

TOWN OF WILLIAMSTON  
REGULAR BOARD OF COMMISSIONERS MEETING  
WILLIAMSTON TOWN HALL  
102 E. MAIN ST., WILLIAMSTON NC 27892  
MONDAY, JULY 1, 2024, 5:30 P.M.  
AGENDA

\*\*Times listed are estimates only. **Do not** rely on listed times for when these items will be addressed. It is noted that items may be addressed earlier or later than the estimated times shown on this agenda.

<u>Agenda Item</u>	<u>Time **</u>	<u>Action</u>	<u>Page(s)</u>
<b>I <u>Mayoral Procedures</u></b>			
(1) Call to Order	5:30		
(2) Pledge of Allegiance	5:31		
(3) Opening Prayer	5:33		
<b>II <u>Discussion/Adjustment to the Agenda</u></b>	5:34	X	
(Please include removal and transfer of any Consent Agenda items from Consent Agenda to Regular Agenda that need full discussion)			
<b>III <u>Consent Agenda</u></b>	5:35	X	
(These items may be adopted with a single motion, second and vote. However, any Governing Board Member may request removal of any item or items for full discussion.)			
(1) Regular Board Meeting Minutes of June 6, 2024			1-15
(2) Property Tax Releases			16
<b>IV <u>Public Comment</u></b>	5:37		
<b>VI <u>Old Business</u></b>			
<b>(1)</b> Discontinue Broadcasting Town Board meetings	5:52	X	17
<b>VII <u>New Business</u></b>			
(1) Non-Profit Funding application	5:55	X	18-24
(2) Draft Ordinance Amending the Mobile Food Vendor Ordinance	6:00	X	25-28
(3) Phase II Agreement with Downtown by Design	6:15	X	29-32
<b>VIII <u>Department Head Reports</u></b>	6:20		
Public Works			
Police			
Fire			
Parks & Recreation			
Finance			
Planning			
<b>IX <u>Closed Session N.C. 143-31.11.(a)(6) Employee Matter</u></b>	6:40		
<b>IX <u>Adjourn</u></b>	7:00		
<b>Information attachments</b>			
<b>NEVI Letter</b>			33

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The Town of Williamston usually holds all public meetings in the assembly room but provides an alternate space on the first floor for those with disabilities. Any individual with a disability who desires to attend the meeting should call 252-792-5142 as early as possible prior to any meeting.

Note: Please turn off any cell phones, etc. during this meeting. Thank you for your cooperation.

MINUTES OF THE MEETING OF  
THE TOWN BOARD OF COMMISSIONERS  
TOWN OF WILLIAMSTON, NC

June 3, 2024

The Board of Commissioners of the Town of Williamston met in a regular called meeting on Monday, June 3rd, 2024, at 5:30 p.m. at the Town Hall Assembly Room at 102 East Main Street, Williamston, NC.

**PRESENT** Mayor: Dean McCall  
Commissioners: Alton Moore, Ruth Coffield, Anthony Gianpoalo, Glinda Fox, and David Richmond  
Town Administrator: Eric Pearson  
Town Clerk: Jackie Escobar  
Police Chief: Travis Cowan  
Police Captain: Beth Coltrain  
Public Works Director: Stacy Stalls  
Parks and Recreation Director: Allen Overby  
Planning and Zoning Administrator Andrew Brownfield  
Planning and Downtown Marketing Coordinator: LaShonda Cartwright  
Fire Chief: Michael Peaks  
Finance Officer: Mandy Bullock  
Town Attorney: Watsi Sutton

**ABSENT**

**CALL TO ORDER AND INVOCATION**

Mayor Dean McCall called the meeting to order. First, Commissioner Moore led the pledge of allegiance. The Mayor offered the invocation.

**AGENDA APPROVED**

The Town Administrator requested the addition of Item 9: Lease Agreement and Item 10: Tax Relief Order under New Business. *It was moved by Commissioner Richmond, seconded by Commissioner Moore, and unanimously amended the regular agenda.*

**CONSENT AGENDA**

*It was moved by Commissioner Moore, seconded by Commissioner Fox, and unanimously approved the consent agenda.*

Items approved in the Consent Agenda are as follows:

- (1) Called Meeting Minutes of April 4, 2024
- (2) Regular Board Meeting Minutes of May 6, 2024
- (3) Budget Work Shop Minutes of May 6, 2024
- (4) Called Meeting Minutes of May 13, 2024
- (5) Budget Amendment – Automotive Repairs and Fuel Prices General Fund
 

Undesignated Fund Balance	(\$86,500)
<u>Automotive Supplies</u>	<u>86,500</u>
	86,500
- (6) Budget Amendment – Automotive Repairs and Fuel Prices Enterprise Fund
 

Retained Earnings – Water	(\$10,000)
<u>Automotive Supplies</u>	<u>10,000</u>
	10,000
- (7) Budget Amendment – Increased cost of Garbage Collection and Utilities – General Fund
 

Undesignated Fund Balance	(\$49,900)
<u>Garbage Collection &amp; Utilities</u>	<u>49,900</u>
	49,900
- (8) Budget Amendment – Increased cost of Garbage Collection and Utilities – Enterprise Fund
 

Retained Earnings – Water	(\$ 6,000)
Retained Earnings – Sewer	(55,000)
<u>Garbage Collection &amp; Utilities</u>	<u>61,000</u>
	61,000

(9) Budget Amendment – Landfill Fees – General Fund	
Undesignated Fund Balance	(\$12,500)
Martin County Landfill	12,500
	12,500
(10) Budget Amendment – EMS and Fire Department – General Fund	
Undesignated Fund Balance	(\$47,000)
Repair Equipment	20,000
Temporary Salaries	15,000
Insurance	12,000
	47,000
(11) Budget Amendment – Profession Services – General Fund	
Undesignated Fund Balance	(\$102,000)
Professional Services and Bank Charges	102,000
	102,000
(12) Budget Amendment – Powell Bill	
Powell Bill	\$30,000
Powell Bill Fund Balance	(30,000)
	30,000

### **PUBLIC HEARING – FISCAL YEAR 2024-2025 (FY) BUDGET**

*It was moved by Commissioner Moore, seconded by Commissioner Richmond, and unanimously opened the public hearing at 5:33 pm. The Town Administrator read the Budget Message. The Budget Message is attached with the meeting minutes. With no further comments, it was moved by Commissioner Richmond, seconded by Commissioner Moore, and unanimously closed the public hearing at 5:50 pm.*

### **PUBLIC COMMENT**

*It was moved by Commissioner Moore, seconded by Commissioner Coffield, and unanimously opened public comment at 5:52 pm. With no public comments, it was moved by Commissioner Richmond, seconded by Commissioner Coffield, and unanimously closed public comment at 5:53 pm.*

### **OLD BUSINESS**

#### **Amended Ordinance 2024-01 – Text Amendment – CD Zone**

The Town Administrator reported that the Town Board of Commissioners adopted Ordinance 2024-01, allowing mini-storages in the Commercial District Zone. However, the Attorney wanted to include specific language in the ordinance explaining how the Board deliberated. *Commissioner Moore moved to adopt Amended Ordinance 2024-01 – Text Amendment – CD Zone, stating that the land use plan has been considered and the amendments shown in Ordinance 2024-01 are both consistent with the Town Board of Commissioners' goals set at the Town Board of Commissioners January 26, 27, 2024 Planning Retreat and reasonable based on the Town Board of Commissioners' January 26, 27, 2024 Planning Retreat. Commissioner Gianpoalo seconded it. The motion passed unanimously.*

### **PRESENTATION - Destination by Design**

Eric Woolridge, Director of Planning and Business Development at Destination by Design, presented the **Williamston Downtown Plan Framework**. The presentation included a project timeline, discovery and analysis, framework plan, and next steps. The presentation is attached to these minutes. The Mayor reminded the Board that DOT planned to repave Main St within the next few years; the Town could take advantage of the DOT paving schedule to complete projects on Main Street.

