



**Town Board of Commissioners
Regular Meeting
February 13, 2024 @ 7:00 p.m.**

The Roseboro Board of Commissioners met in Regular Session at Town Hall on Tuesday, February 13, 2024, at 7:00 pm.

Members present at Town Hall were Mayor Alice Butler, Mayor Pro-Tem Anthony Bennett, Commissioners Cyndi Templin, Richard Barefoot, and Mark Gupton. Also, present were Attorney Sandy Sanderson, Town Clerk Janet Dunn, Lead for NCFellow Tyler Wise, Randi & Randy Kelly, Rev. Hargrove, Robby James, and Mikkell McKinney. Commissioner Ray Clark Fisher was excused.

COMMENCEMENT

- Call to Order – Mayor Butler called the meeting to order at 7:00 pm.
- Invocation – Rev. Hargrove gave the invocation followed by Mayor Butler leading the Pledge of Allegiance.
- Agenda Adoption – Commissioner Gupton made a **motion** to adopt the agenda. **All in favor. Motion carried.**
- Meeting Minutes – Mayor Pro-Tem Bennett made a **motion** to approve the minutes from January 23, 2024 (Special Meeting/Public Hearing/Closed Session) and January 30, 2024 (Special Meeting); **all in favor. Motion carried.**

ROSEBORO HAPPENINGS

- Small Town Main Street Committee Chairperson Ms. Randi Kelly, Robbie James, and Tyler Wise provided handouts for the Board's review as they presented the Committee's Downtown Roseboro Economic Development Implementation Plan 2023-2024, which included the Committee's Vision and Mission Statements, as well as Implementation Strategy. (See Exhibit A) The Committee's members spoke to community engagement events such as Mountain-to-Sea and Heritage Trails, specifically about improving awareness and engagement; BloomFest where the Rhythm Express Band will perform the Kick-Off on April 26th; and the "Pocket Park Project" which is the Community Garden space currently under development and is the location where the "aLive in the 'Boro" concert series will continue starting in March. Of much concern is the lack of parking for such events in close proximity to the space. Suggested areas to be used for public parking were outlined on a map that was provided for review. (See Exhibit B)
- Ms. Wise noted that the Pondberry Stakeholders' meeting is scheduled for Thursday (February 15th) at 11:00 a.m. to further discuss this ongoing project.
- Ms. Wise also encouraged interested people to attend the CORE meeting on February 23rd at 10:00 a.m. in the Town Hall. This meeting will focus on the Mountain-to-Sea Trail as well as the Heritage Trail.

NEW BUSINESS

- Signature Card – When times arise that Mayor Butler and Mayor Pro-Tem Bennett are both unavailable to sign checks, especially those dealing with the grants requiring checks be issued within 3-days of receiving funds, no one else is available to sign. Therefore, Mayor Butler requested that consideration be given to allowing Town Clerk Janet Dunn to be allowed to sign grant checks when such circumstances occur to ensure the town meets the 3-day deadline. With no further discussion, Mayor Pro-Tem Bennett made a

motion to grant Town Clerk Janet Dunn authority to sign checks but only when situations warrant (e.g., grant reimbursements); **all in favor. Motion carried.**

- 2023 CDBG-NR Announcement – The Town of Roseboro has been officially awarded the grant for the 2023 CDBG-NR Program. The awarded amount is \$950,000 to be used in reconstructing four (4) homes, rehabilitating two (2) homes, and there are three (3) alternates in case anyone in the previous categories isn't eligible.
- Annexation Request on East Clinton Street, Lot A – Ms. Alexis Amerson has submitted a written request to be annexed into town limits so that she can get water and sewer services. Water and sewer services are already in the area. Ms. Amerson indicates that a doublewide home will be placed on the property. Commissioner Barefoot inquired about the other type of home structures in the vicinity to which a definitive answer was not available. Attorney Sanderson advised that it would be a satellite annexation and he would need to do some research on the process but would do so only at the Board's request. The Board agreed for Attorney Sanderson to conduct research on the satellite annexation process and report at the next meeting.

