

**TOWN OF HOPE MILLS
BOARD OF COMMISSIONERS REGULAR MEETING
MONDAY, MARCH 4, 2019 7:00 P.M.
BILL LUTHER BOARD MEETING ROOM**

CALL TO ORDER – Mayor Warner

INVOCATION – Pastor Michael Mathis of Mission Field Ministries

PLEDGE OF ALLEGIANCE – Mayor Warner

1. APPROVAL OF AGENDA – ADDITIONS OR DELETIONS.

2. PRESENTATIONS.

a. Request by Kelly West, Cumulus Media Marketing Representative, for waiver of fees for a special event, Pet Fest, on June 1, 2019. This is a free festival to the public to be held at the grounds between Town Hall and Parks & Recreation.

TAB 1

b. Rachel Cotter with McAdams will present information related to a 2019 PARTF Grant request. **TAB 2**

c. Proclamation of Town Charter Day. **TAB 3**

3. PUBLIC HEARINGS.

None

4. PUBLIC COMMENTS.

Each speaker is asked to limit comments to three (3) minutes, and the total comment period will be 30 minutes or less. Citizens should sign up with the Town Clerk to speak prior to the start of the meeting. Please direct comments to the full board, not to an individual board member or staff member. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda.

5. CONSENT AGENDA:

a. Consideration of Approval of the Minutes from the February 7, 2019 special meeting. **TAB 4**

b. Consideration of Approval of the Minutes from the February 11, 2019 special meeting. **TAB 5**

- c. Consideration of Approval of the Minutes from the February 18, 2019 regular meeting. **TAB 6**
- d. Consideration of Approval of the Minutes from the February 19, 2019 special meeting. **TAB 7**
- e. Consideration of Approval of the Renewal of Mutual/Automatic Aid Agreement in Fire Protection between Fort Bragg's Fire and Emergency Services and Hope Mills Fire Department. **TAB 8**
- f. Consideration of Approval of Budget Amendment #9. Insurance proceeds of \$167,175.04 have been received for damage to the Recreation Center from Hurricane Florence. **TAB 9**

All items on the Consent Agenda are considered routine, to be enacted by one motion and without discussion. If a member of the governing body requests discussion of an item, the item will be removed from the Consent Agenda and considered separately under New Business.

“END OF CONSENT AGENDA”

6. OLD BUSINESS:

- a. Consideration of changes to Boards, Committees, and Commissions appointment process rules. **TAB 10**
- b. Consideration of proposed amendment to Historic Preservation Commission Ordinance. **TAB 11**
- c. Consideration of proposed amendment to Appearance Commission Ordinance. **TAB 12**

7. NEW BUSINESS:

- a. Consideration and Discussion of Rockfish Road Sidewalk; as requested by Mayor Warner. **TAB 13**
- b. Discussion and consideration regarding setting a date to request a "Presentation - Status Report - NC DOT Road Construction Projects in the Hope Mills Area."; as requested by Commissioner Bellflowers. **TAB 14**
- c. Discussion and consideration regarding "Donut Hole" Annexations and review of the proposed focus areas; as requested by Commissioner Bellflowers. **TAB 15**

8. REPORTS AND INFORMATION ITEMS:

a. Manager's report.

b. Reminders.

- March 9, 2019 from 8:00 a.m. until 3:00 p.m. **Board of Commissioners Budget Retreat** at Rockfish Camp & Retreat Center, 226 Camp Rockfish Road.
- March 10, 2019 **DAYLIGHT SAVINGS TIME BEGINS.**
- March 11, 2019 @ 12:30 p.m. **Chamber of Commerce Luncheon**, Hope Mills Parks and Recreation Center, 5766 Rockfish Road.
- March 14, 2019 at 2:30 p.m. **City of Fayetteville Future Land Use Plan/Map - Stakeholder Meetings**, in City Hall, 433 Hay St.
- March 14, 2019 at 5:30 p.m. **Fayetteville Cumberland Human Relations Commission** meeting at Hope Mills Town Hall in the Luther Board Room.
- March 15, 2019 **Municipal Advisory Committee** meeting in the FCEDC offices, 201 Hay Street, Suite 401A.
- March 18, 2019 at 6:00 p.m. **Mayors Youth Leadership Committee** meeting at Hope Mills Town Hall in the front conference room.

c. Committee Liaisons update on Committee Activities. (Liaisons to give a brief update on their respective committee activities, if a meeting was not attended or there is nothing to report an update is not necessary.)

- Mayor Pro Tem Mitchell - Historic Preservation Commission
- Commissioner Edwards – Lake Advisory Committee
- Commissioner Legge – Appearance Committee & Festival Committee
- Commissioner Larson – Parks & Recreation Committee
- Commissioner Bellflowers - Veterans Committee and RLUAC

9. STAFF COMMENTS.

10. OFFICIAL COMMENTS.

11. ADJOURNMENT.

TAB 1



AGENDA FORM

TO: Melissa P. Adams, Town Manager
FROM: Jane G. Starling, Town Clerk
SUBJECT: Waving of Fees for Pet Fest 2019

BACKGROUND INFORMATION:

Request by Kelly West, Cumulus Media Marketing Representative, for waiver of fees for a special event, Pet Fest, on June 1, 2019. This is a free festival to the public to be held at the grounds between Town Hall and Parks & Recreation. Expected attendance is more than 5,000 which would normally result in a permit fee of \$300.00. There is no road closure involved so there will be no fees for safety cones, barricades, or trash can pick up.

STAFF RECOMMENDATION, IF APPLICABLE :

Staff recommends approval of waiving the \$300 fee as Ms. West and Cumulus Media support many town events without charge. This was waived last year.

RECOMMENDED ACTION:

FISCAL IMPACT:

Currently Budgeted Requires Budget Amendment No fiscal impact

ATTACHMENTS:

Application

This agenda form has been reviewed by:	Initial & Date
Town Manager	MA 02/28/19
Finance Director	
Town Attorney	
Department Head (s)	
Town Clerk	JGS 2/28/19

TOWN OF HOPE MILLS

SPECIAL EVENT PERMIT APPLICATION

Contact Information

Organization Name Cumulus Broadcasting
 Event Organizer Cumulus - Kelly West
 Address 1009 Decoyton Road.
 Phone 509-901-3467
 Email Address Kelly.West@Cumulus.com

Event Information

A detailed event description must be submitted with this application

Event Name Pet Fest 2019.

