

*Town Hall
112 East South Main Street*

**AGENDA
July 10, 2018**

**FY 2018-2019 PUBLIC HEARING 6:00 pm
Police Building Renovation**

Mrs. Monica Thornton, USDA Rural Development - Public comment and questions regarding the budget of the Police building rehabilitation project, 117 East South Main Street, Littleton, NC

The Town of Littleton held a Public Hearing on Tuesday, July 10, 2016 at 6:00pm. In attendance were Commissioners Spragins, Pitchford, Debnam, Barcelo and Knight. Mayor Scott presided over the hearing. Fifty-six members of the general public were in attendance. The Mayor opened the Public Hearing on the USDA Police Station Renovation Project at 6:01 pm. The Mayor opened the floor for questions or comments on the renovation of the building. USDA Grant package in the amount of \$100,000.00 grant, \$166,000.00 loan with applicant contribution of \$50,000.00, total cost of the renovation of \$316,000.00. Questions of how the town was getting the \$50,000.00. The Mayor explained the funds are earmarked for this project in savings. The question arose on the cost of demolishing the building versus rehabilitating the current structure. The cost analysis would be part of the Preliminary Architect Report summery and the Mayor responded he would make those figures available to the public.

With no further questions the public hearing closed at 6:05 pm.

.....
BOARD WORK SESSION immediately following

1. Call meeting to order
2. Envirolink Proposal
3. Water & Sewer Rate Structure
4. Ordinance (Police Fines) Fees
5. August Work Session – change from 08/07/18 to 08/14/2018 6:00 pm
6. Consider Water Shortage Policy and Resolution - tabled
7. Town wide speed limit of 25 mph - discussion
8. Mission Statement / Vision / Logo - discussion
9. Festival Policy - discussion
10. Motion to go into Closed Session pursuant to NCGS 143-318.11(a)(6) to discuss personnel.

The Town of Littleton held the monthly work session on Tuesday, July 10, 2016 at 6:05pm. In attendance were Commissioners Spragins, Pitchford, Debnam, Barcelo and Knight. Town attorney Kris Gardner arrived at 6:20 pm. Mayor Scott presided over the meeting. Fifty-six members of the general public were in attendance.

The Mayor introduced Monica Thornton, with the USDA Rural Development to present loan grant package from USDA. The package offers the town a USDA grants package 100,000.00 grants, a loan at interest rate of 3.875 in the amount of 166,000 for term of 20 years with annual payment of \$12,080.00. The Town (applicant)

The Town of Littleton is an equal opportunity provider, and employer.

has a contribution of \$50,000.00. The loan does require a lien on the property. This is an installment purchase project. With the UCC forms filed with the NC Sec of State, agree to automatic draft agreement and, LGC approval (clerk was asked to inquire with LGC if review is required for loans secured by real estate), there are required monthly progress meetings. An appraisal will be required on the building. Loan Resolution, Operating budget, there is a reserve requirement of 10% in an account per year for 10 years. Commissioner Pitchford made the motion; seconded by Commissioner Barcelo to accept the USDA Rural Development package for the police station renovation. The motion voted and carried unanimously.

The Board took a brief recess at 6:35 pm and the meeting reconvened at 6:52 pm.

EnviroLink proposal – Mr. Carr McLamb made a presentation to the Board for full service of the water distribution, treatment and collection systems, meter reading, billing customer service and public works. The annual amount proposed for the operational and maintenance service contract was \$138,888.00 with monthly payment of \$11,574.00. A copy of the proposal is hereby incorporated into the minutes. The presentation turned into a discussion of questions and answers of scenarios with and without contracted services. No formal action was taken.

Water Sewer Rate Structure – Discussion from the general public continued from the July 3rd meeting on the water sewer rate increase adopted as part of the of the 2018-2019 Budget on June 19th, 2018. Commissioner Spragins commented he is working on a revised proposal and would like to have available for public review within the next two weeks. No formal action was taken.

The Mayor read a “letter for Unity” – a copy of the letter is hereby incorporated into the minutes.

Ordinance (Police Fines) Fees – Commissioner Pitchford presented list ordinance violations where they are considering increasing the penalty. Town Attorney Kris Garner commented that a simple Resolution to adopt a new penalty schedule is all that is needed. Commissioner Knight made the motion; seconded by Commissioner Pitchford to have town attorney draft a resolution in increase penalty fee schedule. The motion voted and carried unanimously. ACTION ITEM – Town Attorney to draft Resolution.

August Work Session – Due to the National Night Out event planned in Littleton on Tuesday August 7th, Commissioner Pitchford made the motion; seconded by Commissioner Knight to change the work session from 08/07/2018 to 08/14/2018 6:00 pm, same location. The motion voted and carried unanimously.

Consider water shortage policy and resolution DRAFT – Water Sewer Superintendent Keith Hamm presented to the Board for consideration an updated Water Shortage Response Plan. The Board agreed to place the plan on the town website and at town hall for the required 30 day public review period.

Town wide speed limit of 25 mph – Commissioner Barcelo led the discussion on the need to reduce the speed limit to 25 mph on Mosby Avenue, NC Hwy 903 and NC Hwy 158. Commissioner Spragins inquired if there is grant funding available for speed bumps? Kris Gardner suggested the Board make a list of streets or areas of concern and contact NCDOT to clarify jurisdiction. ACTION ITEM – Commissioner Barcelo will work on this item.

Mission statement / vision/ logo discussion – Commissioner Barcelo requested this be tabled until a later work session. There was no objection from the Board to table this item.

Festival Policy – discussion – Commissioner Barcelo and the Mayor spoke on their research with other small towns and their festival policies. The Mayor inquired if there is a sample festival policy with the school of government or town attorney? Commissioner Barcelo agreed to make copies of the collected materials and distribute to Board members for further consideration.

Commissioner Barcelo introduced John Duvall new executive director at Lakeland Cultural Arts Center – he shared that he is looking to engage community and revitalize Lakeland.

At 8:19 pm Commissioner Knight made the motion; seconded by commissioner Debnam to go into Close Session pursuant to NCGS 143-318.11(a)(6) to discuss personnel. The motion voted and carried unanimously.

The Board returned to open session at 8:54 pm.

With no further business or action, Commissioner Spragins made the motion; seconded by Commissioner Debnam to adjourn the meeting. The motion voted and carried unanimously.

Town Clerk

.....
General Account of Closed Session – the Board discussed personnel matters related to the police and water sewer departments.