## **NEW BUSINESS**

### **Ordinance 2024-03 Closing Main Street for 2024 Stampede**

*It was moved by Commissioner Richmond, seconded by Commissioner Coffield, and unanimously approved Ordinance 2024-03 Closing Main Street for 2024 Stampede. Ordinance 2024-03 is hereby attached with the meeting minutes and incorporated in the Town's Ordinance Book for future reference.*

### **Ordinance 2024- 04 Fiscal Year 2024-2025 Budget**

*It was moved by Commissioner Moore, seconded by Commissioner Gianpaolo, and unanimously approved the Ordinance 2024-04 Fiscal Year 2024-2025 Budget. Ordinance 2024-04 is hereby attached with the meeting minutes and incorporated in the Town's Ordinance Book for future reference.*

### **Resolution 2024-08 Williamston Cemetery Fees**

The Town Administrator reported that the Resolution included columbarium fees, \$500 per niche. *It was moved by Commissioner Fox, seconded by Commissioner Richmond, and unanimously approved Resolution 2024-08 Williamston Cemetery Fees. Resolution 2024-08 is hereby attached with the meeting minutes and incorporated in the Town's Resolution Book for future reference.*

### **Resolution 2024-09 Rates and Fees for Water and Sewer Services**

The Town Administrator reported there were no increases in rates and fees for water and sewer services. *It was moved by Commissioner Richmond, seconded by Commissioner Moore, and unanimously approved Resolution 2024-09 Rates and Fees for Water and Sewer Services. Resolution 2024-09 is hereby attached with the meeting minutes and incorporated in the Town's Resolution Book for future reference.*

### **Resolution 2024-10 Meeting Schedule for Fiscal Year 2024-2025**

*It was moved by Commissioner Moore, seconded by Commissioner Coffield, and unanimously approved the Resolution 2024-10 Meeting Schedule for Fiscal Year 2024-2025. Resolution 2024-10 is hereby attached with the meeting minutes and incorporated in the Town's Resolution Book for future reference.*

### **Resolution 2024-11 Setting Storm Water Fees**

*It was moved by Commissioner Moore, seconded by Commissioner Coffield, and unanimously approved the Resolution 2024-11 Setting Storm Water Fees. Resolution 2024-11 is hereby attached with the meeting minutes and incorporated in the Town's Resolution Book for future reference.*

### **Ordinance 2024-05 Capital Project Ordinance – Lead and Line Survey**

The Finance Officer reported that the Board approved Rivers & Associates to complete the state-mandated Lead and Line Survey. The Capital Project Ordinance would allow the Town to start paying Rivers & Associates. *It was moved by Commissioner Richmond, seconded by Commissioner Coffield, and unanimously approved the Ordinance 2024-05 Capital Project Ordinance – Lead and Line Survey. Ordinance 2024-05 is hereby attached with the meeting minutes and incorporated in the Town's Ordinance Book for future reference.*

### **Discontinue Broadcasting Town Board Meetings**

The Town Administrator reported that Commissioner Glinda Fox had mentioned discontinuing broadcasting Town Board Minutes. The Attorney reviewed the open meetings laws and found that broadcasting was not required. *It was moved by Commissioner Fox, seconded by Commissioner Richmond, and unanimously motioned to discuss the item.* Commissioner Fox noted she requested the discontinuation of broadcasting due to the price of upgrading streaming technology and that only a few people view it online. Commissioner Moore noted that meeting minutes are available online. *It was moved by Commissioner Moore, seconded by Commissioner Gianpoalo, and unanimously tabled the item to the July Board meeting.*

### **Lease Agreement Skinner Warehouse**

The Town Administrator reported that the Board allowed V1 Fiber to lease a portion of the Town's Skinner Warehouse to store machinery while working in the area. Essential Inc. has requested to lease the same area for the same purpose. The Attorney reviewed the lease agreement and found no issue. *It was moved by Commissioner Richmond, seconded by Commissioner Fox, and unanimously approved the lease agreement with Essential Inc.*

### **Tax Relief Order**

The Finance Officer presented a tax relief order from the Tax Collector Tiffany White. The tax relief order listed refunds stemming from Martin County's appraisal error. *It was moved by Commissioner Moore, seconded by Commissioner Richmond, and unanimously approved the tax relief order.*

## **DEPARTMENTAL REPORTS**

### **Public Works**

The Public Works Director reported the following:

- MCRWASA evaluated and selected a firm to assist with the PFAS/PFOS removal grant.
- The department will soon be conducting its annual chlorine burnout, and the public should expect some water discoloration. The dates and streets will be publicized in the local newspaper and on Town Facebook.

### **Police**

The Police Captain provided the following report:

- The police department participated in various community events:
  - Fraud Information session at the Department of Aging
  - The Martin County Art Council's Color Fun Run
  - First graders from Rogers Elementary School visited the Police Department.
  - Civics Class at Riverside High School
  - Lockdown drill at Martin Enterprises
- The department responded to 657 calls, of which 606 were incident reports and 42 were arrests.
- There were three shootings on Mother's Day weekend, resulting in 4 victims. One shooting was isolated, but two stemmed from City Café, where two people were shot, and then there was a retaliatory shooting at the OYO Hotel. The Captain reported that the City Café had their alcohol permit revoked but reopened once the business appealed.

### **Fire/Rescue**

The Fire Chief provided the following report:

- The Department responded to 279 calls.
- First graders from Rogers Elementary School visited the Fire Department.
- The Martin Community College Fire Academy consisted of 14 students.
- The department would implement Pit Crew CPR. Pit crew CPR is a model of cardiopulmonary resuscitation (CPR) that uses a team of emergency responders to provide high-quality chest compressions, early defibrillation, and airway support to a victim of sudden cardiac arrest. The model ensures the victim is fully supported and allows for a rapid response to cardiac arrest incidents.

### **Parks and Recreation**

The Parks and Recreation Director reported:

- The department was in the preinspection step of the potential Accessibility Grant for a playground at Godwin-Coppage Park.
- The department requested additional funding from the Land Water Conservation Fund grant and was awaiting a response.

