

**Town of Benson
Benson Conference Center
Board of Commissioners
Regular Meeting
Tuesday, January 8, 2019
7:00 PM**

A G E N D A

- I. Call Meeting to Order** (*Mayor Medlin*)
- II. Pledge of Allegiance** (*Mayor Medlin*)
- III. Approval of the Agenda**
- IV. Consent Agenda** (*Mayor Medlin*)
 - A. Consider December 11, 2018 BOC Meeting Minutes
 - B. Mileage Reimbursement
- V. Public Comment** (*Mayor Medlin*)
 - A. Individuals wishing to address the Board are asked to provide their name and address for the record.
- VI. Department Reports**
 - A. Planning Department Update (*Erin Joseph*)
 1. Planning and Zoning Training Modules
 2. Outstanding Nuisance Abatement Issues
 - a. George Street
 - B. 2018 in Review (*Matt Zapp*)
 1. Video Presentation -- <https://goo.gl/YbSvUZ>
- VII. New Business** (*Mayor Medlin*)
 - A. Consider modification to the 2019 Board of Commissioners Meeting Schedule (*Mayor Medlin*)
 1. Thursday, January 31 at 7 PM focused on the 2017-2018 audit presentation.
 - B. Consider advisory board appointments. (*Mayor Medlin*)
 1. Benson Museum Board
 - a. Kayla Vann
 - b. Elijah Higgins
 2. Board of Adjustments
 - a. Prentice Tyndall
 - b. Brandon Williams
 - c. Hampton Whittington
 3. Parks and Recreation Advisory Board
 - a. Kelli Bynum
 4. Remaining Vacancies
 - a. Museum -- 6
 - b. Adjustments -- 1 resident and 2 ETJ
 - c. Parks and Rec -- 1 resident and 2 non-resident
 - d. Historic Preservation -- 2 resident and 2 ETJ

- e. Library -- 2 resident
 - f. Planning -- 1 ETJ
 - g. Police -- 2 (District I and District III)
- C. Consider appointment of steering committee for the Comprehensive Transportation Plan (*Mayor Medlin*)
- 1. List will be available for review at the meeting.
- D. Consider November 2018 Financials (*Kim Pickett*)
- E. Consider approval of Lee Street Complex Roof Bids (*Kim Pickett*)
- 1. Bids were sent out Wednesday, November 21, 2018 and were due back Thursday, December 6, 2018 at 2:00pm. The Town only received one responsive bid, so we had to go back out for re-bid.
 - 2. Re-bids were sent out Friday, December 7, 2018 and were due back Monday, December 17, 2018 at 2:00pm. There was one responsive bidder.
 - 3. Staff is recommending that we approve the contract with Baker Roofing Company for the repairs to the roof
- F. Authorize staff to engage an engineering firm to provide architectural designs for the PARTF Field House Project at a cost not to exceed \$16,000 (*Matt Smith*)
- G. Consider approval of Purchase Orders over \$10,000 (*Matt Zapp*)
- 1. Clearwater, Inc-3 pumps for WWTP-USDA Funding \$21,974.49
 - 2. Tencarva Machinery Co-6 Pumps-USDA Funding \$27,766.92
- H. Consider approval of Budget Amendment #8 (*Kim Pickett*)
- 1. JCVB Grant for wireless speakers on Main St. \$18,000
 - 2. FEMA reimbursement received on January 2, 2019 in the amount of \$49,430.00
- I. Consider agreement between Electricities of NC and the Town of Benson to allow use of an Electricities owned drone (*Matt Zapp*)
- J. Consider creation of a position to oversee the Downtown Main Street Program and facility rentals for the Benson Conference Center and W.J. Barefoot Auditorium (*Matt Zapp*)
- 1. Facility Rentals by the Numbers and Draft Job Description
- K. Consider creation of a Human Resources Associate position (*Matt Zapp*)
- 1. Current budget can sustain the addition of a full-time role
- VIII. Town Manager Report** (*Matt Zapp*)
- A. Upcoming Board of Commissioners Meetings
- 1. February 12 -- Board of Commissioners Regular Meeting 7 PM (Benson Conference Center)
 - 2. February 22 -- Board Retreat 6 PM (Hampton Inn of Benson)
 - 3. February 23 -- Board Retreat 8 AM (Hampton Inn of Benson)
- B. Town related events reminders:
- 1. January 21 -- All Non-Emergency Town Facilities Closed for MLK Holiday
 - 2. February 9 -- Parks and Rec Daddy Daughter Dance 7 PM
 - 3. February 11 -- Pajama Story Time 6 PM
 - 4. February 24 -- Black History Month Open House 2 PM
- C. Chamber of Commerce Sponsored Events
- 1. February 7 -- Chamber of Commerce Annual Banquet

IX. Town Attorney (*Isaac Parker*)

X. Board of Commissioners Report (*Commissioners*)

XI. Mayor Report (*Mayor Medlin*)

A. Board Retreat Agenda Discussion and 2018 Retreat Recap

1. 2018 Retreat Staff Task List

2. 2019 Draft Agenda

3. Sub-Committee Volunteers (2 Commissioners Needed)

XII. Information Only

XIII. Adjourn the Meeting (*Mayor Medlin*)