

Salisbury, North Carolina
August 16, 2022

REGULAR MEETING

PRESENT: Mayor Karen K. Alexander, Presiding, Council Members Harry McLaughlin, David Post, and Anthony Smith; City Manager Jim Greene, Jr., City Clerk Kelly Baker; and City Attorney J. Graham Corriher.

ABSENT: Mayor Pro Tem Tamara Sheffield

Salisbury City Council met in Council Chambers in City Hall located at 217 South Main Street. The meeting was called to order by Mayor Alexander at 3:00 p.m. A moment of silence was taken.

PLEDGE OF ALLEGIANCE

Mayor Alexander led participants in the Pledge of Allegiance to the United States flag.

CHANGES TO THE AGENDA

Mayor Alexander noted the following changes to the Agenda:

Postpone Item 8 - Council to consider approving a Level 1 Investment Grant in the estimated amount of \$136,814 over a five-year period, and adopt a Resolution for application to the State of North Carolina for a Rural Building Reuse Grant in the amount of \$150,000, and hiring a grant administrator in an amount not to exceed \$6,000.

ADOPTION OF THE AGENDA

Thereupon, Councilmember Post made a **motion** to adopt the Agenda as amended. Mayor Alexander, Councilmembers McLaughlin, Post, and Smith voted AYE. (4-0)

PROCLAMATIONS

Mayor to proclaim the following observances:

GO TRANSIT MONTH	September 2022
LIBRARY CARD SIGN-UP MONTH	September 2022
SUICIDE PREVENTION MONTH	September 2022

CONSENT AGENDA

(a) Minutes

Approve Minutes of the regular meeting of August 2, 2022.

(b) Budget Ordinance Amendment – Dixonville–Lincoln Memorial Project

Adopt a budget Ordinance amendment to the FY2022-2023 budget in the amount of \$26,902.17 to appropriate grants and private donations for the Dixonville-Lincoln Memorial Project.

ORDINANCE AMENDING THE 2022-2023 BUDGET ORDINANCE OF THE CITY OF SALISBURY, NORTH CAROLINA TO APPROPRIATE DIXONVILLE DONATIONS.

(The above Ordinance is recorded in full in Ordinance Book No. 30 at Page No. 175, and is known as Ordinance 2022-65.)

(c) Contract – Mainlining American, LLC

Award a contract to Mainlining American, LLC in the amount of \$459,833.85 for water and sewer maintenance services for Salisbury-Rowan Utilities. Funds for this contract were included in the FY2022-2023 budget.

(d) Voluntary Annexation – Old Concord Road

Receive a request for voluntary annexation of 19.154 acres located on Tax Map 064 Parcel 003 on Old Concord Road and adopt a Resolution instructing the City Clerk to investigate the sufficiency of the request.

RESOLUTION DIRECTING THE CITY CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31, FOR VOLUNTARY ANNEXATION OF TAX MAP 064 PARCEL 003, 19.217 ACRES LOCATED ON OLD CONCORD ROAD.

(The above Resolution is recorded in full in Resolution Book No. 16 at Page No. 57, and is known as Resolution 2022-41.)

(e) Unit Price Contract – R&P Eudy Construction, Inc.

Authorize the City Manager to enter into a unit price contract with R&P Eudy Construction, Inc. in the amount of \$114,560 to construct sidewalk along Lash Drive. This project will be funded with \$63,963 in Community Development Block Grant funds supplemented by funds from Engineering's Special Projects.

(f) Right-of-Way Encroachment – Data Watts Solutions

Approve a Right-of-Way encroachment by Data Watt Solutions for the installation of approximately 3,300 feet of directional bore duct at the corner of Mocksville Avenue, West Monroe Street and Partee Street and on Old Wilkesboro Road in accordance with Section 11-24(27) of the City Code, subject to approval by the North Carolina Department of Transportation.

(g) Right-of-Way Encroachment – Level 3

Approve a Right-of-Way encroachment by Level 3 for the installation of directional bore duct and aerial fiber optic cable on Mocksville Avenue in accordance with Section 11-24(27) of the City Code, subject to approval by the North Carolina Department of Transportation.