### **Finance**

The Finance Director reported:

- She attended meetings about two grants: the North Carolina League of Municipalities. Cybersecurity grant and the Witt O'Brien grant.
- The Finance department began the annual audit process.
- She mailed flyers informing residents of the Lead and Copper Line Survey.

### **Planning**

The Planning and Zoning Administrator reported:

- The Planning Department now had a full staff.
- Code Enforcement issues 54 citations.
- The Rural Transformation Grant was awaiting the CAMA permit.
- The planning staff had been researching mobile food vendor ordinances.
- LaShonda Cartwright reported that staff would attend the July 17th meeting in Washington, NC.
- She also reported that the Music Concert Series had about 120 people attend. The next concert was scheduled for June 14th.
- The Town Administrator added that Shelby Keel would intern with the Planning Department during the summer.
- The Town will host Lead Fellow intern, Shay Baggett, through the UNC School of Government. She will assist primarily with marketing and Human Resources.

The Mayor informed the public that there would be a break, and then the Board would commence a Work Session to discuss the Mobile Food Vendor Ordinance. *It was moved by Commissioner Richmond, seconded by Commissioner Fox, and unanimously declared the regular meeting adjourned at 8:03 pm.*

**Work Session – Mobile Food Vendor Ordinance – Minutes Attached**

**Closed Session – Personnel Issue NC 143-318.11(6)**

*Commissioner Moore moved, with a second by Commissioner Richmond, to go out of regular session into closed session for Personnel Issue NC 143-318.11(6) at 9:16 pm. The motion passed unanimously.*

*It was moved by Commissioner Coffield, seconded by Commissioner Fox, to go out of closed session into a regular session at 10:00 pm. The motion passed unanimously.*

*There being no further business, it was moved by Commissioner Gianpoalo, seconded by Commissioner Fox, and unanimously declared the meeting adjourned at 10:00 pm.*

Submitted By:

Approved By:

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Town Clerk

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Mayor



June 03, 2024

Mayor and Town Board of Commissioners  
Town of Williamston, North Carolina

Dear Mayor and Commissioners;

On behalf of the Town of Williamston staff, I proudly present to you the Fiscal Year 2024-2025 (FY25) Annual Operating Budget. We thank you for the time and effort you have given to assist us in creating this budget. We were pleased to present the budget and talk to so many line items in the budget. Much work is put into this by the Williamston (Town) staff to develop a balanced budget with intent to accomplish many of the goals and objectives defined by the Williamston Town Board of Commissioners (Town Board) at our Annual Planning Retreat. This effort takes a lot of cooperation and insight from all involved.

Each year the Town Board is tasked by State law to adopt a balanced budget. Unlike the Federal Government, the Town cannot adopt a budget that is not balanced. Over the years this has grown increasingly difficult as the costs of operations rise faster than revenues. That is especially true now as we experience very high inflation. However, as mentioned in last 2 years budget messages, Williamston is experiencing wonderful opportunities that provide great hope and excitement. With that in mind, we must continue to be diligent and patient. But as part of this needed diligence and patience, having a budget that is focused on operating efficiently and effectively is a key component to safeguard this hopeful outlook. This budget holds true to our conviction to be fiscally responsible, while still taking bold steps toward the future and to keep us as competitive as possible in attracting and maintaining businesses, residents and quality employees.

This year's combined budget for all funds totals \$13,260,494. This is an increase from Fiscal Year 2023-2024 (FY24) by about 6.6%, which is consistent with the overall inflation rate of the United States and about the same as the previous budget year's increase.

General Fund	\$8,343,818
Enterprise Fund	\$4,449,700
Powel Bill	\$ 411,976
Storm Water	\$ 55,000

The increase from last year in the General Fund is \$581,676 or about 7.55%. The increase in the Enterprise Fund is \$90,886 or about 2.1% over last year. The increase in Powell Bill from last year is \$147,726 with no change in the Storm Water. We are using restricted Powell Fund Balance to allow for a larger street project. The primary reason that the General Fund expenses increased by 7.55% comes from much needed salary increases to our employees. Last year, we had to significantly increase the wages of both the Police and Fire/EMS Departments to compete with surrounding entities. This was done at a cost to our other General Fund Departments These two departments, Police and Fire/EMS are very specialized and Williamston competes with much larger communities around us such as but not only Greenville, Rocky Mount and Washington. To be competitive with those larger municipalities, major salary increases were needed. We are now competitive with those salaries. This allows us to look at our other General fund employees. We also compete with surrounding industry to retain those employees, who are necessary to provide the other General Fund services.



Due to many factors, competition for quality employees is very high. In addition to this competitive job market for quality employees, the high inflation currently occurring is also a major factor in maintaining and recruiting quality employees. In effort, at minimum, to keep up with surrounding wages, there is a built-in 5% Cost of Living Adjustment (COLA) for all employees and another half percent (.5%) merit increase. The COLA will be applied to all employee wages at the beginning of the FY25 budget year. Merit increases must be earned and are awarded by individual department heads to the employees within their departments. Even at this 5% increase to employee wages, it must be noted that surrounding counties, municipalities and private industry are competing for our quality employees by offering even higher wages.

This year's health insurance coverage is again projected to increase by 4%. We believe this is due to our increased emphasis on employee wellness. We give credit for this rarity of lower than expected insurance increases to our employees who have been following better health practices, resulting in less claims being paid by the health insurance carrier. It is worth note though that our combined health insurance cost in the General Fund and Water Fund is expected to cost the town just under \$837,350 or about 6.31% of our budget. This amount is included in the above mentioned wage and benefits percentages.

Each year we adopt a Capital Improvement Plan (CIP) which is incorporated into this budget message by reference. The CIP looks forward for five (5) years in the General Fund and ten (10) years in the Enterprise Fund forecasting our future needs. CIP items for the FY25 budget year are shown in the CIP. It has been our hope for some time to set funds aside each year to help defray the future costs of CIP identified items but we have had little luck. So, within this year's budget we are again using current year funds from both the General Fund and the Water and Sewer Fund to make most of these purchases. We do not use Water and Sewer Fund revenues to purchase General Fund items nor General Fund revenues to purchase Water and Sewer Fund items. It is normal for both funds to borrow funds to make certain purchases. Those items that we believe will require us to borrow funds are identified in the CIP. The CIP and consequently the FY25 Budget do reflect anticipated purchases using loaned funds. Those certain purchases can be found in the CIP.

As mentioned above, we must purchase our water from MCRWASA. Due to the Central Plains Coastal Capacity Use (CPCCU) regulations, we were forced to reduce the use from our wells and consequently entered into an agreement to purchase our water from MCRWASA. This year the cost of purchase from MCRWASA is projected to be \$1,243,275 meaning the Town of Williamston will again purchase around 66% of all the water sold by MCRWASA. This amount also makes up just under 28% of our total Water and Sewer Fund budget.

