



Town of Franklin Council

Agenda

February 4, 2019

6:00 p.m.

1. Call to Order- Mayor Bob Scott
2. Pledge of Allegiance- Vice Mayor Barbara McRae
3. Approval of the January 7, 2019 Town Council Minutes
4. Adoption of the February 4, 2019 Town Council Agenda
5. Public Hearing 6:05 p.m. for Tasting Room
6. Public Session
7. **New Business**
 - A.) Board Action on Tasting Room- Town Council
 - B.) Proclamation for Hunger Awareness- First United Methodist Church Youth Group
 - C.) Proclamation for Rotary International- Mayor Bob Scott
 - D.) Budget Amendments- Finance Officer Kyra Doster
 - E.) Tax Refunds- Town Manager Summer Woodard
 - F.) Set Public Hearing for Multi-Tenant Sign Ordinance- Land Use Administrator Justin Setser
 - G.) Forward Unified Development Ordinance Amendment Regarding Construction of Driveways to the Town Planning Board- Land Use Administrator Justin Setser will present this item.
 - H.) Street Closing Request for 2019- Town Manager Summer Woodard
 - I.) Set Fiscal Year 2019-2020 Town of Franklin Budget Schedule- Town Manager Summer Woodard
 - J.) Discussion on Chapter 75 Parking Schedules- Land Use Administrator Justin Setser
 - K.) Update on Greenway Connection Project- Town Manager Summer Woodard
 - L.) Re-Appointment of Janet Greene to the Town Planning Board- Land Use Administrator Justin Setser
 - M.) Re-Appointment of Denton Higdon to the Town Planning Board- Land Use Administrator Justin Setser
 - N.) Re-Appointment of Susie Ledford to the Town Planning Board- Land Use Administrator Justin Setser
 - O.) Franklin Fire Department Grant for Volunteer Fire Assistance Program- Fire Chief Matt Breedlove and Town Manager Summer Woodard
 - P.) Amendment to the Town of Franklin Personnel Policy Regarding General Leave and Holiday Pay- Human Resource Director Travis Tallent
 - Q.) Discussion on Town of Franklin Employee Evaluation Policy- Town Manager Summer Woodard and Human Resource Director Travis Tallent
 - R.) Discussion on Town Liaisons- Council Member David Culpepper
 - S.) Discussion on Town of Franklin Consent Agenda- Town Manager Summer Woodard
8. **Adjourn**

February 4, 2019 meeting,

The regular meeting of the Franklin Town Council was held on Monday February 4, 2019 at 6 p.m. in the Town Hall Board Room. Mayor Robert S. Scott presided. Council Members Joe Collins, David Culpepper, Adam Kimsey, Dinah Mashburn and Brandon McMahan were present.

Vice Mayor Barbara McRae arrived at 6:04 p.m.

The Pledge of Allegiance was done by attendee on behalf of the 30 Hour Famine.

Approval of the January 7, 2019 Town Council minutes

Motion was made by Kimsey, seconded by McMahan to approve the January 7, 2019 meeting minutes as presented. Motion carried. Vote: 6 to 0.

Adoption of the February 4, 2019 Town Council Agenda

Motion made by Kimsey, seconded by McMahan to approve the agenda as presented. Motion carried. Vote: 6 to 0.

Public Hearing 6:05 p.m. for Tasting Room

Land Use Administrator Justin Setser presented this item.

Dion Sena, Cathy Sena, and Andy Hancock were present to answer questions but none were asked.

Public Session

Kim Leister spoke about unsightly properties on Forest Avenue.

Mayor Scott submitted photos of the locations. Photos are attached.

New Business: Board Action on Tasting Room

Land Use Administrator Justin Setser presented this item.

Motion was made by Culpepper, seconded by McRae to approve Tasting Rooms as a permitted use in Neighborhood Mixed Use area and the consistency statement as approved by the Town Planning Board. Motion carried. Vote: 6 to 0.

New Business: Proclamation for Hunger Awareness – First United Methodist Church Youth Group

Mayor Scott presented this item. Proclamation is attached.

New Business: Proclamation for Rotary International

Mayor Scott presented this item. Proclamation is attached.

February 4, 2019 meeting continued,

New Business: Budget Amendments

Finance Officer Kyra Doster requested the Town Council to move \$2,500 generated from calendar sales from Miscellaneous – General Fund (Police) to Supplies (Police), \$4,400 from Special Events to Supplies, and \$17,111 from Insurance Settlements to Vehicle Maintenance (Fire).