Type of Event (Please Select)

Block Party Entertainment Parade
 Demo/Rally Festival Picket (Police)
 Educational Memorial Run/Walk
 Other pet fest

Event Location

Requested Event Date(s) June 1st - 2019
 Arrival and Set-up Time 6 AM
 Actual Event Time 10 AM - 5 PM
 Clean-up & Departure Time 6 PM - 8 PM
 Admission or Fee Charged Free
 Expected Attendance up to 50 51-250 251-500 Over 500

Having received a copy of the Application Guidelines for General Special Events: to the fullest extent permitted by law, the event organizer shall indemnify and hold harmless the Town, employees of the Town and other authorized representatives from and against all claims, damages, losses and expenses, including but not limited to, attorney's fees, arising out of or resulting from the performance or failure of performance of the work provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the event organizer or the agents thereof. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in these guidelines

Event Organizer Signature [Signature] Date _____

Planning Information (select and explain)

Building Maintenance
 Electrical Wood from City parks & fire
 Water 3 pickets - just like last year
 Fire
 Historic District _____
 Park Maintenance
 Police Coverage: \$35.00 per officer/hour
 Solid Waste
 Special Projects
 Mobile Bleachers
 Mobile Stage
 Other _____
 Street Maintenance _____
 Traffic Engineering
 Street Closing (List location & attach detailed map of request)

 Vendor Permit(s) _____

For Office Use Only:		Hope Mills	
New Event	Yes	No	Parks and Recreation
Meeting Date	_____		Phone 426-4109
Approve	Permit Number	_____	Fax 424-4902
Insurance Policy	_____		5770 Rockfish Rd
Disapprove	_____		Hope Mills, NC 28348
Fees Due	_____		Implemented 07/25/09
Fees Paid	_____		

TAB 2



AGENDA FORM

TO: Melissa P. Adams, Town Manager
FROM: Jane G. Starling, Town Clerk
SUBJECT: 2019 PARTF Grant

BACKGROUND INFORMATION:

Rachel Cotter with McAdams will present information related to a 2019 PARTF Grant request.

STAFF RECOMMENDATION, IF APPLICABLE :

RECOMMENDED ACTION:

FISCAL IMPACT:

ATTACHMENTS:

This agenda form has been reviewed by:	Initial & Date
Town Manager	MA 02/28/19
Finance Director	
Town Attorney	
Department Head (s)	
Town Clerk	JGS 2/28/19

TAB 3

Town of Hope Mills, North Carolina
Proclamation
TOWN CHARTER DAY
March 9, 2019

WHEREAS, our Town's founding fathers, in order to secure the blessings of liberty for themselves and their posterity, established an act to incorporate the Town of Hope Mills; and

WHEREAS, it was ratified March 9, 1891 and signed into law by the Secretary of State W.L. Saunders in Raleigh March 31, 1891; and

WHEREAS, 2019 marks the 128th year anniversary since the Town's incorporation and the Board of Commissioners wishes to observe this anniversary.

NOW, THEREFORE, I, Jackie Warner, Mayor, of the Town of Hope Mills, NC, do hereby proclaim March 9, 2019 to be "***TOWN CHARTER DAY***".

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Hope Mills this 4th day of March, 2019.

JACKIE WARNER, MAYOR

TAB 4

**TOWN OF HOPE MILLS
BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES
THURSDAY, FEBRUARY 7, 2019, 5:30 P.M.
BILL LUTHER BOARD MEETING ROOM**

Mayor Jackie Warner called the Special meeting of the Hope Mills Board of Commissioners to order on Thursday, February 7, 2019 at 5:34 p.m.

GOVERNING BOARD MEMBERS PRESENT

Mayor Jackie Warner, Commissioners Jessie Bellflowers, Pat Edwards, Meg Larson and Jerry Legge.

ABSENT

Mayor Pro Tem Mike Mitchell.

STAFF PRESENT

Town Manager Melissa Adams, Town Clerk Jane Starling, and Development & Planning Administrator Chancer McLaughlin. Also present was Attorney Katie Barber-Jones.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was led by Commissioner Jerry Legge, followed by the Pledge of Allegiance led by Mayor Jackie Warner.

1. APPROVAL OF AGENDA – ADDITIONS OR DELETIONS.

Motion made by Commissioner Edwards and carried unanimously, to approve the agenda as presented.

2. PRESENTATIONS.

- a. Consideration and discussion of proposed changes to the sign ordinance.

Development and Planning Administrator Chancer McLaughlin presented this item by aid of PowerPoint slides. Mr. McLaughlin commented at the most recent work session, the Board of Commissioners indicated that additional amendments were needed to fully address their concerns in regards to Hope Mills Sign Ordinance amendments. The Commissioners instructed staff to focus on ground signs, elimination of pole signs, and temporary banners.

Mr. McLaughlin commented staff proposes to add language that creates a distinction that specifically speaks to signs on standalone commercial properties. This will allow for a “tiered” approach to be created that establishes smaller heights and square footages for signs on standalone sites and larger heights and square footages for signs on sites with multiple tenants. Mr. McLaughlin also suggested amending current language to allow for temporary banners up to 90 days when associated with the grand opening of a new business or establishment.

Commissioner Bellflowers commented that he agreed with the 90 days being allowed for banners and that he feels signs damaged by 50% or more need more than 30 day to make repairs. Commissioner Legge commented that he agrees with more time. Development and Planning Administrator Chancer McLaughlin responded that the length of time can be whatever the Board decides.

Commissioner Larson commented the damage should be removed in a short time period with a longer amount of time to replace.

Commissioner Edwards commented monument signs look nice and she believes in a tiered approach.

Commissioner Legge commented regardless of whatever is done, there is always the option of amendments to the ordinance.

Mayor Warner commented signs on Main Street are already in the right of way and if they are damaged or change hands, when they comply with the setback, they will not be visible.

Commissioner Bellflowers inquired if we could make the time for all sign repairs six months.

Commissioner Edwards commented we still need pole signs and commissioner Bellflowers added that they are needed in limited areas.

The consensus of the Board was to have the item brought back to the February 18th meeting for a vote sending it to the Planning Board.

3. ADJOURNMENT.

Motion made by Commissioner Legge and carried unanimously, to adjourn the meeting.

Mayor Warner adjourned the meeting at 7:04 p.m.

Jackie Warner, Mayor

ATTEST:

Jane G. Starling, CMC
Town Clerk

TAB 5

**TOWN OF HOPE MILLS
BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES
MONDAY, FEBRUARY 11, 2019, 5:30 P.M.
BILL LUTHER BOARD MEETING ROOM**

Mayor Jackie Warner called the special meeting of the Hope Mills Board of Commissioners to order on Monday, February 11, 2019 at 5:32 p.m.

GOVERNING BOARD MEMBERS PRESENT

Mayor Jackie Warner, Mayor Pro Tem Mike Mitchell, Commissioners Jessie Bellflowers, Pat Edwards, Meg Larson and Jerry Legge.