In this budget we will purchase some License Plate Reader cameras and shots fired equipment. This is a project that the Town has been looking at for about three (3) years and finally we are able to begin this process. The purchases will only begin to equip the town with this much needed equipment. It is the overall plan to add more of this equipment over the next budget years as well. In FY25 budget we have allocated \$50,000 toward the project. Along with the purchases of this equipment, there is a software cost that has been added into the budget as well.

In FY25, we will be working on several projects that we have received grants. Some of these were referenced in last year's budget as well. This year we will be in process or completing the following projects: 1 major Revolving 0% Loan with principal forgiveness, a Volkswagen Settlement Grant, one (1) of two (2) Virtual Utility Reserve (VUR) Asset Inventory Assessment (AIA) grants, a Housing and Urban Development (HUD) grant, a state grant, and a Recreational Trails Program (commonly referred to as a



identified lead lines and replace with current PVC lines. This grant allows the Town to enlist the services of a professional Engineering firm to make these evaluations ensuring that the requirements of this federally mandated evaluation.

**Conclusion**

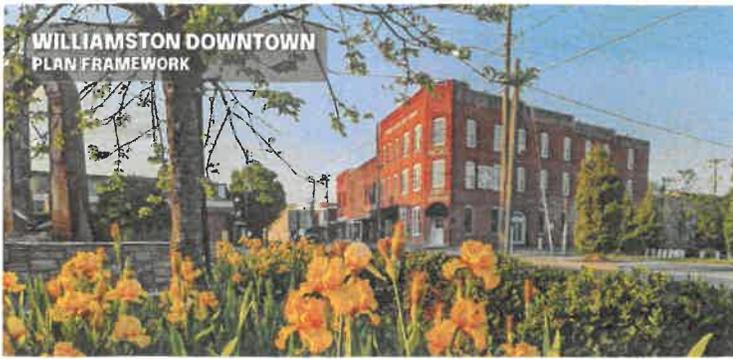
Each year as inflation and regulations hit us, it gets more difficult to develop a balanced budget that also attempts to address issues of the Town. However, we believe this budget creates a solid guiding document for the upcoming year. We expect much to happen within this coming year, affecting many of our departments and citizens. We think FY 25 will be a good year.

Copies of the Budget Ordinance and this budget message will be maintained in the office of the Town Clerk for the Town of Williamston, and shall be made available for public inspection.

I respectfully present this balanced budget on behalf of our staff.

Sincerely,

Eric M. Pearson  
Town Administrator



**WILLIAMSTON DOWNTOWN  
PLAN FRAMEWORK**



**AGENDA**

1. PROJECT TIMELINE
2. DISCOVERY & ANALYSIS
3. FRAMEWORK PLAN
4. NEXT STEPS



**PROJECT SCHEDULE**

APR-24    MAY-24    JUNE-24    JULY-24



**TOWN OF WILLIAMSTON**



**DISCOVERY AND ANALYSIS**

**PREVIOUS PLANNING EFFORTS**

- Town of Williamston Comprehensive Plan
- Walk Williamston: A Comprehensive Pedestrian Plan
- Waterfront Redevelopment Plan
- Martin County Strategic Economic Development Plan
- Update and Action Plan for Downtown Williamston

**INTERVIEWS**

- Dean McCall, Mayor
- Glinda Fox, Commissioner
- Chase Conner, Martin County Tourism Director & Assistant Developer
- Jason Steward, Martin County Telecommunications Manager & 911 Director
- Steve Biggs, Martin County Economic Development Corp.
- Laurence Lilley, Jr., Lilley International
- LaShonda Cartwright, Planning & Downtown Marketing Coordinator

**UPDATE AND ACTION PLAN  
FOR  
DOWNTOWN WILLIAMSTON, NC**

April 2017



Prepared For:  
Town of Williamston, NC  
Prepared By:  
Robert Stappeler  
Director of Community Development Services  
P.O. Box 806, 3153  
Burgess, NC 27825  
757-476-2674

**WILLIAMSTON DOWNTOWN**

**WHAT WE HEARD**

- More Businesses
- Restaurants
  - Outdoor Dining
- Walk / Bikeability
- Gathering / Event Space
- Outdoor Amphitheater
- Outdoor Market
- Public Art & Murals
- Facade Improvement
- Streetscape Enhancements
  - Site Furnishings (Seating & Bike Parking)
  - Lighting With Banners / Hanging Baskets
- Wayfinding & Signage
  - Gateway Entrance
  - Vehicular Directional
  - Pedestrian Directional



**WILLIAMSTON DOWNTOWN**

**Strengths**

- Regional Location
- Sen. Bob Martin Eastern Agricultural Center
- The Skewaukee Rail Trail
- Public Greens / Programming
- Historic Structures
- Brand Story
- Community Support
- Political Will

**Weaknesses**

- Market / Demand
- Dilapidated / Vacant Buildings
- Diversity of Business Types
- Rail Trail Length & Amenities
- Streetscape Aesthetics
- Lack of Programmable Spaces
- Town-Wide Brand
- Opportunities for Young People

**Opportunities**

- Storytelling & Fresh Brand Identity
- Town-Wide Brand
- The Skewaukee Rail Trail
- Town Purchase of Available Buildings
- Wayfinding & Signage
- Living Streets
- Alleyways
- Public Art & Murals

**Threats**

- Absentee / Non-Invested Property Owners
- Decline of Structural Integrity of Historic Buildings
- Downtown Investment & Revitalization
  - Facades
  - Building Stability
  - Business Support

**FRAMEWORK PLAN**

**Focus 1: Downtown Streetscapes**

- 1.1 Primary Downtown Streetscape
  - Main St.
- 1.2 Secondary Downtown Streetscapes
  - Houghton St, Washington St, Railroad St, Smithwick St

**Focus 2: Alleyways**

- 2.1 Midtown Lane
- 2.2 Chamber of Commerce
- 2.3 Super Dollar Store
- 2.4 The Log Shop

**Focus 3: Redevelopment Areas**

- 3.1 Schevels Home
- 3.2 Downtown Green
- 3.3 Main St Community Stage
- 3.4 Barnes Plaza
- 3.5 Trade / Commerce St Lots
- 3.6 Railroad St Yard





