amending the Kernersville Code of Ordinance Book:

- a. Chapter 5, Business Regulations and Taxation**
- b. Chapter 11, Offenses**

Mr. John Wolfe, Town Attorney briefed the Board on the recommended amendments to Chapters 5 and 11 of the Town Code of Ordinances.

Item # 7 Consideration of an Extension to the Banking Services Contract with RBC Bank.

Mr. Swisher stated that the Town's contract with RBC is due to expire in June 2010; however RBC Bank stated that if the Town renews the contract early for a minimum of three years they will waive all monthly service fees. Mr. Swisher further stated that staff has had an excellent working relationship with RBC over the last five years and Staff recommends renewal of this contract.

Item # 8 Consideration of an Extension of the Cell Tower Lease with AT&T.

Mr. Swisher stated that AT&T has requested to extend their lease for use of the Town's Cell Tower for another five year term with two additional five year options. Mr. Swisher further stated that AT&T is an excellent tenant and that Staff recommends renewing the current lease, which will not actually expire until 2014.

Item # 9 Consideration of amending the Town’s Schedule of Fees and Charges to include a Precious Metal Dealer Application Fee in Accordance with State Law.

Police Chief Gamble briefed the Board on this amendment to the Town’s Schedule of Fees and Charges and the new State Law. He stated that this has come about due to the increase in the number of gold dealers. He further stated that the Police Department will assign an officer to ensure businesses are in compliance with the new State Laws.

Item # 10 Consideration of a Request For Proposal (RFP) for the NCHSAA State Cross Country Championships.

Mr. Swisher stated that the Town has recently hosted both a regional and an invitational cross country meet at Beeson Park and since then the Town has been asked to host other cross country events. He added that the North Carolina High School Athletic Association is requiring that host venues submit an RFP committing to cover the expenses associated with the event and to host for 4 years. He further added that the projected expenses associated with the event will be \$18,000-\$20,000 per year and the projected revenues \$8,000-\$10,000 per year generated from parking fees; sponsorships; concessions income and hotel accommodations. He stated that overall these events would be a great addition to Beeson Park; they would give the Town great exposure and have a significant economic impact on the Town. He further stated that there are funds in the Occupancy Tax Fund Balance to cover at least the first 2 years; possibly all four and that “Visit Winston Salem Inc.” may also be interested in being involved, as they were when it was hosted at Tanglewood.

Item # 11 CONSENT AGENDA

- C-1 Approval of Minutes for December 8, 2009 Regular Session
Approval of Minutes for December 29, 2009, Briefing Session
Approval of Minutes for January 5, 2010 Regular Session**
- C-2 Forsyth County Tax Refunds**
- C-3 Consideration of a revised Resolution concerning Board of Aldermen meetings. (Changes the Briefing date back to Wednesday)**

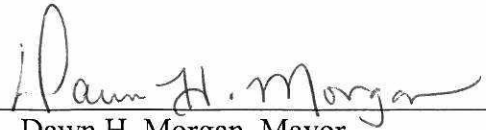
Mr. Swisher advised the Board that several tax refunds will be likely over the next couple of months due to property owners winning their appeals on recent property evaluations.

3. Closed Session for purpose of a discussion regarding Land Acquisition.

Alderman Keith Mason made a **Motion** for the Board to enter in to Closed Session for purpose of discussion regarding Land Acquisition and Attorney Client Privilege matters. Mayor Pro Tem Kevin Bugg seconded the motion and the vote was all for and motion carried.

4. Adjournment.

Being no further business to come before the Board the meeting was adjourned to Closed Session at 7:46 pm.

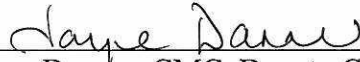

Dawn H. Morgan, Mayor

Attest:


Jayne Danner, CMC, Deputy Clerk

I, Jayne Danner, CMC, Deputy Clerk of the Town of Kernersville, North Carolina, do hereby certify that this is a true and correct copy of the minutes of the meeting duly held on January 27, 2010.

This the 5th day of March, 2010.


Jayne Danner, CMC, Deputy Clerk