

Salisbury, North Carolina
February 3, 2004

REGULAR MEETING

PRESENT: Mayor Susan W. Kluttz, Presiding; Mayor Pro Tem, Paul B. Woodson, Jr.; Councilmen William (Bill) Burgin; William (Pete) Kennedy; Robert (Bob) Martin; City Manager, David W. Tremé; City Attorney, F. Rivers Lawther, Jr.; and City Clerk, Myra B. Heard.

ABSENT: None.

The meeting was called to order by Mayor Kluttz at 4:00 p.m. The invocation was given by Councilman Kennedy.

PLEDGE OF ALLEGIANCE

Mayor Kluttz led those present in the Pledge of Allegiance to the United States flag.

RECOGNITION OF VISITORS

Mayor Kluttz recognized all visitors present.

ADDITIONS/DELETIONS TO THE AGENDA

Mayor Kluttz noted the following changes to the Agenda:

Addition of a Proclamation honoring Livingstone College's 125th Anniversary.

Addition of a Council Committee report on the Farmer's Market.

Addition of discussion on the Blackmer House.

PROCLAMATION

Mayor Kluttz proclaimed the following observance:

LIVINGSTONE COLLEGE 125th ANNIVERSARY DAY February 5, 2004

CONSENT AGENDA

(a) Minutes

Approve Minutes of the regular meeting of January 20, 2004.

(b) Final Subdivision Plat S-01-04 - Tire Kingdom

Approve final subdivision plat S-01-04 for Tire Kingdom on Faith Road.

(c) Final Subdivision Plat S-02-04 - CVS Pharmacy

Approve final subdivision plat S-02-04 for CVS Pharmacy and accept maintenance responsibility for a 304-foot extension of Woodleaf Road.

Thereupon, Mr. Woodson made a **motion** to approve the Consent Agenda. Mr. Burgin seconded the motion. Messrs. Burgin, Kennedy, Lewis, Woodson, and Ms. Kluttz voted AYE. (5-0)

HIGHLIGHTS AND GOALS

Planning Board

Dr. Fred Dula, Chairman of the Planning Board, and Mr. Harold Poole, Senior Planner, discussed the Highlights and Goals for the Planning Board for 2003-2004. Planning Board members are: Dr. Fred Dula, Chair; Mr. Sean Reid, Vice-Chair; Ms. Sandy Reitz, Mr. Jerry Wilkes, Mr. Eldridge Williams, Mr. Rodney Queen, Mr. Jeff Smith, Mr. Len Clark, Mr. Lou Manning, Mr. Brian Miller, Mr. Ken Mowery, and Ms. Mitzi Clement.

Summary of Activities 2003

- Twenty-one (21) Zoning cases
- Twenty (20) Text Amendments
- Twenty-three (23) Group Development Site Plans
- Six (6) Subdivisions (preliminary plats)
- Three (3) Small area/corridor studies
- Forty-eight (48) Committee reports

Highlights 2003

- Zoning cases – Police Station 130 E. Liberty Street
- Zoning Text Amendments – East Innes Street Gateway Overlay District
- Group Development Site Plans – C&H Cafeteria (outparcel Town Creek Commons)
- Group Development Site – The Gables at Kepley Farm
- Group Development Site Plans – Walgreens, 1906 West Innes Street
- Subdivisions – Oakview Commons
- Small Area Studies – M-2 zoning impacts on Jersey City Neighborhood
- Small Area Studies – ETJ study relinquishing portion to Rowan County
- Salisbury & Rowan County Planning Boards held a joint Planning Board meeting to discuss regional growth and development issues – June 23, 2003

Goals 2004

- Develop new zoning and subdivision ordinances based on principles of the Vision 2020 Comprehensive Plan
- Conduct corridor studies and develop plans for sidewalks, lighting, and other street enhancements
- Conduct small area studies to plan for further neighborhood improvements
- Study redevelopment of potential of areas adjacent to I-85 and in the urban core as well as areas for new commercial residential and mixed use development
- Incorporate design guidelines that promote functional and harmonious streetscapes and built environments
- Consider expansion of East Innes Street Gateway Overlay District along with commercial corridors
- Consider revisions to development policies to include more clustered development and common open space
- Develop a Traditional Neighborhood Development Ordinance (TND) to allow for higher density mixed uses in appropriate locations

Mayor Kluttz thanked Dr. Dula for his leadership as Chairman and the members of the Planning Board for their work throughout the year.