**FRAMEWORK PLAN**

DESTINATION BY DESIGN

**1.1 PRIMARY DOWNTOWN STREETSCAPE: MAIN ST**



DESTINATION BY DESIGN

DESTINATION BY DESIGN

**1.1 PRIMARY DOWNTOWN STREETSCAPE: MAIN ST**



DESTINATION BY DESIGN

**1.2 SECONDARY DOWNTOWN STREETSCAPE: HAUGHTON ST**



DESTINATION BY DESIGN

DESTINATION BY DESIGN

**1.2 SECONDARY DOWNTOWN STREETSCAPE: WASHINGTON ST**



DESTINATION BY DESIGN

**1.2 SECONDARY DOWNTOWN STREETSCAPE: RAILROAD ST**



DESTINATION BY DESIGN

DESTINATION BY DESIGN

**1.2 SECONDARY DOWNTOWN STREETSCAPE: SMITHWICK ST**

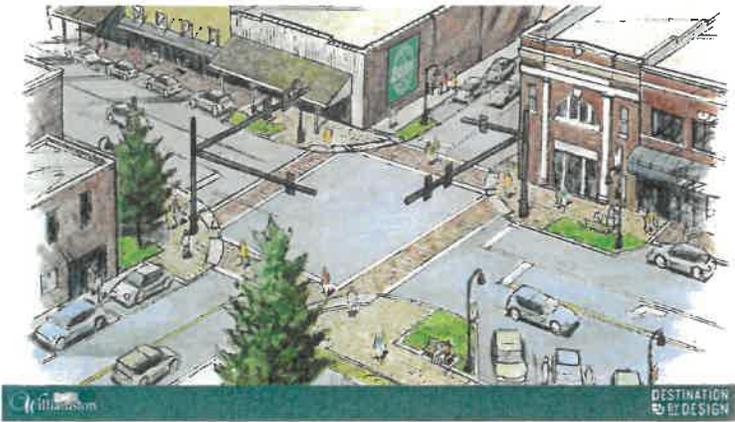


DESTINATION BY DESIGN

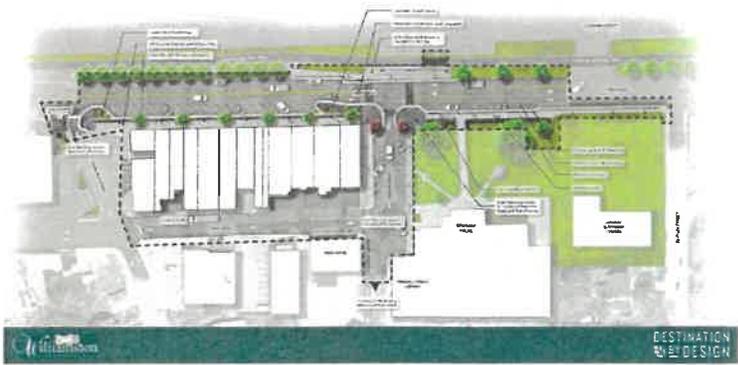


DESTINATION BY DESIGN

DESTINATION BY DESIGN



**SPINDALE, NC STREETScape**



**FOCUS AREA 2: ALLEYS**



**PRECEDENT IMAGES**



**FOCUS AREA 3: REDEVELOPMENT AREAS**



**FOCUS AREA 3: REDEVELOPMENT AREAS CONTINUED**



3.6 REDEVELOPMENT AREA: RAILROAD ST YARD



3.6 REDEVELOPMENT AREA: RAILROAD ST YARD



3.6 REDEVELOPMENT AREA: RAILROAD ST YARD



THE SKEWARKEE RAIL TRAIL



**Working Goals...**

1. Grant Funding Position
2. Clear Vision & Priorities
3. Prepare for "Programming"
4. Create Excitement Among Potential Investors
5. Build Coalition



**Working Goals...**

1. Grant Funding Position
2. Clear Vision & Priorities
3. Prepare for "Programming"
4. Create Excitement Among Potential Investors
5. Build Coalition



**Possible Next Steps...**

**1. Conceptual Master Planning**

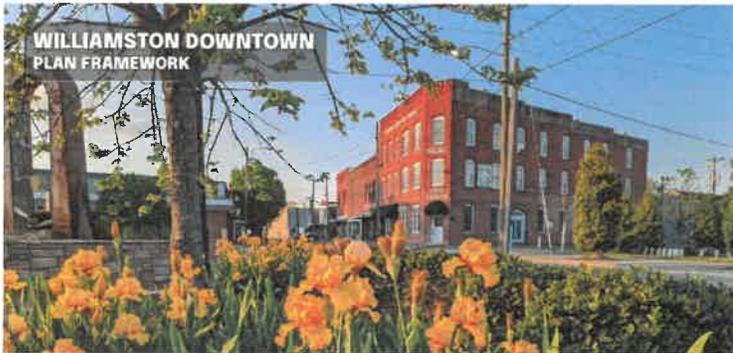
- Focus 1 Downtown Streetscapes
- Focus 2 Alleyways
- Focus 3 Redevelopment Areas

**2. Budgeting**

**3. Phasing**

**4. Branding & Signage**

- Town-wide Branding
- Rail Trail Branding
- Wayfinding and Gateway Signage



MINUTES OF THE MEETING OF  
THE TOWN BOARD OF COMMISSIONERS  
TOWN OF WILLIAMSTON, NC

June 3, 2024 | Mobile Food Vendor Ordinance Workshop

The Board of Commissioners of the Town of Williamston met in a regular meeting on Monday, June 3<sup>rd</sup>, 2024, at 5:30 p.m. at the Town Hall Assembly Room at 102 East Main Street, Williamston, NC. The Board held a Budget Workshop directly after the regularly called meeting at 8:14 p.m.

- PRESENT**
- Mayor: Dean McCall
  - Commissioners: Alton Moore, Ruth Coffield, Anthony Gianpoalo, Glinda Fox, and David Richmond
  - Town Administrator: Eric Pearson
  - Town Clerk: Jackie Escobar
  - Police Chief: Travis Cowan
  - Police Captain: Beth Coltrain
  - Public Works Director: Stacy Stalls
  - Parks and Recreation Director: Allen Overby
  - Planning and Zoning Administrator Andrew Brownfield
  - Planning and Downtown Marketing Coordinator: LaShonda Cartwright
  - Fire Chief: Michael Peaks
  - Finance Officer: Mandy Bullock
  - Town Attorney: Watsi Sutton

**ABSENT**

**MOBILE FOOD VENDOR ORDINANCE WORKSHOP – 8:14 PM**

The Town Administrator reported that the Planning and Zoning Administrator and Planning and Zoning Marketer had researched several ordinances in other Towns regarding Mobile Food Vendor regulations. Using Farmville’s Mobile Food Vendor Ordinance, the Planning Department crafted a proposed draft ordinance.

Chief Peaks reported that the Ordinance listed that vendors must follow the current NC Fire Code. Currently, there is very little applicable code, however, the State will soon require a fire suppression cooking hood in any food vendor trailer.

The Town Administrator emphasized the need to address loopholes in the proposed draft. The Park and Recreation Department raised concerns about how the ordinance would specifically address food vendors at parks.

The Town Attorney reported that the definitions needed revisions to be more precise. She also indicated that the definition of “Town-sanctioned events” was too broad. She suggested that it be removed or defined as a permit given by the Town Administrator.

The Board agreed by consensus to allow staff to conduct further research. The Board formed a subcommittee consisting of two board members, staff, and the Town Attorney.

*There being no further business, it was moved by Commissioner Coffield, seconded by Commissioner Fox, and unanimously declared the work session adjourned at 9:15 pm.*

Submitted By:

Approved By:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor



# Memo

To: Mayor and Commissioners  
From: Eric Pearson  
Date: 07/01/2024  
Re: Discontinue Broadcasting Town Board Meetings

Mayor and Board,

At our last meeting, the Board discussed the option of discontinuing the broadcasting of our meetings. I remind that staff took no position on this and still has no position on this topic. It was brought forward because this idea was suggested at our last Budget Work Session. This suggestion was made in correlation with our discussion of purchasing a more robust broadcasting system.