OLD BUSINESS

- CDBG-I Engineering Agreement Amendment – Presented to the Board for review/approval was Agreement Amendment No. 1 for 2020 Sewer Improvements Engineering/Inspection Services between the Town of Roseboro and The Adams Company, Inc. The amendment includes "Add+/- 380LF of 8" gravity sewer rehab, 1 manhole rehab, 4 service laterals, and associated paving and appurtenances along Sumner Ave. and N. East St. These engineering, surveying, and inspection costs total \$16,500.00, all covered by the CDBG-I project funds. After review and with no further discussion, Commissioner Templin made the **motion** to accept the 2020 Sewer Improvements Engineering/Inspection Services Agreement Amendment as written; **all in favor. Motion carried.**
- Procurement Policy & Plan for CDBG-I Grantees – This is an amended Procurement Policy and was updated in January (2024) for the CDBG-I program. A copy was provided to the Board for review. With no further discussion, Commissioner Barefoot made the **motion** adopt the Procurement Policy & Plan for CDBG-I Grantees as presented; **all in favor. Motion carried.**
- Standard Abbreviated Form of Agreement Between Owner and Architect – Maurer Architect – Provided to the Board was the agreement drawn up by Maurer Architect for services to be performed as it relates to the Rural Transformation Grant (RTG) for the town's building located at 109C Roseboro Street. Attorney Sanderson has reviewed the agreement. With no further discussion, Commissioner Gupton made the **motion** to accept the Agreement as presented; **all in favor. Motion carried.**
- Golden LEAF Award Contract (Timmons Group) – The Golden LEAF Flood Mitigation project was published for bid. There were five (5) responses received for consideration. The Timmons Group was selected and as such, they have presented their Letter of Agreement for services to be performed for the Town of Roseboro Golden LEAF Foundation Grant for Stormwater Improvement. Attorney Sanderson has not had an opportunity to review the Agreement as of this meeting, therefore, Commissioner Gupton made the **motion** that the Board accept the Letter of Agreement from the Timmons Group contingent upon approval by Town Attorney Sandy Sanderson; **all in favor. Motion carried.**
- RFQ for Fire Station Grant – The Request for Qualifications for Design-Build has been published with a deadline date of February 27, 2024. Town Clerk Dunn has indicated she has received several inquiries.

REPORTS

- Financial Reports – Monthly reports were provided for review.
- Fire Department Report – Monthly report was provided for review.
- Sheriff's Report – Monthly report was provided.
- Public Works/Utility Department Reports – Filed in the Clerk's Office.

PUBLIC COMMENT

- Terry Bullard was not present when called upon to speak concerning the matter of filing in Roseboro.
- James Rich/Spring Branch Lodge was not present when called upon to speak concerning the matter of utility late fees.

CLOSED SESSION – NCGS 143-31811 (a)(5) – Contract Negotiation

Commissioner Barefoot made the **motion** to CLOSE the Regular Meeting; **all in favor. Motion carried.** Mayor Pro-Tem Bennett made the **motion** to OPEN the CLOSED SESSION; **all in favor. Motion carried.**

Discussion was held; however, no vote was taken.


Commissioner Templin made the **motion** to CLOSE the CLOSED SESSION; **all in favor. Motion carried.** Commissioner Barefoot made the **motion** to OPEN the Regular Meeting; **all in favor. Motion carried.**

ANNOUNCEMENT – Mayor Butler advised that she had received formal written notice that a staff member, Town Clerk Janet Dunn, has decided to retire. Her retirement date will be effective April 1st. However, due to the extensive workload in the office, until the position is filled, she has agreed to continue part-time and assist with training the new clerk if the Board approves. Board members agreed with this arrangement. Mayor Butler advised that further details need to be addressed.

ADJOURNMENT – With no further business, Commissioner Barefoot made the **motion** to adjourn; **all in favor. Motion carried.** The meeting was adjourned at 8:00 p.m.



Alice Butler, Mayor



Janet Dunn, Town Clerk

Downtown Roseboro Economic Development Implementation Plan –2023-2026

Economic Positioning Statement/Vision in 2024: Downtown Roseboro is a destination on your journey with social and cultural experiences and unique dining and shopping.

Mission: Roseboro Small Town Main Street is dedicated to preserving, supporting, and promoting economic growth and community vitality for merchants, property owners and citizens.

Implementation Strategy: Downtown Roseboro is a designated Small Town NC Main Street community. The Town of Roseboro is charged with the administration of the program at the local level. The agency uses the Main Street America™ model of establishing economic development strategies and applying the Main Street Four-Point Approach® to downtown revitalization: Economic Vitality, Design, Promotion and Organization to implement a plan that achieves measurable results.