Motion was made by Collins, seconded by Mashburn to approve budget amendments as presented. Motion carried. Vote: 6 to 0.

New Business: Tax Refunds

Town Manager Summer Woodard presented this item.

Motion was made by McRae, seconded by Culpepper to approve tax refunds as presented. Motion carried. Vote: 6 to 0. Approved refunds are attached.

New Business: Set Public Hearing for Multi-Tenant Sign Ordinance

Land Use Administrator Justin Setser presented this item.

Motion was made by Collins, seconded by Culpepper to set a public hearing concerning the Multi-Tenant Sign Ordinance at 6:05 p.m. on March 4, 2019 in the Town Hall Boardroom. Motion carried. Vote: 6 to 0. Policy section is attached.

New Business: Forward Unified Development Ordinance Amendment Regarding Construction of Driveways to the Town Planning Board

Land Use Administrator Justin Setser presented this item

Motion was made by Collins, seconded by McMahan to forward UDO amendment regarding construction of driveways to the Town Planning Board. Vote: 6 to 0.

New Business: Street Closing Requests

Town Manager Summer Woodard presented this item.

Motion was made by Culpepper, seconded by McMahan to approve street closing requests as presented. Motion carried. Vote: 6 to 0. List is attached.

New Business: Set Fiscal Year 2019-2020 Town of Franklin Budget Schedule

Town Manager Summer Woodard presented this item.

Motion was made by Mashburn, seconded by McMahan to accept the Fiscal Year 2019-2020 Town of Franklin Budget Schedule as presented. Motion carried. Vote: 6 to 0.

February 4, 2019 meeting continued,

New Business: Discussion on Chapter 75 Parking Schedules

Land Use Administrator Justin Setser presented this item.

Town Attorney John Henning Jr. – The Council can certainly pass this tonight if you would but I see one thing that I would like to tweak if we're okay waiting until March. I think the section referring to the penalty needs to refer specifically to section 10.99 in your ordinances because that is the penalty structure we have. We're going to get where that is the only misdemeanor, we have left which is a good thing.

The Town Council will look this item again at their March meeting.

New Business: Update on Greenway Connection Project

Town Manager Summer Woodard – Administration and a couple of council members have met with representatives from Duke and Macon County. What we're looking at doing is partnering with Macon County and moving forward with the proposed path. We are looking at doing the work in-house. Macon County has offered to partner with us as far as expense would be concerned. Tonight, we're just looking for a blessing from the board to move forward with this.

Town Engineer Nathanael Moore – The project would involve going under the two bridges and coming up beside the FROG Headquarters to attach to the existing multi-use path.

Council Member Collins – This is a very good project. It's a minimal expense and there's cooperation with the county for everybody's benefit. I don't see any downside.

Council Member Culpepper – This is a win for everybody.

Town Manager Summer Woodard – One other party to mention is Duke Energy. They have agreed to look at the green space underneath the bridge as a potential place for a pocket park.

Motion was made by Culpepper, seconded by McRae to move forward with Greenway Connection Project. Motion carried. Vote: 6 to 0.

New Business: Re-Appointment of Janet Greene to the Town Planning Board

Land Use Administrator Justin Setser presented this item.

Motion was made by McRae, seconded by Culpepper to re-appoint Janet Greene to the Town Planning Board. Motion carried. Vote: 6 to 0.

New Business: Re-Appointment of Denton Higdon to the Town Planning Board

Motion was made by Collins, seconded by Culpepper to re-appoint Denton Higdon to the Town Planning Board. Motion carried. Vote: 6 to 0.

February 4, 2019 meeting continued,

New Business: Re-Appointment of Susie Ledford to the Town Planning Board

Motion was made by McRae, seconded by Culpepper to re-appoint Susie Ledford to the Town Planning Board. Motion carried. Vote: 6 to 0.

New Business: Franklin Fire Department Grant for Volunteer Fire Assistance Program

Franklin Fire Chief Matthew Breedlove and Volunteer Assistant Chief Ryan Hursey presented this item. The grant would allow an opportunity to match funds in order to secure wildland firefighting supplies, fire shelters, leather gloves, and other firefighting material through the U.S. Forest Service.

Motion was made by McMahan, seconded by Culpepper to allow Franklin Fire and Rescue to continue to pursue the Forest Service Grant. Motion carried. Vote: 6 to 0.

New Business: Amendment to the Town of Franklin Personnel Policy Regarding General Leave and Holiday Pay

Human Resource Director Travis Tallent presented this item.