I remind that broadcasting our meeting is not required by law. Since the COVID emergency mandate has been lifted, the requirement for remote attendance is no longer required. Here is an excerpt referencing state statute.

- **Streaming meetings:** Many local government boards were streaming meetings before the pandemic. The open meetings law allows recording meetings and allows a recording to serve as minutes. *See GS 143-318.143(a), 143-318.10(c)*. The *requirement* under the SOE law to stream meetings if one or more members are participating remotely will no longer apply, but streaming, while not required, will still be permitted. Notice of the meeting should state that the meeting will be streamed and should set out how the public can access the meeting remotely, as required under *GS 143-318.13*.

As a result of the discussion at our last meeting, it was tabled until the July 1, 2024 meeting and staff was directed to seek cost estimates to purchase a more robust system. Finance Officer Bullock has reached out to and met with a couple sources for estimates. As of this writing, she has not received needed quotes to provide the Board with options on equipment purchases. With that in mind, please once again postpone this discussion until the August 5, 2024 meeting.

**Recommendation:** Postpone discussion of this topic to the August 5, 2024 meeting. I again remind that **Staff has no position on whether broadcasting should stop.** That is purely up to the Board.

# Memo

To: Mayor and Commissioners  
From: Eric Pearson  
Date: 07/01/2024  
Re: Non-profit Funding Application

Mayor and Board,

During our budget workshops, it was brought to our attention that our Non-profit Funding Application specifically stated that we would fund only 501(c)(3) entities. During those discussions, it was staff opinion that this was not the actual intent of the Board but rather to have the ability to fund 501(c) entities, not designating whether it is a 501(c)(3) or some other 501(c) entity.

The attached application has removed the specific 501(c)(3) language. That is the only change to the application.

NOTE: This application in no way implies that the Board will fund illegal entities. Any implication of that would be improper. Any funding of any 501(c) entity will still need to meet statutory guidelines.

Please note: The attached application shows a date for the Fiscal Year 2024-2025 Budget Year. Of course when sent out next year, that date will be amended to Fiscal Year 2025-2026. Your approval of the application is for other criteria within the application, not for the specific year.

**Recommendation:** Approve the amended Non-Profit Funding Application.

**Town of Williamston**  
**Application for Nonprofit Agency Support Funds**

**Fiscal Year 2024/2025**

**MAIL OR DELIVER COMPLETED APPLICATION &  
ATTACHMENTS TO:**

**Town Administrator  
Town of Williamston  
PO Box 506  
102 East Main Street  
Williamston, NC 27892**

## Eligibility Criteria:

1. **Geographic Area Served:** While the Agency is not required to maintain its headquarters or a location in the Town of Williamston, the agency must serve Town of Williamston residents.
2. **Not-for-Profit & 501c Status:** Town grant funds may be awarded only to not-for-profit organizations with federal 501c status, excluding government entities, including but not limited to public and/or private schools, colleges or universities, churches and religious institutions promoting a particular faith. To ensure current tax-exempt status, the organization's IRS Form 990 from the most recently completed fiscal year will be reviewed. Individuals are not eligible to apply directly for funding.
3. **Agency Experience:** Qualified applicants must have at least two years of recent experience in the delivery of nonprofit services.
4. **One Year Program Service Delivery:** Only projects or programs that have been established and providing services for at least one year will be considered.
5. **Request Amounts:** Request must not exceed 25 percent of the agency's total actual operating expenses for the last completed fiscal year. Additionally, requests must not exceed 50 percent of the total project budget.
6. **Fiscal Responsibility:** Must have an adequate financial management system in place to maintain effective control and accountability over all funds, property, and other assets covered by this proposal. Must be able to produce sufficient backup documentation for costs of the project and files for review and audit by the Town if requested. Audited financial statements will be required for all funding requests exceeding \$25,000.00.

## Ineligible Expenses

The following expenses cannot be covered with Town funds:

- Administrative/ Operational Expenses- These costs include administrative staff, rent/ mortgage, utilities, insurance, furnishings/ equipment, depreciation, audit, communications (telephone, internet, IT support), that are not directly related to program/ project delivery.
- Annual fund or capital campaign fundraisers
- Endowments
- Political purposes or lobbying
- Loans or reimbursements
- Re-granting to another organization

## Application

Agency Name:
Physical Address:
Mailing Address:
Phone:
Email:
Fax:
Agency website:
Mission Statement and Brief Description of Organization (50 Words or Less):
Executive Director:
Email:
Amount Requested:

Please answer all of the following questions. (Attach additional sheets, if necessary, not exceeding five (5), double-spaced, typed pages.)

1. Provide a brief description of your program or proposal.
2. Select what category your application falls under and explain how your project or proposal meets a public need.
  - a. Category 1: Your proposal meets a public need of the residents of Williamston that is not addressed by the Town of Williamston.
  - b. Category 2: Your proposal supplements a service already provided by the Town of Williamston or implements an identified goal established by the Town Board of Commissioners.

2. What community need of the citizens of the Town of Williamston is the agency addressing in this request? (Please include a brief needs assessment, collected data or cite other relevant statistics, public policy statement or other information, which demonstrates the need the program addresses.)

3. Please include a budget or breakdown of how the funds requested will be used to help the agency address the public need identified above within the Town of Williamston. In this breakdown, please include:

A. The number of persons to be served by the program and the percentage of those who are Town of Williamston residents;

B. The Geographical area served by the requesting agency;

**C. Other funding sources and amounts of funding received (or requested) in connection with this project or proposal for the current fiscal year;**

**D. History (past two years) of all agency funding sources. Indicate if public or private. If funds provided by Town, please provide detailed description of the use of funds.**

**E. Detail the history or capacity of your agency to execute the project or proposal requested to be funding:**

**5. Required to be attached to this application:**

**A. A list of the Board of Directors and permanent staff members;**

**B. A copy of the 501© nonprofit status determination letter from the IRS; and**

**C. Under \$20,000 – Statement of Revenues and Expenses and Balance Sheet (compilation prepared by CPA). Periodic review of internal controls every two years;**

**D. \$20,000 and greater – Audited Financial Statements prepared by an Independent CPA for the most recent fiscal year prior to the application.**

**a. IF THE AGENCY AUDIT IS NOT COMPLETE, PLEASE INDICIATE WHEN THE AUDIT WILL BE SUBMITTED. UNDER NO CIRCUMSTANCES WILL THE CITY DISTRIBUTE FUNDS WITHOUT AN AUDIT INDICATING THE AGENCY IS IN GOOD FINANCIAL HEALTH.**

**E. A letter of support from a collaborating partner agency, constituent or other individual or entity familiar with the work of your agency within the Town of Williamston.**

By submitting this application for Town funding, the AGENCY agrees to the following express conditions in the event funding is awarded:

- a. That all audited financial statements are open to the public upon reasonable notice.
- b. That the agency will obtain bids for capital outlay items funded with Town dollars and be able to provide adequate written documentation of such upon reasonable request.
- c. That the agency will abide by all Federal, State and local laws and ordinances.
- d. That the agency will use Town funds only for the purpose for which the funds were appropriated.
- e. That the agency will submit an end of program/project report for each year funds are received, detailing how and for what purpose the funds were used in accordance with the agency's approved application for funding, using a format and by the deadline established by the Town .
- f. That the agency will repay any Town funds that are used in violation of the stated public purpose for receiving the appropriation or otherwise in violation of federal, state or local law.