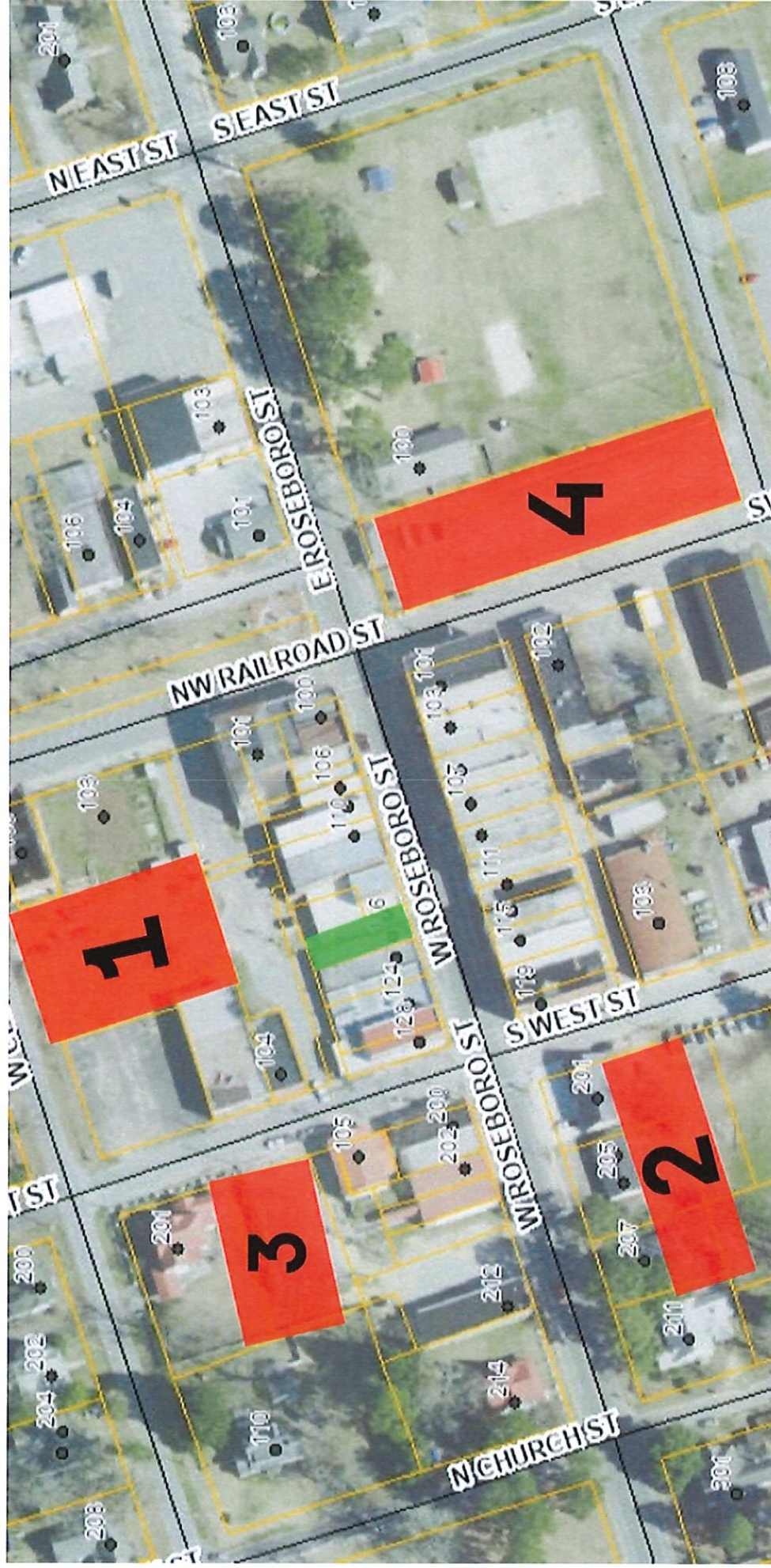
DOWNTOWN ECONOMIC DEVELOPMENT STRATEGIES		ECONOMIC VITALITY	DESIGN	PROMOTION	ORGANIZATION
Strategy: Destination on your Journey Goal: Embrace the Mountains to Sea Trail and Heritage Trail as part of Roseboro's identity. Objectives: Improve the awareness of trail amenities		Action: 1. Evaluate MST advertisement piece for all Roseboro businesses by mid-2024. 2. Encourage local merchants to promote MST and Roseboro Heritage Trail. 3. Engage more partners, like the CVB and Western-Sampson Chamber of Commerce by June 2024 to identify additional support for MST and the Roseboro Heritage trail.	Action: 1. Include MST and Heritage trail signage in prominent downtown locations by the end of 2024. 2. Include Hometown Strong, Mountains to Sea and Roseboro logos in pre-event publicity.	Action: 1. Kick off the 2024 summer season with promotion of the trails. - Seek Cumberland/Sampson County media coverage of the 2 trails in Roseboro by Summer of 2024. - Promote Hometown Strong via social media and pre-event publicity by issuing press releases detailing MTS event elements. - Promote trail opportunities on the alleyway bulletin board.	Action: 1. Include the Mountains to Sea trail description on the Town website by February 2024: The Mountains to Sea Trail (MTS) is a simple footpath stretching almost 1,200 miles across NC from Clingman's Dome in the Great Smoky Mountains to Jockey's Ridge on the Outer Banks. The MTS trail runs through Downtown Roseboro. 2. Include information on the Heritage Trail on the town website by February 2024. 3. Partner with Hometown Strong on a Summer 2024 event to highlight the MTS trail. 4. Partner with Friends of MTS to be aware of opportunities and events hosted by MST. 5. Contact Golden Leaf Foundation and other grant funding options, to see availability for a grant to make W Roseboro Street more pedestrian friendly, including sidewalk and streetscape design by February 2025.
		Action: 1. Develop sponsorship plan to solicit area industries and healthcare institutions to support park development by June 2024.	Action: 1. Develop a design for the alleyway and park.	Action: 1. Promote the park development campaign and concert series via the Towns website and social media.	Action: 1. Obtain at least 50% of necessary park funding by the end of 2025.
Strategy: Social and Cultural experiences Goal: Complete the concert and pocket park projects.					