Greenway Committee

Dr. John Wear, Jr., Chairman and Mr. Keith Trawick, Parks and Recreation Maintenance Manager, addressed Council concerning the 2003 Highlights and 2004 Goals for the Salisbury Greenway Committee.

Highlights 2003

- Earth Day Celebration – Wednesday, April 16, 2003
- 5K Run/Walk for the Greenway – Saturday, July 19, 2003
- Greenway Growlers – Sunday, September 28, 2003
- Land Trust Tree Lighting Ceremony – Monday, December 8, 2003
- Rowan Regional Medical Center Sponsorship of Forest Hills Trail
- Wear Memorial Completed – Dedicated in memory of John E. Wear, MD and Susie H. Wear

Goals 2004

- Complete construction of Phase 2 & 3
- Complete Forest Hills trail “base”
- Secure easements along future phases
- Complete design & construction documents for Phase Four (4) development
- Continue to seek sponsorships, grants, and donations to improve the existing greenway trail and future development
- Meet the maintenance challenges of the additional 1¼ miles of new trail along the Phase 2 & 3 routes
- Continue programming efforts
 - Earth Day Celebration – April
 - 5K Run/Walk for the Greenway – July
 - Greenway Growlers Event – September
 - Supervised Walking Program – throughout year
- Continue partnerships with Catawba College Center for the Environment, Horizons Unlimited, the Land Trust for Central North Carolina, the Salisbury/Rowan Runners Club and other organizations to promote the benefits of the Greenway

Members of the 2003-2004 Greenway Committee are: Dr. John Wear, Jr., Chairperson; Ms. Jean Wurster, Vice-Chairperson; Mr. Bob Allen, Dr. Sashi Sabaratnam, Mr. Darryl Blackwelder, Ms. Amy Smith, Ms. Lisa Wear, Mr. Richard Franklin, and Ms. Pat Cooke.

Mayor Kluttz thanked Dr. Wear and the Committee members for their work for the Greenway.

Human Relations Council

Mr. Carl Repsher, 2003 Chairman of the Salisbury-Rowan Human Relations Council, and Ms. Mae Carroll, 2004 Chairman, discussed the Highlights and Goals for 2003-2004 for the Human Relations Council.

Goals FY 2003

- Serve the community by identifying and preventing potential human relations problems, and by leading efforts to resolve tension and conflict when problems arise
- Provide and facilitate communication within the Council and between the Council, elected officials, and the community at large
- Identify and develop methods to celebrate diversity within the community
- Improve the effectiveness of the Council.

Highlights 2003

- Continued Covenant Community Connection (CCC) church/officer program
- Conducted Multiculturalism training for Rowan Salisbury Schools
- Participated in Project Safe Neighborhood Initiative
- Piloted “Toward a More Perfect Union” process with Erwin Middle School
- Recognized Train-the-Trainers certification
- Coordinated the Martin Luther King, Jr. Breakfast
- Coordinated two Mayor’s Spirit Luncheons
- Coordinated Pan American Festival
- Established a subcommittee-Hispanic Coalition
- Re-established the Elizabeth D. Koontz Award

Goals FY 2003-04

- Improve community relations
- Promote awareness of growing diversity
- Improve external and internal communications

Mayor Kluttz thanked Mr. Repsher and Ms. Carroll for their work and stated she was pleased to see programs focus on the youth of the community.

RECEIVE REQUEST FROM CHAMBER OF COMMERCE REGARDING ISSUES AFFECTING THE BUSINESS COMMUNITY

Mr. Bob Wright, President of the Chamber of Commerce, Ms. Dianne Greene, Chairperson of the Rowan County Chamber of Commerce, and Mr. John Casey, Chamber of Commerce Board member, spoke to Council concerning issues for Council’s consideration in the upcoming year.

Mr. Wright informed Council that the issues were voted upon by the Chamber of Commerce Board of Directors and they feel these are issues affecting business in Salisbury and Rowan County.

