

## Agenda

### Board of Commissioners

7 p.m. Jan. 14, 2019

Town Annex Board Meeting Room, 105 E. Corbin St.

Compliance with the American with Disabilities Act interpreter services and/or special sound equipment is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk's Office at 919-296-9441.

Please use the bookmark feature to navigate and view the item attachments.

#### 1. Public charge

The Hillsborough Board of Commissioners pledges to the citizens of Hillsborough its respect. The board asks citizens to conduct themselves in a respectful, courteous manner with the board and with fellow citizens. At any time should any member of the board or any citizen fail to observe this public charge, the mayor or the mayor's designee will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the mayor or the mayor's designee will recess the meeting until such time that a genuine commitment to this public charge is observed.

#### 2. Audience comments not related to the printed agenda

#### 3. Agenda changes and approval

#### 4. Presentations

- A. Service milestone awards
- B. January 2018 Quarterly Economic Development and Tourism Report

#### 5. Appointments

- A. Historic District Commission – reappoint Virginia Smith to a second term ending February 28, 2022
- B. Planning Board – reappoint Dan Barker to second term ending January 31, 2022

#### 6. Items for decision — consent agenda

- A. Minutes
  - 1. Regular meeting Dec. 10, 2018 (rescheduled)
  - 2. Regular meeting Dec. 17, 2018
  - 3. Regular meeting closed session Dec. 17, 2018
- B. Miscellaneous budget amendments and transfers
- C. 2019 Board of Commissioners meeting calendar amendment
- D. Encroachment agreement for the Union Street Condominium project located at 401 N. Churton St.

#### 7. Items for decision — regular agenda

- A. Surcharge and convenience fees for utility payments

Human Resources Director/Town Clerk Katherine Cathey  
101 E. Orange St., PO Box 429, Hillsborough, NC 27278  
919-296-9441 | [katherine.cathey@hillsboroughnc.gov](mailto:katherine.cathey@hillsboroughnc.gov)  
[www.hillsboroughnc.gov](http://www.hillsboroughnc.gov) | @HillsboroughGov

- B. Notice of intent to convey the property at 525 Latimer Street to Habitat for Humanity and authorization for town manager to complete the conveyance
- C. Introduction to train station discussion
- D. Board of Commissioners Water and Sewer Advisory Committee (WSAC) meeting assignments
- E. Topics for joint meeting with Orange County Board of County Commissioners Feb. 14, 2019
- F. Hot topics for work session Jan. 28, 2019

**8. Updates**

- A. Board members
- B. Town manager
- C. Staff (written departmental reports are included in the agenda packet)

**9. Closed session**

- A. Closed Session as authorized by North Carolina General Statute Section 143-318.11(5) concerning property acquisition (downtown parking)
- B. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege (current litigation)

**10. Adjournment**

# TOWN OF HILLSBOROUGH

## Board of Commissioners

### Agenda Abstract Form

Meeting Date: Jan. 14, 2019  
 Department: Administration  
 Public Hearing:  Yes  No  
 Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
 AGENDA ITEM #

	<b>4.A</b>	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT: Eric Peterson, Town Manager**

### ITEM TO BE CONSIDERED

Subject:

Service Milestone Awards

Attachment(s):

1. Employees and commissioners reaching five-year service milestones in 2018

Brief Summary:

This is the seventh year of the town's service milestone program. Each January, employees and commissioners who reached a five-year service milestone in the prior year are recognized for their dedication and tenure. They will receive a certificate, Town of Hillsborough coin signifying their years of service, and a \$75 bonus to celebrate their milestone, such as having dinner out.

Action Requested:

N/A

### ISSUE OVERVIEW

Background Information & Issue Summary:

None

Financial Impacts:

N/A

Staff Recommendations/Comments:

N/A

**Town of Hillsborough  
Service Milestone Recipients  
January 2018**

<b>Employee</b>	<b>Position</b>	<b>Department</b>	<b>Milestone</b>
Cathey, Katherine	Human Resources Director/Town Clerk	Administration	5
Ferguson, Kathleen	Commissioner	Governing Body	5
Oles, Ethan	Utility Mechanic III	Utilities	5
Toellen, Michael	Police Officer 1st Class	Police	5
Weaver, Jennifer	Commissioner	Governing Body	5
House, Edward	Police Corporal	Police	10
Lane, James Michael	Wastewater Plant Operator III	Utilities	10
Hines, Kenneth L.	Public Works Director	Public Works	15
Lashley, Joel Ray	Utility System Supervisor	Utilities	15
White, Charles	Police Sergeant	Police	15
Wisely, David	Fleet Maintenance Supervisor	Fleet	15
Hester, Malcolm	Water Plant Operator III	Utilities	20
Maines, Shawn	Chief Wastewater Plant Operator	Utilities	20
Hobson, Howard	Water Plant Superintendent	Utilities	30

# TOWN OF HILLSBOROUGH

## Board of Commissioners

### Agenda Abstract Form

Meeting Date: Jan. 14, 2019

Department: Planning/Econ Dev.

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

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AGENDA ITEM #

	<b>4.B</b>	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT: Shannan Campbell, Economic Development Planner**

### ITEM TO BE CONSIDERED

Subject:

January 2018 Quarterly Economic Development and Tourism Report

Attachment(s):

1. Report

Brief Summary:

Late summer, fall, early winter highlights as well as a slide on current economic development strategy being employed for economic growth.

Action Requested:

None.

### ISSUE OVERVIEW

Background Information & Issue Summary:

None.

Financial Impacts:

None.

Staff Recommendations/Comments:

None.

# Tourism & Economic Development

**2019 January QUARTERLY REPORT  
(August, September, October, November)**



TOWN OF HILLSBOROUGH

## Economic Development

- Developers acquired the Daniel Boone Village property and shared initial rough draft plans for redevelopment of the site.
- Developers for the Colonial Inn continue to move forward with officially submitted plans for redevelopment of the historic site and improvements surrounding the building.
- 'Fork in the Roof' food truck has ribbon cutting and grand opening offering another great dining option in Hillsborough!
- Nugget Comfort HQ moves into vacant Bellevue Mill/Redeye space in West Hillsborough.
- House at Gatewood restaurant opens to the public.
- New holiday tree and ornaments were installed for holiday season shoppers and visitors.

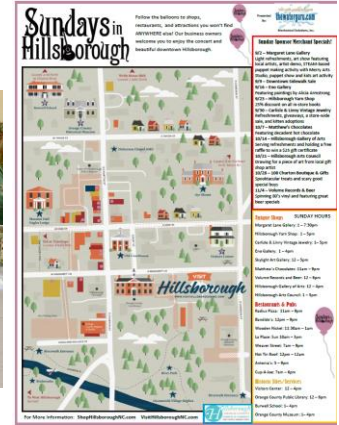
*fork  
in  
the  
roof*



# Economic Development

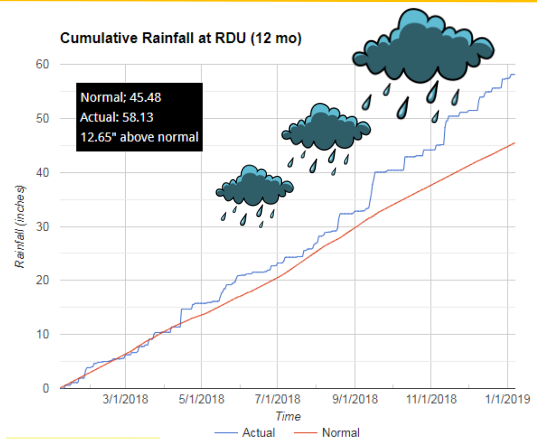
## Community Collaborations:

- Spoke at Hillsborough Rotary Club and explained current economic development strategy and how that ties into the tourism program and strategic tourism plan.
- Second year participating in Chapel Hill Chamber's Small Business Expo at University Mall, talking to people about the existing great small businesses we have, encouraging business owners to open new locations in Hillsborough, and answering questions for those considering starting a business here.
- Helped Chamber with Shop Small Saturday and Sundays in Hillsborough- 'Shop Local' initiatives.
- Ordered and installed eight (8) solar powered decorative lights as a pilot program for Downtown and West Hillsborough. Merchants to provide feedback on these and other decorative lighting options at upcoming summit meeting in January.
- Approval from NCDOT to remove portion of rock wall/metal bannister from Churton Street to make area feel more open for businesses and pedestrians. (work to commence in January)