(h) Contract Payments and Blanket Purchase Orders

Authorize the City Manager to approve the following ongoing contract payments and blanket purchase orders totaling \$1,572,204.88 that were included in the FY2022-2023 budget:

- 230023 - Carolina Tractor & Equipment - 317G with hyd thumb and 36" bucket - \$227,902.82
- 230210 - Piedmont Truck Center - 2022 F550 - \$106,260.79
- 230211 - Excel Truck Group - Single axle dump truck with spreader - \$133,272.00
- 230213 - Excel Truck Group - Single axle dump truck - \$101,475.00
- 230215 - Rodders & Jets Supply - Dyna Vac DJ40-200 sewer cleaner - \$163,817.34
- 230219 - Cummins Inc. - Commercial Diesel Generator set, 750kw - \$521,014.00
- 230228 - Badger Meter - Monthly endpoint fees - \$218,462.93
- 230234 - EMA Resources – Blanket purchase order for SRU Residuals land application - \$100,000.00
- 230253 - Southern Truck Service - Limb truck - \$334,469.60

Thereupon, Councilmember Smith made a **motion** to adopt the Consent Agenda as presented. Mayor Alexander, Councilmembers McLaughlin, Post, and Smith voted AYE. (4-0)

PUBLIC COMMENT

Mayor Alexander opened the floor to receive public comments

Mr. Ronnie Smith addressed Council regarding the construction of the Rowan County Yadkin River Park. He also requested continued support for the installation of an American Flag at the Bell Tower Green Park.

Ms. Janice Smith expressed her support for the installation of an American Flag at Bell Tower Green Park.

Ms. Jane Smith Steinberg asked Council to fulfill the request of installing an American Flag at the entrance of Bell Tower Green Park.

Mr. Tom Thompson spoke in support of installing an American Flag at the Bell Tower Green Park and thanked Council for its work in the City.

Mr. Michael Chapman expressed his support for erecting an American Flag pole at the Bell Tower Green Park.

Mr. Jeff Masino asked Council to install an American Flag at the Bell Tower Green Park to honor those who served and gave their lives for the Country.

Mr. Randy Lassiter expressed his support of the creation of the Bell Tower Green Advisory Board and commented he hopes to see an American Flag pole installed in a space that is visible from all areas of the park.

Mr. Richard Hellman stated his support in erecting an American Flag at the Bell Tower Green Park.

Mr. Hayden Simmerson expressed his support of installing an American Flag at the entrance of the Bell Tower Green Park.

There being no one else to address Council, Mayor Alexander closed the public comment session.

ECONOMIC DEVELOPMENT INCENTIVE REQUEST – PROJECT FINISHING

This item was postponed.

UPDATE – MICROTRANSIT

City Manager Jim Greene noted Council directed staff to pursue a request for proposal (RFP) regarding a microtransit pilot project in the City. He stated staff has reviewed the proposals and is requesting further direction from Council regarding the project.

Transit Director Rodney Harrison explained microtransit is a technology-based, on-demand transportation service. He stated trips can be scheduled the same day or in advance by

smart phone, computer, or dispatch. He noted microtransit is efficient and responsive to rider requests which could increase demand and require additional resources.

Mr. Harrison noted Software-as-a-service (SaaS) uses software from a third party to offer on-demand service. He added the City would operate SaaS with City drivers and vehicles. He explained Transportation-as-a-Service (TaaS) is operated by a third party on behalf of the City and includes technology, drivers, vehicles, and operation management.

Mr. Harrison stated on June 7, 2022, Council approved an in-house microtransit pilot project utilizing the SaaS model and then transitioning to the TaaS model if funding is awarded through the United States Department of Transportation's Rural Surface Transportation Grant Program. He pointed out the pilot project will replace Route #3 which includes ADA paratransit service. He noted Routes 1 and 2 will continue to operate with City employees and vehicles. He reviewed the service area of Route #3, and he pointed out riders must be picked up and dropped off within the service area.