The issues presented to Council by Mr. Casey and Ms. Greene were:

- Spirit of Cooperation - Becoming more unified in moving the City forward. This should begin with unparalleled cooperation between City and County government, flexible attitudes regarding change, less regulation, and generally “thinking outside the box”.
- More Business Input - On issues that directly affect the Salisbury business community. The Chamber expects their point of view to be properly represented in the decision-making process.
- Economic Enhancement – The City of Salisbury has been supportive of economic development. The Chamber believes the time has come for City officials to develop and fund an aggressive Economic Development Plan (including what we want to be and how to get there) for the benefit of all Salisbury citizens.
- Land Use Planning – The Chamber asks the City to continue its efforts in proper land-use planning and to encourage and promote growth so that Salisbury develops in the manner that it should and is very business friendly.
- Workforce Development – Lack of an adequate workforce is a serious drawback to our economic development efforts. The Chamber appreciates City officials being aware of this issue and supporting the Chamber in its workforce development initiatives.
- Road Improvements – Salisbury is the County seat of Rowan County which has the dubious distinction of being one of the counties with the worst roads in the state of North Carolina. A long-term plan for street development should be developed.
- Local Access Cable Channel – The Chamber feels that a local access cable television channel could be a long-term benefit in the Salisbury area. The Chamber supports the City and County jointly reviewing this concept as they negotiate a new agreement with our local cable provider.

Mayor Kluttz thanked Mr. Wright, Ms. Greene, and Mr. Casey for their recommendations. She noted that most of the issues were on Council’s agenda for their retreat, and added that the theme of the retreat is economic development and how to be more business friendly. Mayor Kluttz commented that Council has created a committee to work on streamlining the permitting process.

Councilman Lewis asked about the methods that the Chamber would like to use for more input on decisions made by Council. Mr. Casey stated that if Council decides to do something that will affect business in a certain area the Chamber would like to be involved early before decisions are made. Mr. Lewis recommended Chamber representatives attend City Council and Planning Board meetings in order to stay informed on issues.

Mayor Kluttz thanked Mr. Wright, Ms. Greene, and Mr. Casey for bringing the Mayors of Rowan County together through their quarterly meetings. She stated she felt this is an excellent way to communicate and thanked them again for their recommendations.

PRESENTATION FROM MR. RODNEY QUEEN REGARDING DEVELOPMENT CONNECTIVITY

Mr. Rodney Queen, 101 Polo Drive, spoke to Council concerning connectivity for developments in the City. He stated that currently when a development is constructed the staff Technical Review Committee requires stub-outs on vacant property so that when the property develops there is connectivity to other neighborhoods.

Mr. Queen commented on Oakview Commons, a one hundred seventy (170) home development, and noted that three (3) stub-outs were required. When the Stoneridge Development developed their parcel of land that connected to Phase 3 of Oakview Commons they were given the right not to connect, so Oakview Commons was denied the connectivity.

Mr. Queen stated that the cost to pave a stub-out can be \$20,000 - \$30,000 depending on the length. He told Council that he has received many calls from developers who wanted to eliminate future stub-outs. After review of the stub-out process and future connectivity, Mr. Queen stated that he felt the solution is to continue the current requirements except for the requirement that the stub-outs be paved. He noted that many of the larger developments take many years to build-out and as the areas change they may no longer want certain parcels to be connected. If the property is not paved then the change is easier to accommodate. Mr. Queen explained that this will take the burden away from the developer who will connect to a vacant parcel and place it on those who want to make connectivity.

Mayor Kluttz thanked Mr. Queen for studying the issue and bringing it to Council. She stated his recommendation will be passed to staff for study.

Councilman Lewis stated this has been a big issue for developers and suggested directing it to the Planning Board, whether directly from Council or through staff, to review the existing Code and develop a recommendation to change the Code.

Mayor Kluttz directed staff to look into Mr. Queen's request and return to Council with a recommendation.

DEMOLITION - 531 EAST FISHER STREET

Mr. Jeff Youngblood, Fire Investigation/Inspection Specialist, and Mr. Doug Ennis, Minimum Housing/Inspection Specialist, spoke to Council concerning abandoned property located at 531 East Fisher Street. Mr. Youngblood stated that the house has been vacant for approximately three (3) years as the result of a drug raid and subsequent Minimum Housing inspection. He stated that the property currently has \$2,600 in liens and he informed Council that the Police Department has been called to the house fifty-eight (58) times for various reasons. Mr. Youngblood informed Council that the house was posted as unfit for human habitation in July 2002.

Mr. Youngblood noted that taxes on the property have not been paid in the past four (4) years and the County is in the process of foreclosing, however, they can not find the owner of the property. Mr. Youngblood stated that all attempts to locate the owner have been made but neither the County nor City staff has been successful.