STAFF PRESENT

Town Manager Melissa Adams, Town Clerk Jane Starling, Finance Director Drew Holland, Interim Parks and Recreation Director Maxey Dove, Parks and Recreation employee Stephen Kessinger, Public Works Director Don Sisko, and Human Relations Director Laticia Daniels-Black. Also present was Rachel Cotter with McAdams Group.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was led by Commissioner Jerry Legge, followed by the Pledge of Allegiance led by Mayor Jackie Warner.

1. APPROVAL OF AGENDA – ADDITIONS OR DELETIONS.

Motion made by Commissioner Edwards and carried unanimously, to approve the agenda as presented.

2. PRESENTATIONS.

- a. For the purpose of receiving the presentation; and consideration and discussion of, the findings of the Comprehensive Plan and the proposed Master Plan for the Golf Course.

Rachel Cotter with McAdams Group presented this item with the aid of a PowerPoint presentation. Ms. Cotter commented the intent of this presentation is to review the draft Master Plan and draft Golf Course Master Plan and receive feedback and questions from the Board. Any comments and questions received today will be taken into consideration along with a Parks and Recreation Committee and public input presentation later this month, for incorporation into the final Comprehensive Plan. The presentation contains two parts.

Part one: Goals and objectives of the Comprehensive Plan.

There were recommended goals presented related to parkland, facilities, programs, finance, and staffing.

Parkland goal 1 recommendation; refresh the physical condition of existing parks to enhance user experience. This goal was broken down into objectives:

- Improve the overall safety and appropriate use of parks.
- Upgrade, expand or repurpose outdated parks and amenities with those meeting current recreation trends and community need.
- Collaborate with the Public Works Director to finalize the ADA transition plan.
- Improve overall aesthetics, visual appeal and character of the parks system.
- Refresh existing parks through capital improvements.

Parkland goal 2 recommendation; improve equity throughout the park and recreation system. This goal was broken down into objectives:

- Improve geographic distribution of parks.
- Improve distribution of financial investment in parks.
- Improve public transportation to parks.
- Develop inclusivity plan that identifies current strengths and opportunities in services provided to special populations and veterans.

Parkland goal 3 recommendation; plan for a robust greenway system with meaningful connections. This goal was broken down into objectives:

- Develop a greenway network master plan.
- Maximize trail loops within existing parks and Town owned land.

Parkland goal 4 recommendation; develop existing vacant parkland to meet current recreation needs. This goal was broken down into objectives:

- Develop 98.29 acres of vacant parkland to meet current recreation needs by expanding facility and amenity offerings.
- Acquire 15.09 acres of additional parkland by 2028 to meet future recreation needs.

Facilities goal 1 recommendation; maintain high quality facilities that meet user needs in a safe and enjoyable way. This goal was broken down into objectives:

- Address building upgrades and improvements to protect the Town's building and facility assets and improve user safety.

Facilities goal 2 recommendation; create public facilities that are usable by all ages and ability levels. This goal was broken down into objectives:

- Incorporate ADA improvements into existing facilities.
- Provide dedicated recreation space for special populations and veterans.

Facilities goal 3 recommendation; update or expand existing facilities to respond to changes in facility demand generated by changing demographics and trends. This goal was broken down into objectives:

- Expand indoor facility space to meet increasing programming demands.

- Use the priority investment rating score to prioritize construction of new facilities or refurbishing and improvement of existing facilities.

Facilities goal 4 recommendation; maximize program space through renovation and by making spaces multi-functional. This goal was broken down into objectives:

- Recapture underutilized spaces for additional program space.

Program goal 1 recommendation; implement program management principles ensuring consistent delivery of quality programs. This goal was broken down into objectives:

- Develop a recreation program plan for consistent service delivery.
- Continue to align program offerings with community needs and priorities.

Program goal 2 recommendation; improve the sustainability of programs and services through marketing and sound financial practices. This goal was broken down into objectives:

- Develop a marketing strategy for the department to promote programs and increase awareness.
- Develop financial practices for determining the cost of service, program pricing, and cost recovery.

Finance goal 1 recommendation; develop a consistent approach to financing the system. This goal was broken down into objectives:

- Develop a business plan for the department including recreation services, facilities, and capital.
- Incorporate financially sustainable practices into all aspects of operations.

Finance goal 2 recommendation; increase revenues and decrease expenses. This goal was broken down into objectives:

- Develop additional funding methods to support the department.
- Enhance cost containment measures for financial sustainability.

Staffing and operations goal 1 recommendation; enhance decision making to effect positive change. This goal was broken down into objectives:

- Empower staff to make decisions and implement improvements
- Use community input and scientific survey results to prioritize and validate decision making.

Staffing and operations goal 2 recommendation; codify department procedures to improve effectiveness, efficiencies and safety. This goal was broken down into objectives:

- Develop a department manual and with policies, operating procedures, and new standards as they are developed. Train staff as updates are made and as part of the on-boarding process.

- Position the department to deliver quality services with enhanced marketing and technology.
- Enhance training for staff to increase skills, leadership and employee growth through professional development.

Staffing and operations goal 3 recommendation; Prepare the organizational structure to meet existing and future demand. This goal was broken down into objectives:

- Develop a five-year personnel plan.

Part II: Golf Course and Municipal Park Recommendations.

Conceptual plans were provided for Municipal Park renovations, golf course park concepts A and B, and a suggested 2019 PARTF grant request.

Ms. Cotter explained that the next steps for the Town are;

- Address Comments.
- Finalize action and implementation plan.
- Presentation to the public.
- Adopt plan.
- PARTIF grant application.

Motion made by Commissioner Bellflowers and carried unanimously, to approve a committee to study the feasibility of a partnership to build an aquatic facility; and to invite Commissioner Larson, Interim Parks and Recreation Director Maxey Dove, County Commissioner Glenn Adams, the Cumberland County School Athletics Director, a Representative of the Sandhills YMCA, and Ms. Sally Bailey Chair of the Parks and Recreation Committee to participate.

Commissioner Larson commented that the additional parcels owned by the YMCA and the private individual had another owner of the mineral rights. Commissioner Larson inquired how much it would cost for the golf course plan. Ms. Cotter responded that a cost estimate would be included in the final deliverables once the Board chose between the two concepts; this is probably a ten million dollar park.

Mayor Warner inquired if the Town were to partner with the YMCA, would it be possible to include them in this plan. Ms. Cotter responded that perhaps a mixed-use building belonging to the Town with the YMCA providing aquatics and the Town providing classroom space and gym space could be included. A building of that type in and of itself would cost around eight million as she has recently toured one. She added in her opinion, it would be a great idea to have the YMCA partner in a building on the property.

