

2016 PLANNING CONFERENCE TO-DO LIST

#	ITEM	ASSIGNED	DUE DATE	NOTES
8	Inventory Fire/EMS vehicles	DG	4/30/2016	Dennis is out of town the week of 5/16. I do not have the information.
9	Provide maintenance costs for fire vehicles that we want replaced to TB	DG	4/30/2016	Dennis is out of town the week of 5/16. I do not have the information.
10	Supply detailed South Trade Street budget to TB. Detail what funds were reimbursed back to town after bonds were sold.	CT	4/30/2016	Hazen, Chris and CJ are meeting Thursday, 5/19 to review line-items.
11	Clarify library's responsibilities for building maintenance or look into rent payments after lease expiration	HB	4/30/2016	Charlie Buckley is working with Meck. County library staff to clarify lease.
12	Investigate contracting a grant writer position	BH	4/30/2016	Becky is preparing a memo on the need for a grant writer.
13	5:30 meeting with Buzz to discuss gateway signage; brainstorm new concepts; staff/Buzz will re-evaluate locations (show street view of each)	JT	4/30/2016	Town Board met with Buzz Bizzell on April 11th. Buzz to provide options for gateway signs.
14	Provide list of major capital equipment needs to TB	CT	4/30/2016	Compiling this list is more comprehensive than expected. Staff is requesting an extension to 7/31.
16	Try to secure first right of refusal for downtown property, pursue purchase of adjacent property	HB	4/30/2016	Hazen is working with the property owners to secure a purchase price for the property.
17	Start posting completed to do list/year end accomplishments on website. "State of the Town" report.	JT	5/30/2016	
18	Pursue diversity and sensitivity training for all town staff.	BH	5/30/2016	
19	Obtain cost estimates of selected pilot projects in Downtown Streetscape Plan (some may have good/better/best options) and include a couple pilot projects in the CIP.	KI	6/30/2016	
20	Proposed replacement schedule for fire vehicles	DG	6/30/2016	
21	Consider paying for CAFS and pumper - order in FY 17 and pay in FY 18	DG	6/30/2016	
22	Bring proposal back to board focusing on preservation and preventative maintenance of roads	CJO	6/30/2016	
23	Continue to ID potential park properties through town	CK	6/30/2016	
24	CJ to investigate McKee A point ranking – would ranking improve if Matthews offered funds?	CJO	6/30/2016	
25	Ensure employee recruiting and screening practices are inclusive in nature	BH	6/30/2016	
26	Review consultant costs over last three years	BH	6/30/2016	
27	Downtown Streetscape Plan: review shall vs. should issue. Communicate with Transportation Advisory Committee. Add sections delineating required vs. suggested components	KI	6/30/2016	
28	Charlie to investigate possible penalties for infractions of tree protection ordinance	CB	6/30/2016	
29	Evaluate options for consultant/staff to organize community meeting to update vision statements. After community input staff will re-evaluate goals and strategies.	BH	6/30/2016	
30	Update a/v for Hood Room prior to 6/30 (3 companies)	LC	6/30/2016	
31	Sportsplex informational kiosk: approach County to create opportunity, then hand off	CK	6/30/2016	
32	Investigate economic development liaison – Jay/Becky	BH	6/30/2016	
33	Draft resolution promoting equity and inclusion	BH	6/30/2016	
34	Reevaluate the community meeting process for park planning.	CK	6/30/2016	
35	Revise technology allowance from \$3,500 to \$3,600 per two year term - start July 1, 2016.	HB	6/30/2016	
36	Update Personnel Policy	BH	9/30/2016	
37	What's the gap between our current funding model and what we actually need to properly maintain roads. Investigate town/regional asphalt production.	CJO	9/30/2016	
38	Hold Town Hall-style meeting for public – "Let's Talk Traffic" – with DOT in attendance	HB	9/30/2016	
39	Evaluate redundancies/distribution of responsibilities between Red Brick Partnership/EDAC/Quad/and the Chamber of Commerce	HB	9/30/2016	
40	Look at parks & rec master plan; potentially have Park & Rec Advisory Committee work on updates	CK	9/30/2016	
41	Complete installation of mural at Town Hall wall	CK	9/30/2016	

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42	Provide pending project tree save data, and background on other communities' tree canopy/tree preservation efforts to Appearance and Tree Board for them to discuss current code requirements and Town expectations on tree protection; A&T Committee to recommend new policy, goals, implementation tactics. Identify tree species and location.	KI/CJO	9/30/2016	
43	Start discussions with Lat Purser regarding parklet/active seating area in parking space in front of Dilworth Coffee – get design and preliminary costs	KI	9/30/2016	
44	Rob to work with CMS on traffic flow at Matthews Elementary	RH	9/30/2016	
45	Trend line out revenues projections – use actual revenues from 3-5 year trend line to prepare revenue estimates	CT	9/30/2016	
46	Work with private developers to develop pocket park opportunities, especially downtown	CK	9/30/2016	
47	Corey to provide list of underserved areas in need of park facilities	CK	9/30/2016	
48	Pursue regional grant and use opportunities for smokehouse trailer	DG	12/31/2016	
49	Explore joint facility for Fire/EMS training facility with all area departments	DG	12/31/2016	
50	Price Crestdale Road widening and evaluate feasibility	CJO	12/31/2016	
51	Communicate Independence Blvd./ US 74 project plans/ impacts to area businesses and residents	JT	12/31/2016	
52	Receive Outen Pottery Task Force recommendation about site usage; prepare cost estimates, timeline and budget for site work to create it a neighborhood park	CK	12/31/2016	Clarified and reworded
53	Revise plan for Pleasant Plains Road - change bike lane to multiuse path	CJO	2017	Review process for applications will begin again in 2017
54	Review concept of West John Street area historical district	KI	?	
55	Talbot Court – send letter to residents of neighborhood to inform them of progress. Come back to Board to discuss traffic warrant study some time (12 + months) after opening of street; consider impact of new ACTS traffic light	HB	Ongoing	Letter sent to neighborhood March 17
56	Look into used or lease equipment opportunities for Public Works	CJO	Ongoing	
57	When preparing agenda items, think of how the visual looks on the screen. 11x17 or landscape is difficult to see.	LC	Ongoing	
58	Explore options/possibilities for Town to create independent school system	HB	Ongoing	
COMPLETED ITEMS				
1	Confirm revaluation schedule with Assessor's office	CT	Complete	Due 4/30/16; Next county revaluation scheduled for 2019
2	Inquire if insurance will cover town hall roof repair	HB	Complete	Due 4/30/16; Received \$11,000 check from insurance company
3	Corey to confirm exact measurement of Four Mile Creek greenway segment	CK	Complete	Due 4/30/16; Exact greenway length is 2.25 miles
4	Collect and report on Fullwood Station specifics to Town Board: a) tree preservation calculations; b) location of preserved trees on the site; c) whether there is a SWIM buffer violation.	KI	Complete	Due 4/30/16; Clarified and reworded; report sent to Board and discussed at March 14 meeting
5	Adopt legislative priorities at next TB meeting	HB	Complete	Due 4/30/16; Adopted by Board at March 14 meeting
6	Recognize Martin Luther King Day beginning in 2017, revise floating days from 2 to 1. Official action at next board meeting.	BH	Complete	Due 4/30/16; Approved by Board at March 28 meeting
7	Review new website at 5:30 meeting on March 14. Go live goal after TB has thoroughly reviewed entire site.	JT	Complete	Due 4/30/16; Website went live on April 1
15	Add monitor/system to Jordan Room	LC	Complete	Due 4/30/16; installed April 22