Mr. Harrison referenced the RFP scope of work, and he pointed out the launch process is complex and will take several weeks to complete. He noted staff met with several vendors who recommended six to seven drivers, one to two dispatch staff, and one project manager. He indicated the City can meet the proposed staffing levels. He added most vendors use a 20-minute wait time and a 30-minute travel time, and staff is recommending a 30-minute wait and travel time. He explained the wait time is the time it takes to pick the rider up, and he noted the time can vary depending on the number of scheduled trips.

Mr. Harrison stated the vendor recommends four vehicles for the project, three active vehicles and a spare vehicle that could be used during peak hours. He reviewed customer service and safety features:

- Rider alerts are sent to passengers via text messages and automated calls
- Riders can track the driver's location in real time
- Riders receive a trip confirmation which includes the driver's photo, a picture of the vehicle, and a license plate number
- Safety button on the driver application

Web and Marketing Services Coordinator Fern Blair reviewed the marketing concerns for implementing the project and the marketing timeline which include pre-launch and post-launch marketing campaigns. She explained two vendors received high scores partially due to covering pre-launch and post-launch in their marketing plan. She added marketing campaigns conducted in other municipalities utilized quality, branded materials. She pointed out the top two vendors have an option for white-label products to rename and rebrand with the City logo.

Ms. Blair stated previous case studies reported increases in ridership and a reduction in calls. She added performance monitoring is needed to determine trends and make adjustments. She commented vendors suggested placing QR codes on the side of the bus to make downloading the mobile app a scan and go process. She noted the top vendors have a mobile app that is user-friendly and provides visual and hearing alternatives for accessibility.

Mr. Harrison reviewed opportunities and challenges for SaaS:

- Opportunities:
 - Starting small and moving slow to collect data and evaluate the service
 - City can consider adding additional zones and/or transitioning to TaaS
 - Local team involvement allows staff to see how the service operates
 - Faster implementation with current staff and existing equipment
 - Software that can access third party vendors to meet increased demand
 - Better customer service
- Challenges:
 - Hiring and training transit operators
 - Maintaining appropriate staffing levels
 - Securing funding to support increased ridership and marketing

Mr. Harrison stated vendors shared information to be considered if the City transitions from SaaS to TaaS, and the transition would take two to six weeks depending on the size of the project. He noted Transit operators would transition to the vendor and Transit employees would be offered placement within other City departments. He pointed out some employees would stay in the Transit Department to ensue vendor compliance and to research and apply for grants. He commented transferring day-to-day operations and local knowledge to the vendor and the new vehicle type, look, cost, and purchase lead time must be considered.

Mr. Harrison stated Mr. Greene mentioned implementing the project in the summer of 2023 with TaaS which would create a turnkey operation, and he pointed out the grant funds could cover the service and software costs. He noted the grant application is in the selection process and if approve, the funding will only support one route.

Mr. Harrison indicated staff recommends moving forward with an in-house pilot project utilizing the SaaS model, transitioning to the TaaS model if funding is awarded, and adjusting the launch date to January 2023.

Mr. Greene thanked Mr. Harrison and staff for its work on the presentation. He stated Council prioritized microtransit at its Retreat and in June Council decided to pursue the SaaS model and Councilmembers have questioned if the City will be ready for the transition in December.

Councilmember McLaughlin asked if staff has considered working with the local colleges to assist riders learning to use the service. Ms. Blair indicated staff could reach out to the vendors to request local college students have an opportunity to serve on the street team.

Councilmember Post noted if the SaaS model is implemented the City will bring in a marketing firm and the TaaS model is a turnkey operation that includes marketing. Ms. Blair explained the quick turnaround time would require the vendor to handle the majority of the marketing. Mr. Post asked who the vendor would be is the City implements SaaS. Mr. Harrison explained with either option staff will select a vendor to do the service design and the planning.