Commissioner Legge inquired how many basketball facilities are included in the building. Ms. Cotter responded that is yet to be determined, the first thing to do when you undertake development of a recreation center is to do a programming study and look

at program demand. Commissioner Legge stated right now we are using a lot of school gymnasiums.

Commissioner Bellflowers inquire how many acres either plan A or B would take. Ms. Cotter responded 91.95. Commissioner Bellflowers commented the number one amenity requested by our citizens and others is an aquatic center and this are no current plans to build one anywhere in the county. Commissioner Bellflowers inquired why the Town can't construct the wagon wheel in the municipal park and have the multi-purpose park on the golf course property along with an aquatics center. Commissioner Bellflowers remarked it would be a much quieter facility for the surrounding community.

Mayor Pro Tem Mitchell commented Fayetteville has passed a bond referendum to provide additional parks and recreation facilities and he feels an aquatics center is needed in Hope Mills. He would like to see the Town do a bond referendum to let the voters decide. Mayor Pro Tem Mitchell inquired if the pines would be removed for the widening of Golfview Road. Ms. Cotter stated the pine trees would be planted as part of a regenerative landscape.

Ms. Cotter stated the last thing to talk about is the PARTIF grant application due May 1st. The grant requires 50% matching funds from the Town and we can request up to \$500,000. Ms. Cotter did not advise requesting the maximum amount as no one has been awarded the entire amount in years. The grant is very competitive and the Town would need to have the matching funds committed in a Capital Improvement Plan and would have to approve the Master Plan prior to applying. Ms., Cotter recommends this if the first step of the park improvements is the PARTIF request. If everyone is in agreement on the scope, a cost estimate will be run. The elements that were chosen are the entrance road, two ADA parking spots, a sensory trail, a restroom, picnic pavilion, and another ADA parking spot with creek access.

Commissioner Bellflowers commented he would like to see another presentation with some of the questions that were raised tonight answered before the final presentation. Town Manager Adams stated the Parks and Recreation Committee are scheduled to meet on the 25th of February. Ms. Cotter commented she has a conflict that night. Ms. Adams inquired if the Parks and Recreation Committee could change its meeting date to another night that week. Ms. Adams requested Interim Parks and Recreation Director Maxey Dove follow-up with the Committee.

Commissioner Larson commented baseball was the least requested item but the plan includes a set of new fields in a wagon wheel on the golf course and she fears the public will not understand that. Finance Director Drew Holland responded that staff and McAdams have reviewed that repeatedly and tried many different layouts but must have a wagon wheel concept in order to have tournaments so that the outfields point away from one another. All the current fields have outfields pointing toward each other and space constraints at Municipal Park wouldn't allow that configuration. Interim Parks and Recreation Director Maxey Dove commented our present fields will not allow for

tournaments because of size and configuration. By moving the baseball fields to the golf course, the municipal fields could be repurposed for soccer which has the Town's sports programs next most enrollments.

The consensus of the Board was to have Ms. Cotter present the Golf Course Master Plan to the Parks and Recreation Committee on February 26, 2019 at 4:00 p.m. to be followed by a public comment session in the Recreation Center from 5:00 to 7:00 p.m.

3. ADJOURNMENT.

Motion made by Commissioner Legge and carried unanimously, to adjourn the meeting.

Mayor Warner adjourned the meeting at 9:08 p.m.

Jackie Warner, Mayor

ATTEST:

Jane G. Starling, CMC
Town Clerk

TAB 6

**TOWN OF HOPE MILLS
BOARD OF COMMISSIONERS REGULAR MEETING MINUTES
MONDAY, FEBRUARY 18, 2019 7:00 P.M.
BILL LUTHER BOARD MEETING ROOM**

Mayor Jackie Warner called the regular meeting of the Hope Mills Board of Commissioners to order on Monday, February 18, 2019 at 7:00 p.m.

GOVERNING BOARD MEMBERS PRESENT

Mayor Jackie Warner, Mayor Pro Tem Mike Mitchell, Commissioners Jessie Bellflowers, Pat Edwards, Meg Larson and Jerry Legge.

STAFF PRESENT

Town Manager Melissa Adams, Town Clerk Jane Starling, Finance Director Drew Holland, Public Works Director Don Sisko, Police Chief Joel Acciardo, Interim Parks & Recreation Director Maxey Dove, Stormwater Administrator Beth Brown and Development & Planning Administrator Chancer McLaughlin. Also present was Town Attorney Dan Hartzog, Jr.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was led by Rev. Dr. J. Robert (Bob) Kretzu, Hope Mills United Methodist Church, followed by the Pledge of Allegiance led by Mayor Jackie Warner.

1. APPROVAL OF AGENDA – ADDITIONS OR DELETIONS.

Motion made by Commissioner Legge and carried unanimously, to approve the agenda as presented with the addition of New Business item c; Discussion and consideration of the Potential Parks & Recreation Merger and a closed session pursuant to NCGS 143-318.11 (a)(6) to discuss personnel matters.

2. PRESENTATIONS.

- a. Assistant Cumberland County Manager Tracy Jackson.

Mayor Warner commented Assistant Cumberland County Manager Tracy Jackson was present to answer any questions concerning the proposed Parks & Recreation merger that has been in discussion for some time.

Assistant County Manager Jackson commented the County works with the City of Fayetteville in a collaborative effort to provide Parks & Recreation programs to municipalities throughout the county. The City of Fayetteville provides operations and maintenance and executes the projects for the smaller municipalities outside of the City.

Mr. Jackson commented much of the district tax provides the maintenance and operations costs for the Town and community parks. There is a fund balance for any money leftover from the maintenance and operations costs.

Commissioner Legge inquired the timeframe of grant eligibility if the Town were to merge our Parks & Recreation with the County to fund the golf course property or splash pads. Mr. Jackson responded the money essentially goes to one large pot that is divvied up based on need in terms of funding properties.

Commissioner Legge inquired if the Parks & Recreation under one umbrella with the County participates in Dixie Youth Baseball or any leagues. Mr. Jackson responded the programs are currently through City of Fayetteville Parks & Recreation but there has been interest in Dixie Youth Baseball.

Commissioner Bellflowers inquired if the combined funds include the fee schedule collected by the municipalities. Mr. Jackson responded the smaller municipalities with meager populations do not contribute much in that respect but it would likely be different with Hope Mills.

Commissioner Edwards commented she was against the Town of Hope Mills merging with the City of Fayetteville's Parks & Recreation programs as the Town is known for their sports and various programs.

Commissioner Bellflowers inquired how the County prioritizes the projects. Mr. Jackson commented the County meets with each municipality to determine the costs and specific needs then evaluates the combined fund balance to determine feasibility.