Motion was made by Collins, seconded by Kimsey to approve an amendment to the Town of Franklin Personnel Policy regarding general leave and holiday pay. Motion carried. Vote: 6 to 0. Amendments are attached.

New Business: Discussion on Town of Franklin Employee Evaluation Policy

Human Resource Director Travis Tallent – There is mention of an Employee Evaluation Policy in the Town’s Personnel Policy but the Town doesn’t actually have one in place so what you have in front of you is an Evaluation Policy that has been vetted by the Ordinance Review Committee. This policy gives a fair and measured approach to employee evaluations. I think it will be beneficial for the Town.

Town Manager Summer Woodard – We’re asking the board to approve this as presented tonight so that we can look at moving forward this year on a trial basis so that employees can see what this process would look like. This would go through the budget process. There wouldn’t be raises tied to it without being included in the budget process.

Council Member Kimsey – I sat down with the Ordinance Review Committee and I thought it was pretty standard based on my experiences from my former profession. I feel as though it is more than thorough enough and I don’t see any risk. I think there is a bigger risk in not having a procedure.

Vice Mayor McRae – I agree with Adam. Will there be any training?

February 4, 2019 meeting continued,

Town Attorney John Henning Jr. – Yes. After being a part of discussions in the Ordinance Review Committee I think it is a good system. I think you need to be able to track what your employees do. My first question was how will it work and the best answer is that it is going to be tied to the budget and be a budget item for approval each year. The Council won't ever feel like you just have a line item that you are approving but you don't know what you are approving. The reason for doing a dry run this year is to give the employees an idea of how it's going to work but to also give us time to train supervisors on how to evaluate. This is something that I do with the schools. I have a lot of good training materials already and we'll look to implement that.

Council Member Culpepper – And the trial run would tell us how much money we would have spent, too.

Motion was made by McMahan, seconded by Mashburn to adopt the Town of Franklin Evaluation Policy as presented. Motion carried. Vote: 6 to 0.

New Business: Discussion on Town Liaisons

Council Member Culpepper – I attended a Rec meeting recently at the County and Chairman Tate was there and was able to give immediate feedback to the board on county items. After discussions with some members of the Planning Board I've heard that they don't know what we're doing and we don't know what they're doing. With the County's model in mind, do we want to have representatives going to our board meetings to interact and bring back feedback?

Mayor Scott – Right now as it is, staff performs that function. The public and any council member is free and open to go to any of these meetings. There's nothing stopping the council members from attending.

Council Member Collins – But you wouldn't really have an official authority if you were just attending these meetings.

Council Member Culpepper – Yes, I could go as a member of the public voluntarily but I don't know that I would or if other board members up here would do it actively. I think it would only help with communications.

Town Attorney John Henning Jr. – I don't see any particular harm as long as it's not the Board of Adjustment.

Council Member Collins – Could this not be just an expanding of our current committees like with fire and water and sewer? Wouldn't we just appoint somebody to go to these meetings?

Town Attorney John Henning Jr. – I don't have a problem with that but we have made it clear that nobody can be involved in a quasi-judicial hearing like with the Board of Adjustment.

Mayor Scott – Somewhere in my mind, I'm thinking we had a big discussion on committees and liaisons and we didn't feel the need to appoint liaisons.

February 4, 2019 meeting continued,

Town Attorney John Henning Jr. – The problem with committees is that there has to be advertisement of meetings and minutes. Liaisons are easier because that person can go do his or her role and not have to do the other stuff.

Mayor Scott – My other concern is, do you go in as an observer or as an official?

Town Attorney John Henning Jr. – I'm not too concerned with either as long as the role is understood.

Council Member Collins – He wouldn't have the authority to act on behalf of the board but he would be a line of communication.

Council Member Culpepper – I just don't think we are communicating as effectively as we could.

Council Member Collins – I would like to see Administration and the Council look at this and consider the roles. We don't have to decide anything tonight.

New Business: Discussion on Town of Franklin Consent Agenda

Town Manager Summer Woodard presented this item.

Motion made by McRae, seconded by Mashburn to approve a consent agenda for use at future Town Council meetings. Motion carried. Vote: 6 to 0.

Adjournment

Motion made by Collins, seconded by Culpepper to adjourn the Town Council meeting at 7:15 p.m. Motion carried. Vote: 6 to 0.

Robert S. Scott, Mayor

Travis Tallent, Town Clerk