City Manager Treme commented that this lot is attractive and an important lot in the neighborhood. He explained that he feels the house will become available after the County forecloses. He recommended the City pay the County their portion of the unpaid taxes and donate the property to the Community Development Commission for the First Time Homeowner Program. Mr. Treme stated that it will be better to tear the house down and rebuild rather than rehab it.

Councilman Kennedy stated that his office is in this area and many homeowners have remodeled houses and he feels it will benefit the neighborhood.

Thereupon, Mr. Kennedy made a **motion** to approve the Ordinance for demolition. The motion failed for lack of a second.

Councilman Burgin asked about the process for acquiring the house and if the house could be acquired without demolition. He stated he was concerned the history of the house would be lost. Mr. Burgin asked if there are other options that would allow the City to save the history of the house within the neighborhood. He noted his concern that if the County foreclosed on the house the City might not be able to gain control. Mr. Treme stated that the cost of repairing the house is far greater than the cost to demolish the house and to rebuild. Mr. Treme added that he felt it will show a positive sign to have a new house being built in this neighborhood.

Mr. Burgin stated his concern about lack of in-fill protection in the neighborhood. He noted that if the County forecloses on the house and if someone other than the City bids and gains control, then they will build a "soap-box" house inconsistent with the neighborhood. He asked if staff had a reasonable level of assurance that the City will get the house. Mr. Treme replied that there is not a guarantee that the City will get the house but that the City will be a strong bidder and is most likely to get the house since taxes are owed to the City as well.

City Attorney Rivers Lawther told Council that the County has not foreclosed on the property yet because no one is interested in it. He stated that if the City expresses their interest to the County they will proceed with the foreclosure and then the County and City will own the house jointly. The County could then sell the property to the City for the taxes owed. Mr. Lawther told Council that the other alternative is to condemn the property, which would take quite a while.

Councilman Lewis asked Mr. Lawther about the time for a tax lien foreclosure. Mr. Lawther replied that it takes approximately two (2) months.

Mr. Burgin stated he did not want to expose the neighborhood to something that is potentially worse than what is there now. He added that he would like to obtain the property first and then demolish the house rather than demolishing the house before acquiring the property and run the risk of losing control of the lot.

Thereupon, Mr. Kennedy made a **motion** to table the issue until June. Mr. Burgin seconded the motion. Messrs. Burgin, Kennedy, Lewis, Woodson, and Ms. Klutz voted AYE. (5-0)

FIVE YEAR TECHNOLOGY PLAN

Mr. Michael Crowell, Information Technology Manager, informed Council that the City has been in the process of updating its Information Technology Strategic Plan. He introduced Mr. Tom Weiman and Mr. Mike Weides, Consultants with Technology Design Services, Inc. who have worked on the strategic plan.

Mr. Weiman reviewed the background for the IT Strategic Plan and noted:

- Strategic Plan last completed seven (7) years ago
- At least 80% of earlier plan implemented
- Interviews conducted
 - Personnel from all departments
 - Over 5 days
- New Plan Document format consistent with original

Key findings relating to infrastructure were:

- Great progress made on voice and data infrastructure
- New security realities increase need for extending private network using fiber optics:
 - Fiber ring for redundancy
 - Fiber optics for all Utilities Facilities
 - Assess and repair fiber to traffic lights
 - Many municipalities implementing fiber optic networks with schools and hospitals

Mr. Weiman noted that key findings concerning Technology Services included the following recommendations:

- Add dedicated Network Administrator. Currently the City has thirty-one (31) servers and the rule of thumb is one network administrator supports twenty (20) to thirty (30) servers
- Add internal City Supervisory Control and Data Acquisition (SCADA) position to provide support for existing system in conjunction with the existing maintenance contract
- Technology Services Director report to City Manager
 - Provides appropriate-experienced representation of technology at management level of the City
- Technology Services should commission Security Assessment

The key findings related to Applications throughout the City were:

- Automated Meter Reading
 - Technology is available
 - Cost savings over long run
 - Recommend feasibility study
- Infrastructure Management Software
 - Benefits many departments
 - Better track and manage many basic components of City (streets, sewers, etc.)
 - Connection of data to Geographic Information System (GIS) and other application will help to create a Citizens Relationship Management (CRM) application

Mr. Weiran reviewed the key findings concerning Applications, which included:

- Wireless & Portable Computing
 - Portable devices improve productivity for Inspectors and Maintenance crews
 - Largest productivity gains when personnel are connected while in the field
 - Cellular G3 or wireless overlay? Several benefits to wireless overlay. Is it worth the investment?
- GIS
 - GIS programming is making strong progress
 - Many more things to do:
 - Make continued commitment to application priorities
 - Integrate GIS further with other applications:
 - Hydraulic fluid application at Utilities
 - Further integration with Open Software Solutions, Inc. (OSSI) for Computer Aided Dispatch (CAD)
 - Community development for refined mailing lists
 - Infrastructure Management System
 - Would like to see increased emphasis on Public Safety needs
- Many opportunities for process improvement exist. Examples include:
 - Permitting process
 - Business License Application process
 - Water utility bill payments
 - New Development approval process
 - WEB site content posting process
 - Integrated Police and Fire Dispatch

Mr. Mike Weides, Fire Chief Sam Brady, and Police Chief Mark Wilhelm discussed recommendations concerning Fire and Police Dispatch Centralization. He noted that the issues and concerns brought up by emergency operations were:

- Separate dispatch centers for Salisbury Police and Fire
- Centers do not integrate CAD or Record Management System (RMS) systems
- Fire cannot access information in the field
- Police and Fire cannot share information or resources
- Safety of officers due to the inability to get critical information to the first responders

Mr. Weides indicated some of the current options and trends are to:

- Remain with separate dispatch centers
- Combine Police and Fire into one dispatch center

Mr. Weides told Council that the national trend is towards combining public safety agencies into the same dispatch center, so that the local authorities can share critical information in order to better serve the community; to provide better communications between emergency field personnel; to provide critical information to the first responders; and to enhance emergency operations management capabilities.

Some of the operational benefits of a combined center that Mr. Weides noted included:

- Intra-network for emergency personnel
- Emergency Operation Center (EOC) communications and information hub for Salisbury
- Data warehouse and access point to outside resources
- Centralized information gateway for public safety officers
- Apparatus tracking through Global Positioning System (GPS) interface with CAD/GIS
- Centralized RMS system for information sharing
- More efficient and productive for public safety agencies
- More efficient use with the incident Command structure

Mr. Weides stated that Computer Aided Dispatch (CAD) is more than just emergency call taking and dispatching of emergency personnel and equipment. It is a public safety resource network.

Fire Chief Sam Brady spoke to Council concerning benefits to the Fire Department for a combined dispatch center. The benefits included:

- Enhanced personnel management and tracking

Chief Brady stated that this is important to keep track of the equipment and personnel on scene at an incident.

- Centralized National Fire Incident Resource System (NFIRS) reporting and management of analytical reports. This will allow instant downloading of reports.
- Apparatus and resource management during periods of high volume emergency calls, simultaneous incidents, and mutual aid call-ups
- Information directly accessible in the vehicles via Mobile Data Terminals (MDT)

Chief Brady stated that currently when a call is received they have to wait on dispatch to fax any additionally known information about the scene. They typically are already on sight when the information arrives.

- Centralized report processing to eliminate redundancy
- Direct control of emergency equipment response assignment
- Object linking and embedding with reports and preplans

Chief Brady explained that this will allow digital pictures to be included with preplans.

- Enter & Update preplan/hazardous conditions "On line-Real time"

Chief Brady stated that currently the Fire Department uses four thick notebooks located in the command vehicle and the incident manager has to find the plan and study in route to the scene.

- Faster dispatching and response to emergency calls. (E911 Direct)

When a call is made to 911 it is made to the County who in turns sends the call to the Salisbury Police Department for dispatch. If the call is for Police and Fire they dispatch the Fire Department then roll the call to the Police Department. Chief Brady stated that both departments are in route to a scene but do not have communication between the two.

- Interverhicle digital communications
- Access ChemTrec via the Internet
- Better Command and Control of Operations

Chief Brady explained that this will allow communications to all other agencies as needed with direct contact.

Police Chief Mark Wilhelm reviewed the benefits for the Police Department, which included:

- Enhance emergency call taking capabilities and processing

Chief Wilhelm stated that when a call is made to 911 and answered by the County, the caller has to give all of their information to the dispatcher who then rolls it to the Police Department where the caller has to give the information a second time.