Councilmember Post asked if staff is aware of any cities that have transitioned from SaaS to TaaS. Mr. Harrison indicated he would provide the information to Council. Mr. Post pointed out if the City transitions from SaaS to TaaS it will incur training expense, and he asked how much the City has spent to implement the SaaS model. Mr. Harrison explained the same software will be used with either model and many of the processes are the same. He pointed out the biggest change will be who is handling the day-to-day operations, and he added the City can save money by using its vehicles during the transition process. He indicated if the City uses TaaS the transition will take longer because the vendor would then have to secure vehicles for the project.

Councilmember Smith pointed out SaaS would also involve a third party and there are vendors in the industry that offer both services. Mr. Harrison agreed. Mr. Smith thanked staff for the approach it is taking.

Councilmember McLaughlin noted implementing SaaS and transitioning to TaaS will give staff time to understand the process.

Mayor Alexander asked about the overall costs of the SaaS model. Mr. Greene stated staff will bring information regarding funding the program and how other cities have transitioned from SaaS to TaaS back to Council. He pointed out the vendors recommended implementing the program after the holidays.

Mayor Alexander noted the grant the City applied for will only pay for a pilot project and staff will continue to receive federal grant money for transit during the process. Mr. Harrison agreed.

Mayor Alexander thanked staff for its presentation.

UPDATE – FIRE STATION 3

City Manager Jim Greene noted at its Retreat Council prioritized the construction of Fire Station 3. He thanked Fire Chief Bob Parnell for working closely with Architect Bill Burgin on the design, and he requested they provide an update to Council.

Chief Parnell stated the current Fire Station 3 is located at 1604 West Innes Street and was built in 1957. He indicated Fire Station 3 houses one fire truck and one fire company with three firefighters on each shift. He stated the fire station includes a single bay, open barracks, and an open restroom with no private sleeping quarters. He pointed out Fire Station 3 has structural and foundational concerns and does not include a decontamination corridor.

Chief Parnell noted the new Fire Station 3 will be located at 150 Mahaley Avenue and will:

- House two fire companies, Engine 3 and Ladder Truck 4, with 21 firefighters
 - Seven firefighters per shift
- Three bays for an engine truck, ladder truck and a reserve truck
- Semi-private barracks

- Six individual restrooms
- A decontamination area
- Operational staff in one location which will increase effectiveness
- Faster response time to the northern part of the City

Chief Parnell indicated Fire Station 1 and Fire Station 3 were built close together and the proposed location for Fire Station 3 will provide better coverage. He stated Council approved Fire Station 3 and Fire Station 6 in 2017, and Fire Station 3 was to be constructed after Fire Station 6 was completed.

Chief Parnell explained because of COVID and an uncertain economy, the architect was advised to postpone Fire Station 3, and he noted the architectural plans are 50% complete. He displayed photographs of the current Fire Station 3, and he pointed out structural damage.

Mr. Burgin pointed out the architectural materials on Fire Station 3 and Fire Station 6 are different because Fire Station 6 was built in industrial area, and Fire Station 3 will be built on Mahaley Avenue with the goal to blend in with the area. He reviewed the site plan for Fire Station 3 which will include:

- Flex space that can be used for educational programs, community use, and an Emergency Operations Center
- Public space for offices and educational spaces
- Private space that includes a kitchen, day room, bunks, bathrooms, exercise and decontamination rooms
- Three deep bays
- Bay for a police substation

Chief Parnell noted the office space will bring Fire Department senior staff together to increase effectiveness, and he pointed out infrastructure is planned for electric vehicle charging stations. He added the flex space will be used for an Emergency Operations Center to allow for coordination and communication point during storms, flooding, and emergencies. He stated the flex space will also be used to teach fire safety to school groups and teenagers and to house the antique fire truck.

Chief Parnell reviewed the anticipated timeline:

- Architect will finish the plans – November 2022
- Ready for bids – December 2022 or early 2023
- Award contract – first quarter 2023
- Ground breaking – third quarter 2023
- Complete construction in 16 to 18 months
- Move in/commence fire operations 2025
- Plans for current Fire Station 3 building will be determined at a later date

Chief Parnell noted financing for Fire Station 3 is based on current cost of the square footage of similar projects. He pointed out the architectural and engineering fees are \$243,198

and can be taken from American Rescue Plan Act (ARPA) funding. He noted the total construction cost is \$8.2 million, but with furnishings and equipment the total projected cost is \$9,553,259.