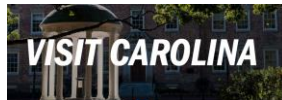
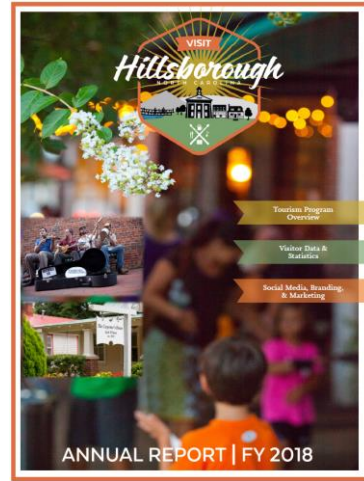
# Tourism

- Hog Day is cancelled due to rain/hurricane and not rescheduled due to conflicts with Orange County early voting.
- River Park Concert lands a large headliner and has it's biggest crowd to date!
- OCHM hired new director, Stephanie Pryor as well as Development Assistant, Debarah Wilson- to assist with fundraising strategies and implementation.
- HAC hires a new executive director, Torey Mishoe.
- FY2018 Closed out +7.54% or +\$25,894 compared to FY2017 for F&B Tax and +2.59% or +\$134 compared to FY2017 for Occupancy Tax.



# Tourism

- The Hillsborough Tourism Program produced first annual report on FY2018 tourism activities and spending as part of an implementation project of it's Strategic Tourism Plan.
- Visit Chapel Hill is working on a brand and website refresh. Currently exploring 'who they are' as a destination.
- UNC Chapel Hill is opening it's own visitors center on Franklin Street in late spring. Continuing the OCVB's conversation about their present/future visitors center location.



# Economic Development Strategy





# TOWN OF HILLSBOROUGH

## Board of Commissioners

### Agenda Abstract Form

Meeting Date: Jan 14, 2019

Department: Planning

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

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	5.A	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT:** Margaret Hauth, Planning Director

### ITEM TO BE CONSIDERED

Subject:

Historic District Commission – reappoint Virginia Smith to a second term ending February 28, 2022

Attachment(s):

1. Smith volunteer application

Brief Summary:

Ms. Smith has requested re-appointment to the HDC. The HDC chairman and staff both agree that her enthusiasm, institutional knowledge, and her valuable input and interaction with the Commission have made her a great commissioner, and we support the re-appointment request. Her first term will expire Jan. 31, 2019. And her second term would expire on Feb. 28, 2022.

Action Requested:

Re-appoint Virginia Smith to a second term on the Historic District Commission.

### ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

Approve

If you are a Town of Hillsborough resident, at least 18 years old, and willing to volunteer your time and expertise to your community, please complete this form.

### **General Information**

Name:

Virginia Dexter Bell

Home Address:

168 W. King St.

Phone (Home):

919-260-0292

Phone (Work):

919-260-0292

Email:

[virginia@twinchimneys.org](mailto:virginia@twinchimneys.org)

Place of Employment:

self-employed

Job Title:

homemaker

### **Personal Background**

Date of Birth:

05/22/1965

Gender:

Female

Ethnic Origin:

Caucasian

### **Boards/Commissions/Committees of Interest**

Historic District Commission

### **Reasons for Wishing to Serve**

For my M.A. thesis, I wrote about the history of my own historic house in Hillsborough. Through my research, as well as the experience of renovating our house, I learned how our architectural history tells the story of our town's history. I am eager to help preserve that history while enriching its context, i.e. the twenty-first century neighborhood in which our historic structures stand. I sympathize with homeowners who are trying to do justice to their historic properties, while I also feel strongly that the rules of the historic district must be upheld.

### **Relevant Experience**

Work Experience:

My previous career as a medical editor taught me to sensitive to detail on many levels. My time as a program assistant in the UNC School of Medicine allowed me to sharpen my listening skills,

particularly when interacting with patients who were stressed and perhaps did not have the greatest communication skills in the first place.

Volunteer Experience:

I am a board member for Historic Moorefields and the Alliance for Historic Hillsborough. I also volunteer on the town's Historic Signage Committee.