- Direct communications with Fire during incidents
- Get important preplan information to the first responders over the MDT, G3 cellular, or City operated wireless network
- Access updated building preplan and hazardous conditions information as first responders and during tactical operations
- Enhanced information and coordination with Fire Department, and other agencies, during major incidents and weather related emergencies

Mr. Weides explained that the key elements to the combined center are:

- 800mhz multiple channel trunk radio system
- RMS system (OSSI)

- Dispatch center work stations and personnel
- Mapping system (OSSI, CAD and GIS)
- Data storage system (SAN)
- Network infrastructure with good band width (Redundant Fiber)
- Wireless connectivity for field communication (G3 Cellular or Wireless WAN)
- Mobile computing devices (Tablet PC's, MDT, PDA)
- Technical support staff

He informed Council that the primary systems are already in place.

Mr. Weides then reviewed the summary and recommendations to Council, which included:

- Combine Police and Fire into one dispatch center
- Commission a technology plan for the integration of the various dispatch system components:
 - Combined dispatch feasibility study including cost/benefit analysis, goals and objectives, budget, and timeline.
 - Prepare a project work plan including E911 Telco needs
 - System software integration requirements
 - Network design and Hardware components
 - Burn-in and test system for functionality and reliability
 - Train dispatch and department personnel
 - Integrate the Fire into the dispatch center

Councilman Kennedy stated he saw a definite need for the improved technology and combined City dispatch system. He added he would also like to study the feasibility of combining the County and City's Police and Fire dispatch systems.

City Manager Tremé stated that one thing that makes the combined dispatch possible for the City is the use of the OSSI software. He told Council that the County does not use this software and it would be a tremendous cost to make the transition. Mr. Crowell stated that the County uses CHIEFS software and their data and the City's data do not interface. He noted that what drives the system is the software and the first step will be to combine the City's Police and Fire dispatch. Mr. Crowell commented that most systems in the surrounding areas use the OSSI software, which will make the system a regional system.

Mr. Tremé told Council that the benefit to the safety of officers and quality of services to the citizens is easily attainable with this combined center. He added that this will be discussed further at the retreat.

Councilman Burgin inquired about the cost and timeline to implement the change. Mr. Tremé stated that staff will continue to bring information to Council through the retreat and the budgetary process.

LOCAL PERMITTING AUTHORITY FOR WATER/SEWER EXTENSIONS

Mr. Matt Bernhardt, Assistant City Manager for Utilities, informed Council that as part of the City streamlining the development processes Salisbury-Rowan Utilities is seeking to become the approval authority for water and sewer extensions. Currently the applications have to be approved through the regional offices of the State. Staff has compiled information on what it will take to establish a local permitting program.

Mr. Bernhardt stated that the steps could take place concurrently and the first step will be to update Uniform Construction Standards and develop Standard Specifications, noting it should take approximately six (6) months. This will include:

- Obtain input from Salisbury-Rowan Utilities (SRU) and City staff, Consulting Engineers, and Developers
- Submit to state agencies for review and approval
- Educate development community of new local permitting process

Mr. Bernhardt pointed out that this is allowed for water and sewer extensions only and will not apply for Lift or Pump Stations.

The second step will be to create a Local Program Ordinance. This process will take a minimum of three (3) months and will include:

- Establish minimum design criteria

- Obtain samples of similar ordinances in North Carolina
- Includes application process, policies, fees, inspection, enforcement and appeals
- SRU Environmental Attorney to review and comment
- Submit proposed ordinance to Attorney General for review and comments
- Submit to Salisbury City Council for approval and adoption

Mr. Bernhardt stated that the third step will be to update and enforce existing state mandated plans and programs. These are:

- Water System Management Plan
- Water Supply Plan
- Emergency Management Plan
- Operation and Maintenance Plan
- Capital Improvement Plan
- Backflow Prevention Program

Mr. Bernhardt explained that there are additional items to facilitate the program which are:

- Hire Utilities Projects Coordinator and additional Utilities Engineer
- Create & fill Administrative Support position for Utilities Engineering
- Consider creation of Comprehensive Development Manual
- Consolidate Utilities and Land Management Permitting Programs into a City Development Center (i.e. “One Stop Shop”)

Mr. Bernhardt stated that the Utility Department has made a goal to become the best utility in the state and to do this it will include having a local permit program. He added that he felt these are the steps that will put them in the position to make drastic changes and move forward in the future.

Mayor Klutz indicated she was excited to hear that staff is taking this step. She added that she felt this is exactly what Council wants.