Mayor Warner inquired how staffing would be arranged if the Town merged. Mr. Jackson responded City staff is primarily responsible for the Parks & Recreation maintenance but he could not give a specific answer concerning Hope Mills.

3. PUBLIC HEARINGS.

None.

4. PUBLIC COMMENTS.

Ms. Elizabeth Cooper, 4413 Goldenrod Court, Parkton, NC. Ms. Cooper commented in opposition of the requirement that committee applicants be in harmony with the Board and non-married couples.

Mr. Bruce Armstrong, 5431 Thompson Circle, Hope Mills, NC. Mr. Armstrong commented he is strongly against the merger of Hope Mills Parks & Recreation programs with Cumberland County.

Mr. Ronald Maury, 4753 Legion Road, Hope Mills, NC. Mr. Maury commented couples founded the Veterans Affairs Commission and should be allowed to continue to serve on the committee together.

Ms. Julia Gilmore, 5531 Heather Street, Hope Mills, NC. Ms. Gilmore encouraged the Board to carefully consider the policy's they set in place such as the rule against couples serving on the same committees as they may discourage participation all together.

Mr. Grilley Mitchell, 4056 William Bill Luther Drive, Hope Mills, NC. Mr. Mitchell commented those in a leadership role should make informed, not personal decisions, as they affect the community.

5. CONSENT AGENDA:

- a. Consideration of Approval of the Minutes from the January 14, 2019 special meeting.
- b. Consideration of approval of the Minutes from the February 4, 2019 regular meeting.
- c. Consideration of approval of the Minutes from the February 4, 2019 closed session meeting.
- d. Consideration of authorizing the Town Manager to execute contracts for the Fourth of July event with two companies, Draughon Brothers, Inc. a three-year contract for sound and lighting and a one-year contract to East Coast Pyrotechnics, Inc. for the fireworks show.
- e. Consideration of authorizing the Town Manager to execute the contract with Odom Roofing in the amount of \$36,750.00 plus the cost of rotten sheathing and fascia replacement. Authorize the Town Manager to make non-substantial changes to the contract. Our Finance Director believes this will be a FEMA reimbursable cost.
- f. Consideration of approval of resolution number 2019-05 for disposal of equipment and accept insurance proceeds, approve budget amendment #8 for \$14,425.
- g. Consideration of the Police Department's Jacobs Creek Traffic Study and recommendation of three way stop signs.
- h. Consideration of approval Sgt. Dean and Det. Hamilton to attend Officer Involved Shooting School, the total costs for both are \$2249 and is currently budgeted.
- i. Acceptance of the January, 2019 Financial Statements.

“END OF CONSENT AGENDA”

Motion made by Commissioner Edwards and carried unanimously, to approve the consent agenda as read.

6. OLD BUSINESS:

- a. Consideration of changes to Boards, Committees, and Commissions appointment process rules and proposed amendment to Appearance Commission Ordinance.

Attorney Hartzog commented he drafted a single, incorporated policy procedure to replace the old, conflicting policies. Attorney Hartzog noted one area the Board may wish to change is a broadly stated portion which allows the Mayor to make appointments or nominations. Mayor Warner responded the only nominations she has made are to single-function committees, not the regular committees.

Discussion pursued in regard to appointing vacancies on the Board of Commissioners and Rules 38 and 39 of Trey Allen’s Suggested Rules of Procedure for a City Council.

Commissioner Edwards commented the Town’s Rules of Procedure have allowed the Mayor to make appointments to committees for many years without issue and was not in favor of changing that rule.

The consensus of the Board was for Attorney Hartzog to bring back differently worded options the Board may choose from at the next regular meeting.

- Discussion of hopemills.net article and appointments process; as requested by Mayor Pro Tem Mitchell.

Mayor Pro Tem Mitchell addressed an article which mentioned the Town’s Veterans Affairs Commission being examined in regard to a recently approved policy which restricts married couples from serving on the same committees.

- Consideration of Veterans Affairs Commission Voting Changes; as requested by Commissioner Bellflowers.

Commissioner Bellflowers commented his motion to approve an exception to the committee policy to allow Veterans Affairs Commission Liaisons from the VFW and American Legion to have voting rights during the February 4, 2019 meeting was tabled to allow the Town Attorney to research North Carolina General Statutes to determine voting rights.

Attorney Hartzog noted the difference between committees and commissions. A committee serves in an advisory capacity whereas a commission is something created by

statute and has specific, designated statutory authority granted by the Board. Attorney Hartzog commented though the Veterans Affairs Commission has been referred to as a commission and committee for many years, it has no statutory authority and has been functioning as a committee. Attorney Hartzog saw no statutory authority for a municipality to create a Veterans Affairs Commission and recommended it be referred to as a committee.

Attorney Hartzog commented it is at the Boards discretion to determine voting rules and there is no prohibition from making an exception for the Veterans Affairs Committee.

Discussion pursued regarding the fairness of changing the rules for one committee and not others.

Motion made by Commissioner Bellflowers to approve an exception to the committee policy to allow Veterans Affairs Committee Liaisons from the VFW and American Legion to have voting rights whether or not they resident in the Town limits and the motion passed 3 to 2 with Mayor Pro Tem Mitchell and Commissioner Larson voting against.

b. Consideration of Sign ordinance amendments.

Development & Planning Administrator Chancer McLaughlin presented this item. Mr. McLaughlin commented the following changes came from the February 7, 2019 work session: a six-month period to repair damaged signs; a max size of 16 square feet for temporary real estate signs; 90-day allowance for temporary banners and a two-tier approach for ground, monument signs. The proposed Sign Ordinance does not include pole signs.

Commissioner Edwards commented a majority of the signs on Main Street are pole signs that would be grandfathered in but if the ordinance prohibited pole signs, a business would be ineligible to apply for a variance. Mr. McLaughlin responded it is at the Boards discretion as to whether they would like to include pole signs in the ordinance.

Commissioner Larson commented in opposition of a sixteen square foot max size for temporary real estate signs as she felt that is too large.

Commissioner Bellflowers inquired what recourse a business would have if they could not apply for a variance and their specific circumstances, such as topography of location, would be ill-suited for a monument sign in lieu of a pole sign. Mr. McLaughlin responded that issue would likely be very minimal but staff is weighing viable candidates for variances and there are concessions in the language of the ordinance.

Motion made by Mayor Pro Tem Mitchell to approve the Sign Ordinance amendments and the motion carried 4 to 1, with Commissioner Edwards voting against.

Commissioner Edwards commented she voted in opposition of the Sign Ordinance Amendments as she wished for pole signs to be included in the ordinance for business owners seeking variances.