Educational Experience:

M.A., Duke University. Thesis title: "Six Degrees of Twin Chimneys"

B.A., University of North Carolina, English major, French minor

### **How You Heard About This Opportunity**

Current Hillsborough Volunteer

### **Agreement**

Before applying, be advised that you are committing to attend the volunteer board's/committee's regular meetings. Attendance at the regular meetings shall be considered a prerequisite for maintaining membership on the board/committee. Also, be advised that the Board of Commissioners may declare a vacancy on the board/committee because of a member's non-attendance.

I agree to the above statement.

# TOWN OF HILLSBOROUGH

## Board of Commissioners

### Agenda Abstract Form

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Department: Planning

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

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	5.B	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director**

### ITEM TO BE CONSIDERED

Subject:

Planning Board – reappoint Dan Barker to second term ending January 31, 2022

Attachment(s):

1. Original application

Brief Summary:

Mr. Barker has expressed interest in continuing on the Planning Board. He has attended 94% of the meetings held during his first term. Mr. Barker currently serves as the board chair. His current term will expire on Jan. 31, 2019.

Action Requested:

Re-appoint Dan Barker to a second term on the Planning Board.

### ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

Approve

**From:** Dan Barker [<mailto:townmail2015@danbarker.com>]  
**Sent:** Thursday, October 15, 2015 5:30 PM  
**To:** Katherine Cathey <[Katherine.Cathey@hillsboroughnc.org](mailto:Katherine.Cathey@hillsboroughnc.org)>  
**Subject:** Advisory Board Application



If you are a Town of Hillsborough resident, at least 18 years old, and willing to volunteer your time and expertise to your community, please complete this form.

### **General Information**

Name:  
Dan Barker  
Home Address:  
2201 Baycourt Trl  
Phone (Home):  
919-245-1637  
Phone (Work):  
919-962-4335  
Email:  
[townmail2015@danbarker.com](mailto:townmail2015@danbarker.com)  
Place of Employment:  
UNC Chapel Hill  
Job Title:  
Systems Analyst

### **Personal Background**

Date of Birth:  
05/11/1969  
Gender:  
Male  
Ethnic Origin:  
Caucasian

### **Boards/Commissions/Committees of Interest**

- Historic District Commission
- Planning Board

### **Reasons for Wishing to Serve**

I enjoy participating in the town's advisory processes and helping to shape Hillsborough into a better town.

### **Relevant Experience**

Work Experience:

University of North Carolina at Chapel Hill - Systems Analyst for Division of Finance and Administration

University of North Carolina at Chapel Hill - Facilities Database Manager for Engineering Information Systems

School for Communication Arts (now Living Arts College) - Instructor

Archibus Solutions Center - Research Triangle - Space Consultant and Knowledge Manager

The Beacon Institute for Learning (Duke Univ., Univ. of Richmond, Goucher College) - Instructor, Curriculum Adviser

Computer Learning Centers - Instructor, Department Chair

Volunteer Experience:

Previously on Hillsborough planning Board; Currently on Town Water and Sewer Advisory Committee and Board of Adjustment.

Educational Experience:

BA and MAT from Trinity University, San Antonio, TX

### **How You Heard About This Opportunity**

- Internet
- Current Hillsborough Volunteer

### **Agreement**

Before applying, be advised that you are committing to attend the volunteer board's/committee's regular meetings. Attendance at the regular meetings shall be considered a prerequisite for maintaining membership on the board/committee. Also, be advised that the Board of Commissioners may declare a vacancy on the board/committee because of a member's non-attendance.

I agree to the above statement.

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6.A		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

**PRESENTER/INFORMATION CONTACT: Katherine Cathey, Human Resources Director/Town Clerk**

### ITEM TO BE CONSIDERED

Subject:

Minutes

Attachment(s):

1. Regular meeting Dec. 10, 2018 (rescheduled)
2. Regular meeting Dec. 17, 2018

Brief Summary:

None

Action Requested:

Approve minutes of the Board of Commissioners regular meeting Dec. 10, 2018 (rescheduled), regular meeting Dec. 17, 2018, and regular meeting closed session Dec. 17, 2018.

### ISSUE OVERVIEW

Background Information & Issue Summary:

None

Financial Impacts:

None

Staff Recommendations/Comments:

Approve minutes as presented.