Mr. Bernhardt informed Council that Salisbury-Rowan Utilities will still be subject to State audits and inspections.

Councilman Burgin stated that the City absolutely has to have local jurisdiction on the permitting process. He noted his amazement at what developers currently have to go through with the State.

Councilman Lewis stated he knew this was not easy but it will pay big benefits.

City Manager Treme informed Council that staff has been working very hard and will reorganize operations to set up the structure to follow the strategy. He indicated the change will not come without cost but the scope of the Utility has increased and the City will have to go to the next level to provide the level of service.

Mr. Bernhardt told Council that this process can be done in a quality manner in a one (1) to two (2) year time frame.

Mr. Burgin encouraged staff to get input from the community during the development of the Standard Specifications so that they are standards specifically for Salisbury.

COUNCIL COMMITTEE REPORT ON FARMERS MARKET

Mayor Klutz reported that she and Councilman Burgin with Mr. Randy Hemann of Downtown Salisbury, Inc., and City staff to determine a location for the downtown Farmer’s Market. She indicated that the group toured suggested locations and is in the process of evaluating the sites. She noted that they will have a report at the next Council meeting. Mayor Klutz stated that the group is committed to having the Farmer’s Market up and running by the spring.

BLACKMER HOUSE CONCERNS

Mayor Kluttz stated that a fire closed the Blackmer House located on Fulton Street approximately twenty (20) years ago and the City's ordinances have changed during this time. She noted that neighbors have raised several complaints concerning the appearance of the house and health concerns. She asked staff to look into the complaints regarding the house and bring a recommendation to the next meeting.

COMMENTS FROM THE CITY MANAGER

(a) NCDOT Projects Update - East Innes Street

Ms. Wendy Brindle, Traffic Engineer, informed Council that Innes Street remains two (2) lanes and has been delayed from opening to four (4) lanes due to the bad weather. She stated that the contractor only has a few days of paving to finish in order to get Innes Street opened to four (4) lanes, and they hope to have this accomplished around February 23, 2004. Ms. Brindle noted that around this same time Faith Road, the end nearest Innes Street, will be closed for approximately two (2) weeks to tie in the new alignment for US 52.

Ms. Brindle told Council that the contractor for the B3236 Project – Innes Street Bridge, is English Construction and they are eager to begin work. At the request of the City, the North Carolina Department of Transportation is delaying the start of this project until East Innes is restored to four (4) lanes. She noted that as soon as East Innes is opened to four (4) lanes the Innes Street Bridge project will begin. She added that it has a completion time of two hundred eighty-five (285) days.

Mr. Brindle informed Council that when the Bridge Project begins, westbound traffic along Innes Street will remain two (2) lanes while eastbound will be detoured down Lee Street to Bank Street to Long Street back to Innes Street. She noted that this will be a dual lane detour and the City will have to temporarily designate the 200 and 300 blocks of Bank Street as one-way in the eastbound direction. She stated that Lee Street will require re-striping to designate dual lanes in the southbound direction and a single northbound lane. No turns from Lee Street onto Fisher Street will be allowed during this time.

(b) Funding Water/Sewer Extension Policy

City Manager Treme stated that he is looking at ways to fund the water/sewer extension program and he will make a recommendation to Council at its next meeting. He stated that the funding for the plan was stopped in the previous budget years because of the loss of money from the State.

(c) Centralina Council of Governments Alternate

Mr. Treme informed Council that Mr. Woodson is the Council delegate for Centralina Council of Governments but they have requested an alternate to fill in for Mr. Woodson if he is unable to attend. Mr. Treme stated that if Centralina will agree he will ask a staff person to attend.

MAYOR'S ANNOUNCEMENTS

(a) Clean Air Lecture Series

Mayor Kluttz announced the Clean Air Lecture Series will be held February 4, 2004 at 6:45 p.m. in the Crystal Lounge at Catawba College.

(b) Livingstone Founder's Day Luncheon

Mayor Kluttz announced that the Livingstone Founder's Day luncheon will be held February 5, 2004, 1:30 p.m. to 3:00 p.m., in the Hilliard Room of the Hood Building.

ADJOURNMENT

Motion to adjourn the meeting was made by Mr. Kennedy, seconded by Mr. Burgin. All council members agreed unanimously to adjourn. The meeting was adjourned at 7:00 p.m.

Mayor

City Clerk