\_\_\_\_\_  
Authorized Agency Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**After completing the application, please print and sign where required. Mail one original and one copy of the completed application and the attached required documents to the mailing address listed on the cover page.**

# Memo

To: Mayor and Commissioners  
From: Eric Pearson  
Date: 07/01/2024  
Re: Draft Mobile Food Vendor Ordinance

Mayor and Board,

I bring this back to the Board for further discussion. From our previous discussion on this, staff was directed to further define some of the definitions. Attached in an amended draft of the proposed revision to the mobile food vendor ordinance.

This is an ongoing topic. Staff seeks to develop an ordinance that pleases the Board and is enforceable and easy to understand. This draft as presented moves us a lot closer to that goal. We ask the Board to review this draft and provide feedback to any additional concerns. Once we have a draft ordinance that the Board has agreed upon, we will bring it back to the Board for formal adoption.

**Recommendation:** After review of the draft amended Mobile Food Vendor Ordinance, provide staff with direction on what else is needed. If the Board is happy with this version, simply inform staff to bring it back for formal adoption at our next meeting.

## FOOD TRUCKS

## 117.01 FINDINGS AND INTENT

Allowing food truck businesses to operate in Williamston promotes diversification of the town's economy and employment opportunities. Food trucks support the incubation and growth of entrepreneurial/start-up businesses.

North Carolina General Statute 160A-174 grants towns the power to define, prohibit, regulate, acts, omissions, or conditions, detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the town through the creation of ordinances.

## 117.02 DEFINITIONS

- (A) STREET VENDING UNIT (Food Truck or Concession Trailer). A mobile food vendor business in which food that is prepared and made ready for consumption at the point of sale is sold from or out of a motor vehicle that is currently registered with the N.C. Division of Motor Vehicles. Must not exceed eight feet in width or twenty-five feet in length and must be capable of being removed each day from the location where the food is sold.
- (B) SIDEWALK VENDING UNIT ((Pushcart). A mobile food vendor business in which food that is prepared elsewhere and ready for consumption at the point of sale is sold from or out of a non-motorized piece of equipment or vehicle that is removed each day from the location where the food is sold.
- (C) TOWN SANCTIONED EVENT: Any event sponsored by the town, or in which official permission or approval has been granted by the town administrator, or designee.

a **Criteria to be approved for a Town Sanctioned Event**

- i Event must be open to the public
- 1 Includes ticketed events so long as ticket purchases are available to the public.
- ii Written approval must be obtained from the Town Administrator or designee.

- iii Purpose of the event must be clear and be legally allowed by the State Statutes and local ordinances
- iv If a repeat applicant, the previous event or events cannot have required excessive Emergency Services

### 117.03 PERMITTING

- (A) Street vending units and sidewalk vending units must abide by the North Carolina state fire codes, and must obtain a valid fire permit prior to operation.
- (B) Street vending units and sidewalk vending units shall provide documentation of approval from the North Carolina Department of Health. A valid health permit, if required by the Health Department, must be maintained for the duration of the mobile/commercial food truck permit and shall be placed in a conspicuous location for public inspection. If no Health Department Permit is required, the vendor must have proof that the Health Department was contacted for verification.
- (C) Street vending units and sidewalk vending units must submit a permit application to the town describing the date, time, and location for their operations.
- (D) Permits shall be posted in a visible location at all times while in operation.

### 117.04 REGULATIONS

- (A) Vendors will abide by the transportation guidelines identified in N.C.G.S Chapter 136.
- (B) The vendor shall provide a trash receptacle for customers' use. All associated equipment, including trash receptacles, must be within three feet of the food truck, unless they are part of a town sanctioned event.
- (C) Temporary connections to potable water are prohibited. All plumbing and electrical connections shall be in accordance with the State Building Code.
- (D) No liquid, grease or solid wastes may be discharged from the street vending unit. Absolutely no waste may be disposed of in tree pits, storm drains, the sanitary sewer system or public streets.

### 117.05 SUSPENSION AND REVOCATION OF PERMIT

- (A) The permit issued for the street vending unit or sidewalk vending unit business may be revoked if the vendor violates any of the provisions contained in this article.
- (B) Vendors who violate the traffic provisions of N.C.G.S. Chapter 136 or who otherwise pose a danger to public health or safety may be asked to vacate.

# Memo

To: Mayor and Commissioners  
From: Eric Pearson  
Date: 07/01/2024  
Re: Phase II Agreement with Downtown by Design

Mayor and Board,

As you will recall, Eric Woolridge of Destination by Design (DbD) presented his findings from his site visits to Williamston. From that presentation the Board directed him to move forward with some concept design drawings. As part of that next step, Mr. Woolridge has presented us with the attached agreement for him to do Phase II of this process.

As I am sure you recall, we knew from the start that the initial agreement was only for the evaluation and initial presentation to the Board. There was always to be a Phase II of the project. The funding of this Phase II can come from the HUD grant designated for Downtown Revitalization. Attorney Sutton has reviewed the attached agreement and has indicated no legal concern for the agreement.

**Recommendation:** Approve the Mayor signing the attached agreement with Destination by Design for the Phase II of this project.

## Williamston Downtown Revitalization Conceptual Master Planning Services Agreement

Destination by Design and Town of Williamston  
06.17.2024

THIS AGREEMENT entered into this \_\_\_ day of \_\_\_\_\_, 2024, by and between Town of Williamston, hereinafter referred to as the “Client” and Destination by Design Planning, (DbD) a professional consulting firm, hereinafter referred to as the “Consultant” or “DbD.”

### 1. SCOPE OF SERVICES

*Based on the completed Phase 1 Downtown Revitalization Framework Plan, DbD will provide conceptual master planning for the two (2) priority focus areas as determined by town officials, including: 1) “trade and commerce street lots” – Framework Plan Area 3.5; and 2) “railroad st. yard” – Framework Plan Area 3.6. Both of these areas are highlighted on Exhibit A. The process for providing design services is as follows:*

#### **Task 1.1: Direction Setting and Site Assessment**

Meet on site with town officials to evaluate existing site conditions. Agree on final study area extents and determine key opportunities and constraints. Identify key program elements, including the type and size of park features.

#### **Task 1.2: Preliminary Design and Zoom Call**

Based on client direction, create a preliminary design for each focus. Design work will be provided in sketch format and may include multiple alternatives for consideration. Conduct a zoom call with the client to review each draft; obtain feedback and comments to further refine the final plan concept.