7. NEW BUSINESS:

- a. Non-Public Hearing - Case No. 19-012. Consideration of the Traemoor Village Common Area & Lot 105 Traemoor at Lakewood Section Three; Zero Lot Line Subdivision Review; Hope Mills Subdivision Ordinance; Zoned: R10 & MXD/CUD; Acreage: 6.99 ac. +/-; Located at 2805 Meadowmont Lane (SR 4609); submitted by William M. & Angela V. Wright (Developer) and Larry King & Associates (Surveyor). (Hope Mills)

Development & Planning Administrator McLaughlin presented this item. Mr. McLaughlin commented this county property has come before the Board due to the common area piece in the rear of the property which requires approval from the Town for a zero-lot line.

Motion made by Mayor Pro Tem Mitchell and carried unanimously, to approve Case No. 19-012 Consideration of the Traemoor Village Common Area & Lot 105 Traemoor at Lakewood Section Three; Zero Lot Line Subdivision Review; Hope Mills Subdivision Ordinance; Zoned: R10 & MXD/CUD; Acreage: 6.99 ac. +/-; Located at 2805 Meadowmont Lane (SR 4609); submitted by William M. & Angela V. Wright (Developer) and Larry King & Associates (Surveyor). (Hope Mills).

- b. Consideration of Authorizing the Town Manager to negotiate a contract to engage an Engineer to design a site plan for NCDOT review and approval for a driveway permit on the golf course property; and an engineered design to be submitted to NCDOT.

Town Manager Adams commented the Board approved the reopening of the former golf course property at their November 5, 2018 meeting for the purpose of allowing citizens to walk and hike beginning April 30, 2019. As part of this process, the Town has to apply to NCDOT for a driveway permit.

Mayor Warner inquired the estimated cost for the design of a site plan and to build a driveway. Town Manager Adams responded the site plan design may cost an estimated \$10,000 to \$15,000 and the cost of a driveway would be determined after the site plan was completed.

Discussion pursued regarding authorizing the Town Manager to negotiate a contract to engage an engineer to design a site plan but placing a cap on the design cost.

Public Works Director Don Sisko informed Town Manager Adams a survey would need to be conducted as well.

Motion made by Commissioner Bellflowers to authorize the Town Manager to negotiate and execute a contract to engage an engineer to design a site plan, including a parking lot, for NCDOT review and approval for a driveway permit with a survey on the golf course property along with an engineered design to be submitted to NCDOT with a cap of \$25,000 and the motion carried 4 to 1, with Commissioner Edwards voting against.

- c. Discussion and consideration of Parks & Recreation Merger, as requested by Commissioner Legge.

Commissioner Legge remarked he is in opposition of a proposed merger with the County and spoke on the tax revenues the Town would lose.

Mayor Pro Tem Mitchell commented the Town does not have the resources the county has and is not in favor of discontinuing discussions of a merger with the County until we have collected all the facts needed to make an informed decision.

Commissioner Edwards remarked she would like to keep the Hope Mills Parks & Recreation programs intact.

Commissioner Bellflowers commented the Town is still waiting for the Comprehensive Plan to be completed and no action, only discussion, has occurred concerning a merger.

Commissioner Larson commented she was not prepared to make a decision until more information had been collected.

Mayor Warner commented in opposition of relinquishing our Parks & Recreation programs to Fayetteville Cumberland County and noted interviews have taken place for the Town's vacant Parks & Recreation Director position.

Discussion pursued regarding the Town moving forward in the hiring of a Parks & Recreation Director.

Motion made by Commissioner Legge to discontinue discussions of a merger between Hope Mills Parks & Recreation and Fayetteville Cumberland County Parks & Recreation and the motion failed 3 to 2, with Mayor Pro Tem Mitchell and Commissioners Larson and Bellflowers voting against.

8. REPORTS AND INFORMATION ITEMS:

- a. Manager's report.

1. Lake Bulkhead Project: A pre-construction meeting with M & E Construction is scheduled for Wednesday, February 20th.

2. Johnson Street Sidewalk: Sidewalk plans are currently being reviewed by PWC.
3. Lake Concession Stand, Brower Park, Big T's and Herring Park roofing: Brower and Herring parks schedule for repairs was interrupted due to weather. Dates for repair work to be determined.
4. Rockfish Road Sidewalk: CAD files/computer drawings have been sent to the contractor. Scheduling re-survey to pick-up DOT changes. They are developing a new project schedule, which is expected by March 4th.
5. Walmart Stormwater Ponds: All requested work has been completed. Currently waiting to receive the as built.
6. Trade Street Museum project: Design to Build Architecture drawings have been reviewed by HPC. HPC requested minor changes to work out with architect and gutting of kitchen for display.
7. Fountain Lane House: Still waiting on the hazardous material mitigation quote.
8. ADA Transition Program: Staff met with representatives of Stewart Inc. on February 5th. They are working on developing a scope of work to assist with establishing a self-evaluation and transition plan.
9. Former Golf Course Property: Staff has completed the earthen work for the washout repairs to the cart paths. Date to be determined
10. for the asphalt repairs. Storm debris clearing - Contractor portion completed. Remainder (with excessive dirt accumulation) to be removed by staff and area cleaned up. De-activation to follow.

b. Reminders:

- February 19, 2019 at 5:30 p.m. **Board of Commissioners Special Meeting at Town Hall.**
- February 20, 2019 from 2:00 p.m. to 7:00 p.m. **NCLM Annual Town and State Dinner** in Raleigh.
- February 25, 2019 at 6:30 p.m. **Parks and Rec. Committee** regular meeting in the recreation center.
- February 26, 2019 at 6:30 p.m. **Appearance Commission** in the recreation center.
- February 28, 2019 at 7:00 p.m. **Veterans Affairs Commission** in the recreation center.
- March 4, 2019 at 7:00 p.m. **Board of Commissioners** regular Meeting.
- March 9, 2019 from 8:00 a.m. until 3:00 p.m. **Board of Commissioners Retreat** at Rockfish Camp.
- March 14, 2019 at 5:30 p.m. **Fayetteville Cumberland Human Relations Commission** meeting at Hope Mills in the Luther Board Room.

c. Department Monthly Reports.

9. STAFF COMMENTS.

10. OFFICIAL COMMENTS.

Commissioner Legge thanked everyone for attending and for their comments

11. MOTION TO CONDUCT A CLOSED SESSION: PURSUANT TO NCGS 143-318.11 (A)(6) TO DISCUSS PERSONNEL MATTERS.

Motion made by Mayor Pro Tem Mitchell and carried unanimously, to conduct a closed session pursuant to NCGS 143-318.11 (a)(6) to discuss personnel matters.