Downtown Roseboro Economic Development Implementation Plan 2023-2026 Implementation Plan & Resource & Partnership Identification

<p>Goal: Facilitate BloomFest event.</p> <p>Objective: Obtain funding and develop concert and pocket park plans and on-going concert series.</p> <p>Objective:</p>	<ol style="list-style-type: none"> 2. Seek special incentives for concert attendees from area restaurants and retail. 3. Engage county resources like CVB and the Arts Council for volunteers and also funding opportunities. 4. Expand sponsorship program for BloomFest. 5. Engage local businesses and County resources to promote BloomFest. 	<ol style="list-style-type: none"> 2. Include park and alleyway renderings in all fundraising efforts to help potential contributors envision the park finished design. 3. Complete stage rendering and cost acquisition process by March of 2024. 4. Define and implement parking opportunities for all events. 5. Place an event banner in a prominent highway location. 6. Evaluate festival layout for enhanced vendor and activities. 7. Create a parking plan and increase signage. 	<ol style="list-style-type: none"> 2. Engage surrounding counties to increase footprint of promotion. 3. Utilize all Town platforms on a regular basis. 	<ol style="list-style-type: none"> 2. Partner with Town public works department and volunteers to assist with park event management. 3. Recruit more volunteers to support BloomFest and other events. 4. Organize Friday night BloomFest kick-off.
<p>Strategy: Unique dining and shopping</p> <p>Goal: Create destination shopping and restaurant locations in Downtown Roseboro.</p> <p>Objective: Increase shopping and restaurant offerings.</p>	<ol style="list-style-type: none"> 1. Action: Continue facade grant and consider other incentive grants for new businesses. (on-going) 2. Assist the Town in promoting RTG-funded property in order to connect with a potential buyer by the conclusion of construction phase. 3. Support newly appointed property owners to reopen. 4. Pursue recruitment of brewery to locate in one of the available properties with a goal of having one open by the end of 2025. 5. Create and implement a vacant building ordinance, 	<ol style="list-style-type: none"> 1. Action: Work with vacant property owners to create beautification efforts for empty storefronts. Work with property owners also to use available window space to promote upcoming events. 2. Promote Roseboro incentives on the Town website to entice a buyer. (on-going) Create a special flyer with an aerial view of the concert park, proposed pocket park and coming businesses to show vitality within the downtown area by mid-2024) 	<ol style="list-style-type: none"> 1. Action: Meet with Duplin-Sampson County realtor's association to promote downtown properties by May 2024. 2. Promote the property as soon as it is available for sale. List property on available properties on Discover Roseboro (Facebook) area realtor sites and Loopnet. (on-going) 3. Offer to provide marketing support to developer's properties via social media and on Discover Roseboro (Facebook) on an on-going basis. 	<ol style="list-style-type: none"> 1. Action: Continue pursuing a National Register District to incentivize building rehabilitation by December 2024. 2. Finalize vacant property ordinance to improve conditions of vacant buildings by April 2024. 3. Complete the Rural Transformation Grant-funded building rehabilitation by October 2024. 4. Cultivate a working relationship with property owners and Town staff to learn, support, and share resources for these projects. (on-going) 5. Address parking: have a plan drawn up of the space opportunities.

Downtown Roseboro Economic Development Implementation Plan 2023-2026
Implementation Plan & Resource & Partnership Identification

	partner with the Town for enforcement.	<p>3. Alleyway project: Create a bulletin board to promote availability and marketing for current businesses.</p> <p>4. Include listings/renderings of downtown projects in downtown businesses to illustrate current and projected growth by end of 2024.</p> <p>5. Restore Downtown planters.</p> <ul style="list-style-type: none">- Explore local businesses adopting the planters for upkeep.	<p>4. Publicize what to do in Roseboro on a Friday night. Create a 30 sec video each season of the new things offered.</p>	
--	--	--	--	--



Parking Prioritization

1. Parking for Community Garden -- Connecting to Main Street
2. Open Space behind The Reedy Mark
3. Dr. Powell's Parking Lot
4. Paving of the Depot Parking Lot

= New Alley