Councilmember Post questioned the change in cost of Fire Station 3 over the past three years. Mr. Burgin noted the pandemic, gas prices, and inflation have made the current market difficult to project costs. He added if the project stays on schedule he is hopeful it can be completed near the estimated cost. Mr. Post asked if inflationary costs have been included in the estimate. Mr. Burgin agreed, and he stated if the timeline can be followed the projection should be close.

Mayor Alexander asked if staff anticipates paying off any debt before the City incurs the debt from Fire Station 3. Finance Director Wade Furches noted debt that was used to finance telecommunications improvements is scheduled to be paid off in August 2024, but the City may incur new telecommunications debt. He stated Fire Station 6 was financed for 15 years and the loan has approximately 12 years left. He added Fire Station 3 will be new debt.

Mayor Alexander asked if staff anticipates additional income from the upcoming tax evaluation. Mr. Furches noted staff is hopeful there will be revenue increases in the coming years. He stated the construction of Fire Station 3 will include significant debt. He indicated it is possible to use the remaining ARPA funds toward the project to reduce the financed debt. Mr. Greene noted staff will bring funding options to Council for its consideration.

Mayor Alexander asked if there was a consensus to move forward with Fire Station 3. By consensus, Council agreed to move forward with Fire Station 3. She thanked Mr. Burgin and staff for their presentation.

APPOINTMENTS – BELL TOWER GREEN PARK ADVISORY COMMITTEE

Councilmember McLaughlin thanked the applicants who applied to serve on the Bell Tower Green Park Advisory Committee. He shared the history of the Bell Tower Green Park and its acquisition to the City in October 2021. He noted in June 2022 Council adopted an Ordinance to establish the Committee and began the application process. He pointed out the Committee will consist of four current Bell Tower Green, Inc. board members and three members at large who will review safety concerns, make decisions, discuss park improvements, and bring recommendations to Council for its consideration.

Mr. McLaughlin noted the City received a diverse group of applications. He pointed out the first meeting will take place on Tuesday, August 23, 2022 at 2:00 p.m.

Mayor Alexander pointed out the Committee will receive public requests for anything in the park. Mr. McLaughlin agreed, and he noted issues will be discussed within the Committee and then a recommendations will be brought to Council for its consideration.

City Attorney Graham Corriher stated an agreement between the City and Bell Tower Green, Inc. was put in place when the City took over the park and it was agreed that any changes to the park amenities would require the consent of all parties involved. He noted the idea is for

the Committee to consider things that will take place in the park and bring its recommendations to Council for its consideration.

Mr. Greene noted Parks and Recreation Department Director Nick Aceves and staff are familiar with the park and will work closely with the Committee. Mayor Alexander asked if Mr. Aceves will serve as the staff liaison and Councilmember McLaughlin will serve as the Council liaison. Mr. Greene agreed.

Upon a motion by Councilmember Smith, Mayor Alexander, and Councilmembers McLaughlin, Post, and Smith voting AYE, the following appointments were made to the Bell Tower Green Park Advisory Board Committee:

Ms. Melissa Graham	Term Expires 3/31/2025
Mr. Elise Tellez	Term Expires 3/31/2025
Mr. Dyke Messenger	Term Expires 3/31/2025
Mr. Bill Waggoner	Term Expires 3/31/2024
Ms. Meredith Abramson	Term Expires 3/31/2024
Mr. Alvero Rosero	Term Expires 3/31/2023
Ms. Jill Debose	Term Expires 3/31/2023

CITY ATTORNEY'S REPORT

(a) City Manager Contracting Authority

City Attorney Graham Corriher presented an updated Resolution to Council regarding the City Manager's contracting authority. He explained the Resolution is to reaffirm the contracting authority for the new City Manager and make clarifying amendments. He added the former Resolution was adopted when Interim City Manager Brian Hiatt was hired and City Manager Jim Greene wanted to bring the Resolution back to Council to ensure it was satisfied with the contracting authority.