Mayor Warner instructed the Board to assemble in the front conference room at 9:45 p.m.

At 10:45 p.m. Mayor Warner called the meeting back to order.

Motion made by Mayor Pro Tem Mitchell and carried unanimously, to seal the minutes of the closed session until such time as the release of the information would no longer frustrate the purpose of the closed session and further no action was taken.

Motion made by Commissioner Bellflowers to invoke Rule 14 in the Rules of Procedure and reconsider Commissioner Legge's original motion to discontinue discussions of a merger between Hope Mills Parks & Recreation and Fayetteville Cumberland County Parks & Recreation and the motion passed 3 to 2, with Mayor Pro Tem Mitchell and Commissioner Larson voting against.

12. ADJOURNMENT.

Motion made by Commissioner Legge and carried unanimously, to adjourn the meeting.

Mayor Warner adjourned the meeting at 10:47 p.m.

Jackie Warner, Mayor

ATTEST:

Jane G. Starling, CMC

Town Clerk

DRAFT

TAB 7

**TOWN OF HOPE MILLS
BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES
TUESDAY, FEBRUARY 19, 2019, 5:30 P.M.
BILL LUTHER BOARD MEETING ROOM**

Mayor Jackie Warner called the Special meeting of the Hope Mills Board of Commissioners to order on Tuesday, February 19, 2019 at 5:38 p.m.

GOVERNING BOARD MEMBERS PRESENT

Mayor Jackie Warner, Mayor Pro Tem Mike Mitchell, Commissioners Jessie Bellflowers, Pat Edwards, Meg Larson and Jerry Legge.

STAFF PRESENT

Town Manager Melissa Adams, Executive Assistant/Deputy Town Clerk Tiffany Gillstedt, Public Works Director Don Sisko, Fire Chief Chuck Hodges, Deputy Fire Chief Steve Lopez, Police Chief Joel Acciardo, Stormwater Administrator Beth Brown and Development & Planning Administrator Chancer McLaughlin. Also present was Town Attorney Dan Hartzog, Jr and PWC Customer Relations Mark Brown.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was led by Commissioner Jerry Legge, followed by the Pledge of Allegiance led by Mayor Jackie Warner.

1. APPROVAL OF AGENDA – ADDITIONS OR DELETIONS.

Motion made by Commissioner Legge and carried unanimously, to approve the agenda as presented with the addition of presentations item b; public comments.

2. PRESENTATIONS.

- a. The purpose of discussion of proposed, “Donut Hole” Annexations and the recommendations from the Town of Hope Mills Plan Review Committee.

Development and Planning Administrator Chancer McLaughlin presented this item by aid of PowerPoint slides. Mr. McLaughlin remarked the Board approved Resolution 2018-03 in support of local legislation pertaining to “donut hole” properties at the February 5, 2018 regular Board of Commissioners meeting. Mr. McLaughlin presented an overview of six focus areas Planning Staff has studied for the past year; outlining their existing conditions. The list of areas are as follows:

- Area 1: Traemoor Village
- Area 2: Kensington Village
- Area 3: C. Wayne Collier
- Area 4: Camden Road
- Area 5: I-95 Industrial

Area 6: S. Main Street

These six areas encompass a total of 2,773.72 acres of land and follow the recently amended Town of Hope Mills Municipal Influence Area 10-and 20-year plan boundaries.

Mr. McLaughlin commented focus area 4: Camden Road, was designated as an NC Opportunity Zone by the North Carolina Department of Commerce. This program has the potential to attract investment capital into low income areas.

Mr. McLaughlin included a recommendations summary from the Inspections, Planning & Development, Stormwater, Public Works and Police & Fire Departments in his Legislative Annexation Analysis Report as these departments were instrumental in the year long study of the focus areas. Mr. McLaughlin remarked the Town is working with PWC to identify specific areas to extend water and sewer services. General Statutes allot three and one half years for the Town to provide services to the areas they wish to annex into the Town.

Mayor Pro Tem Mitchell inquired if Town staff had conducted a cost benefits analysis and determined turn-around time for due diligence. Development & Planning Administrator McLaughlin responded each department recommended the Town hire an engineering firm to conduct a feasibility study. Mr. McLaughlin commented we have until March 24, 2019 to determine whether we want to move forward by way of adopting a resolution and engaging legislation to accept a bill on the proposed areas. Subsequently, the Town would have two years to collect data.

Commissioner Bellflowers inquired whether staff prioritized the six focus areas. Mr. McLaughlin responded there was no hierarchy; staff determined the six areas and it would be at the Board's discretion to recommend priority.

Mayor Pro Tem Mitchell inquired the cost to survey the proposed areas and requested an estimated cost per area. Mr. McLaughlin responded staff anticipates surveying to cost upwards of a quarter of a million dollars. Mayor Pro Tem Mitchell commented our budget cannot cover all of the areas.

Commissioner Larson commented not all areas noted in the analysis are true donut holes. Mr. McLaughlin responded that was the reason staff did not provide specific recommendations, rather raw data.

Commissioner Bellflowers recommended the Board hold a public hearing and be prepared to make a decision at the March 18, 2019 Board meeting to meet the March 24, 2019 deadline for submission. Mayor Warner responded the Board may make the decision to collect data but not annex and recommended a public hearing by area.

Commissioner Legge recommended the Town focus on areas surrounded by Town property making it less difficult to provide service to those areas.

Stormwater Administrator Beth Brown commented the Board will need to provide the specific information they are requesting if they wish for staff to engage an engineering firm. Mayor Warner suggested the Board email their questions to staff and inquired whether PWC offers cost estimates to extend services.

Mark Brown, head of Customers Relations for PWC was present to answer questions. Mr. Brown remarked PWC does not provide estimates to extend water and sewer but they will assist in identifying the lines and understanding what the General Statute allows. Mr. Brown commented PWC will help the Town determine if the cost estimates are worth pursuing in regard to the water and sewer portion.

b. Public Comments.

Neil Yarborough, 115 E. Russell Street, Fayetteville, NC. Mr. Yarborough spoke in opposition of the proposed donut hole annexations on behalf of the four volunteer fire departments that participate in the Town's Mutual Aid Agreement. Mr. Yarborough noted each of these fire departments are funded by tax districts the people voted in and stated each fire department is against these annexations.

Mayor Warner commented the Town will not move forward without doing our due diligence and holding a public hearing on each focus area.

Mohamed Temraz, 4981 Brown Road, Hope Mills, NC. Mr. Temraz spoke in opposition of the proposed donut hole annexations on behalf of himself and his neighbors commenting they do not have services; they are self-sufficient and wish to remain that way as they are military retirees living off fixed incomes and do not want to pay taxes.