#### **Task 1.3: Final Concept Design, Budget, and Council Presentation**

Based on client direction, produce fully illustrative site master plans for each study area. Present final concepts during a council meeting for comment and review. Provide an estimate of probable cost.

#### **Task 1.4: Final Delivery**

Provide council, staff, and the public an opportunity for feedback (approximately one week after the council meeting). Client to provide DbD with a list of final comments or revisions within seven (7) working days after the council meeting. Accordingly, update the final illustrative master plans and budget and provide a digital copy of final deliverables.

### 2. Fees, Payment Schedule, & Timeline

2.1 *Fee.* Services (Task 1.1 - 1.4) to be provided for a lump sum fee of \$24,500. Project delivery within 120 days of contract execution. The Consultant shall be paid a 15% deposit upon contract

execution and thereafter submit monthly invoices in accordance with project progress. The Consultant shall be paid within thirty (30) days of receipt of a detailed invoice.

2.2 *Travel and Administrative Expenses.* DbD shall be reimbursed travel mileage per IRS rate and be provided a travel per diem of \$350 per person per day.

2.3 *Printing Expenses.* Printing expenses will be billed at cost. At a minimum, printing will be necessary for any public meetings.

### 3. Ownership of Documents

3.1 The Consultant shall be deemed the author and owner of all deliverables provided to the Client, including but not limited to plans, drawings, displays, graphic art, and other images and devices of any medium, including electronic data or files, which are developed, created, or derived pursuant to this Agreement by the Consultant (collectively, the "Deliverables").

3.2 Subject to payment by the Client of all fees and costs owed to the Consultant, the Consultant grants ownership to the Client. The Consultant may use materials for marketing purposes.

### 4. Complete Agreement

This Agreement represents the entire understanding between the Owner and the Consultant and supersedes all prior negotiations, representations, or agreements, whether written or oral. This Agreement only may be amended in writing signed by both the Owner and the Consultant.

### 5. Signatures

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

**Town of Williamston**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title

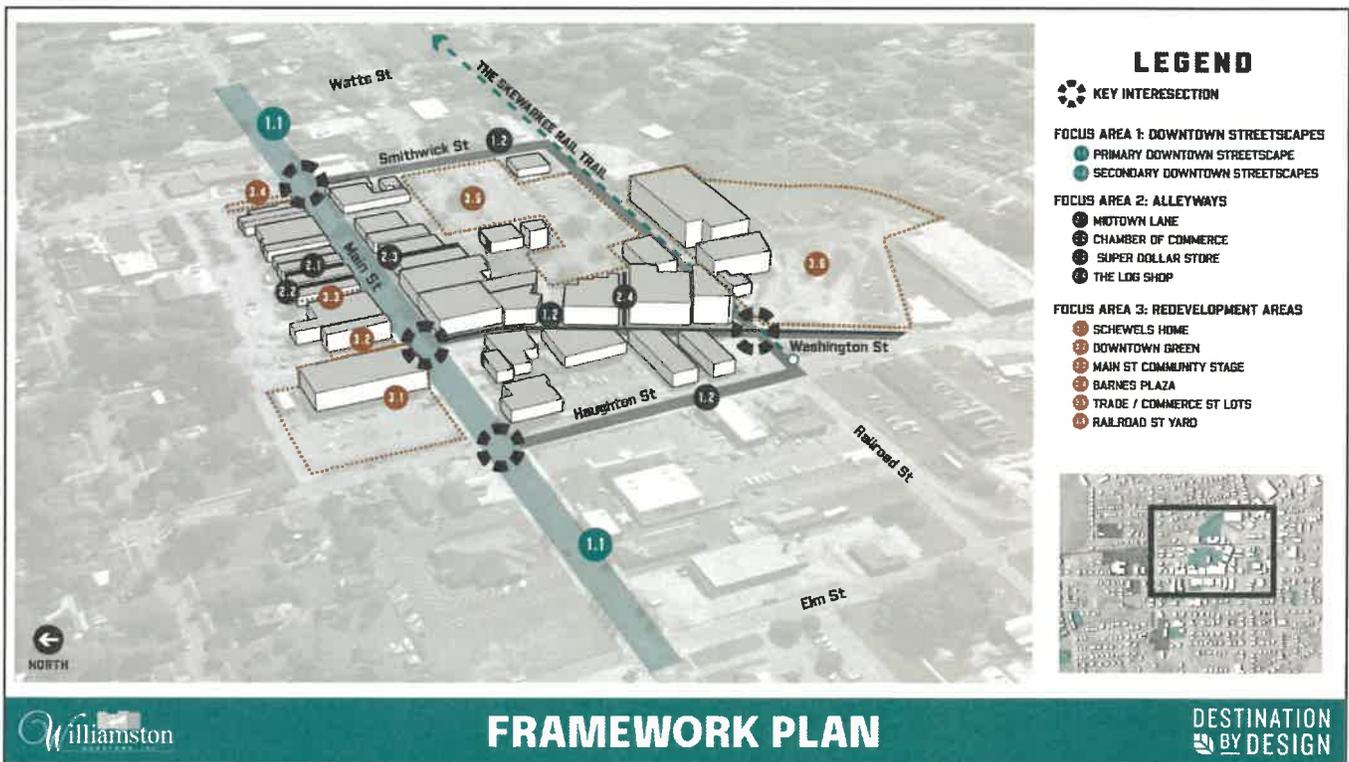
Destination by Design Planning

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

EXHIBIT A





Letter of Intent from the Site Owner

Dear Sirs,

Please accept this letter as acknowledgement of support for the proposal submitted by Pine Shore Energy LLC in response to the North Carolina National Electric Vehicle Infrastructure (NEVI) Program Request for Proposal, April 8, 2024

The Town of Williamston is Owner of the parcel located at Harrison & Trade & Commerce Streets and identified as Parcel ID: 0505795 (as indicate on the attached map) and can legally enter into agreement(s) with utility provider(s) and charging station operator(s) and/or EV charging site Awardee(s). This parcel shall be used for the charging station.

This parcel has a total size of 3.06 acres and presently consists of parking for visitors to the downtown area of Williamston. We currently are working with Pineshore on the installation of two (2) 175kW DCFC on this parcel. Construction has not yet started on this project, however if additional funding can be obtained thru NEVI, the project would be expanded and Pineshore as the awardee would assume role of EVSE Station Operator and Owner for all EV charging equipment.

As per Section 5.2.3 of the RFP, the Town of Williamston clearly states that ...

- The proposed site will be available to the Applicant for the entire length of the proposed agreement for the purpose of acquiring, constructing, installing, operating, and maintaining an EV charging station in accordance with 23 CFR 680, and all applicable laws and regulations.
- The proposed site will be accessible 24 hours a day, 7 days a week, throughout the year, for the life of the agreement, including any ingress.
- The Town of Williamston is the property owner and there is currently no long-term lease controlling use of the site

Best Regards,

SIGNATURE:

Name: Eric Pearson

Title: Town Manager