Mr. Corriher noted changes were made to the Resolution to provide clarity. He pointed out the City Manager only has authority to approve what has been included in the annual budget. He noted distinction of approving authority is up to \$100,000 and additional services added to engineering which includes architectural and surveying. He added the proposed Resolution allows the City Manager to approve software maintenance over \$100,000.

Mr. Corriher commented several contracts are multi-year contracts with large amounts so once Council has given initial approval the City Manager will have the authority to execute any contract documents in subsequent years in excess of \$100,000. He pointed out an example would be with the recycling services contract.

Mr. Corriher stated the long-term plan is to bring the Resolution back to Council each time there is a new Council to determine if changes are needed.

Thereupon, Councilmember Post made a **motion** to adopt a Resolution regarding the City Manager's contracting authority. Mayor Alexander, Councilmembers McLaughlin, Post, and Smith voted AYE. (4-0)

RESOLUTION REGARDING THE CITY MANAGER'S CONTRACTING AUTHORITY.

(The above Resolution is recorded in full in Resolution Book No. 16 at Page No. 58-59, and is known as Resolution 2022-42.)

(b) Remote Meeting and Remote Participation Policies

City Attorney Graham Corriher pointed out Governor Roy Cooper ended the State of Emergency which also ended Council's ability to meet remotely. He pointed out Council will need to revise its Remote Meeting Policy. He indicated the three policies that are involved regard Council's ability to meet remotely only during a declared State of Emergency, Council's ability to participate remotely but not being able to vote, and Boards and Commissions can continue to meet remotely excluding the Planning Board, Board of Adjustment and Historic Preservation Commission.

Thereupon, Councilmember Smith made a **motion** is to adopt a Resolution revise and adopt policies related to remote meetings and remote participation in meetings for the Salisbury City Council and its Constituent Boards. Mayor Alexander, Councilmembers McLaughlin, Post, and Smith voted AYE. (4-0)

RESOLUTION TO REVISE AND ADOPT POLICIES RELATED TO REMOTE MEETINGS AND REMOTE PARTICIPATION IN MEETINGS FOR THE SALISBURY CITY COUNCIL AND ITS CONSTITUENT BOARDS.

(The above Resolution is recorded in full in Resolution Book No. 16 at Page No. 60-61, and is known as Resolution 2022-43.)

CITY MANAGER'S REPORT

City Manager Jim Greene had nothing to report to Council.

COUNCIL COMMENTS

Councilmember Post thanked Mr. Ronnie Smith for the work he does in the community. He also thanked City Manager Jim Greene, City Attorney Graham Corriher, and staff for all it does for the City.

MAYOR'S ANNOUNCEMENTS AND COMMENTS

Mayor Alexander thanked Councilmember McLaughlin for his work with the Bell Tower Green Park Advisory Board.

(a) College Night Out

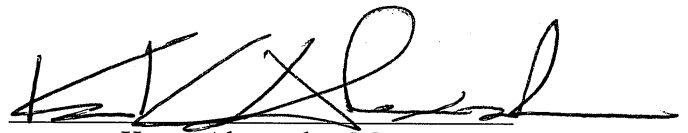
Mayor Alexander announced Downtown Salisbury, Inc. will host College Night Out Thursday, August 18, 2022 from 5:00 p.m. until 9:00 p.m. at Bell Tower Green as the City welcomes and invites students from Livingstone College, Hood Theological Seminary, Catawba College, and Rowan Cabarrus Community College and new Rowan Salisbury school teachers for games, food, networking and activities. For more information visit downtownsalisbury.com.

Mayor Alexander also thanked staff for the great work it does for the City.

ADJOURNMENT

Motion to adjourn the meeting was made by Councilmember Smith. Mayor Alexander, and Councilmembers McLaughlin, Post and Smith voted AYE. (4-0)

The meeting was adjourned at 8:15 p.m.



Karen Alexander, Mayor



Kelly Baker, City Clerk