Neil Smith, 5301 Camden Road, Hope Mills, NC. Mr. Smith spoke in opposition of the proposed donut hole annexations remarking he has owned three acres of property in Town, his wife's beauty salon, for 25 years and has paid \$30,000 in taxes and has never received services.

Sam Brown, President of the Board of Directors for Stoney Point Fire Department, spoke in opposition of the proposed donut holes annexations as he lives on Brown Road located off of Camden which would be directly affected by this and he wishes to remain living as he is.

Mayor Warner allowed Ronny Marley, Fire Chief for Pearce's Mill Fire Department to inquire PWC's cost to connect water and sewer for developers. Mr. Brown responded a developer is responsible for extending water and sewer mains and the necessary infrastructure on site. Once the work is completed to PWC's specifications, they would permit it and assume ownership and maintenance. As far as connection fees, PWC assesses main, lateral and facility investments charges. If the Town opts to install the mains and infrastructure, an individual would only be responsible for facility investments fees. Mr. Marley inquired the cost to provide PWC water and sewer to individuals. Mr. Brown responded PWC does not extend water and sewer down private roads unless a homeowner's association accepts responsibility for maintaining the road. The cost to extend the lines would then be shared among the residents

Mayor Warner encouraged residents to contact the Commissioners with any questions concerning the proposed donut hole annexations.

The consensus of the Board was to study the Legislative Annexation Analysis Report, email questions to staff and bring back recommendations of the true donut hole areas the Town wishes to pursue at the March 18, 2019 regular Board of Commissioners meeting. Staff will research the estimated cost to survey the focus areas.

3. ADJOURNMENT.

Motion made by Mayor Pro Tem Mitchell and carried unanimously, to adjourn the meeting.

Mayor Warner adjourned the meeting at 7:08 p.m.

Jackie Warner, Mayor

ATTEST:

Jane G. Starling, CMC
Town Clerk

TAB 8

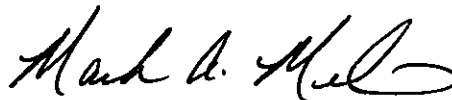
IMBG-ESF

15 January 2019

MEMORANDUM FOR Jackie Warner, Hope Mills, North Carolina

SUBJECT: Renewal of Mutual/Automatic Aid Agreement in Fire Protection

1. Army installations must review and update all mutual aid agreements every other year.
2. A copy of the mutual aid agreement between Fort Bragg's Fire and Emergency Services and Hope Mills Fire Department, signed by Colonel Kyle Reed, Fort Bragg's Garrison Commander is enclosed. Please have the designated official(s) sign the agreement and return it to us in the enclosed self-addressed stamped envelope.
3. The Fire and Emergency Services point of contact for this agreement is the undersigned, at 910-396-8121, or Deputy Fire Chief William McCammitt, 910-396-9248.



MARK A. MELVIN
Chief, Fire and Emergency
Services Division

2 Encls



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT BRAGG
2175 REILLY ROAD, STOP A
FORT BRAGG, NORTH CAROLINA 28310-5000

MUTUAL AID AGREEMENT BETWEEN
US ARMY GARRISON, FORT BRAGG
AND
THE TOWN OF HOPE MILLS FIRE DEPARTMENT
FOR
RENEWAL OF MUTUAL AID/AUTOMATIC AID AGREEMENT
MAA-W36B48-19010

1. This agreement, entered into this 1st day of July 2019, between the Secretary of the Army acting according to the authority of section 1856a, title 42, United States Code and the Town of Hope Mills Fire Department is to secure for each the benefits of mutual aid in fire prevention, the protection of life and property from fire, and firefighting, to include emergency services, including basic medical support, basic and advanced life support, hazardous materials containment and confinement, and special rescue events involving vehicular and water mishaps, and trench, building, and confined space extractions. It is agreed that:

a. On request to a representative of the Fort Bragg Fire and Emergency Services by a representative of the Town of Hope Mills Fire Department, firefighting equipment and personnel of the Fort Bragg Fire and Emergency Services will be dispatched when available to any point within the area for which the Town of Hope Mills Fire Department normally provides fire protection as designated by the representative of the Town of Hope Mills Fire Department.

b. On request to a representative of the Town of Hope Mills Fire Department by a representative of the Fort Bragg Fire and Emergency Services, firefighting equipment and personnel of the Town of Hope Mills Fire Department will be dispatched when available to any point within the firefighting jurisdiction of the Fort Bragg Fire and Emergency Services.

c. The rendering of assistance under the terms of this agreement shall not be mandatory, but the party receiving the request for assistance should immediately inform the requesting department if, for any reason, assistance cannot be rendered.

d. Any dispatch of equipment and personnel pursuant to this agreement is subject to the following conditions:

(1) Any request for aid under this agreement will specify the location to which the equipment and personnel are to be dispatched; however, the amount and type of equipment and number of personnel to be furnished will be determined by a representative of the responding organization.

SUBJECT: RENEWAL OF MUTUAL AID/AUTOMATIC AID AGREEMENT

(2) The responding organization will report to the officer in charge of the requesting organization at the location to which the equipment is dispatched, and will be subject to the orders of the official.

(3) A responding organization will be released by the requesting organization when the services of the responding organization are no longer required, or when the responding organization is needed within the area for which it normally provides fire protection.

(4) If a crash of aircraft owned or operated by the United States or military aircraft of any foreign nation occurs within the area for which the Town of Hope Mills Fire Department normally provides fire protection, the Chief of the Fort Bragg Fire and Emergency Services or his or her representative may assume full command on arrival at the scene of the crash.

e. Each party hereby waives all claims against every other party for compensation for any loss, damage, injury or death occurring as a consequence of the performance of this agreement except those claims authorized under 15 U.S.C. 2210.

f. The chief fire officers and personnel of the fire departments of both parties to this agreement are invited and encouraged, on a reciprocal basis, to frequently visit each other's activities for guided familiarization tours consistent with local security requirements and, as feasible, to jointly conduct pre-fire planning inspections and drills.

g. The technical heads of the fire departments of the parties to this agreement are authorized and directed to meet and draft any detailed plans and procedures of operation necessary to effectively implement this agreement. Such plans and procedures of operations shall become effective upon ratification by the signatory parties.

h. All equipment used by the Town of Hope Mills Fire Department in carrying out this agreement will be owned by the Town of Hope Mills Fire Department; and all personnel acting for the Town of Hope Mills Fire Department under this agreement will be an employee or volunteer member of the Town of Hope Mills Fire Department.

i. This agreement shall become effective upon the date hereof and remain in full force and effect until cancelled by mutual agreement of the parties hereto or by written notice by one party to the other party, giving thirty (30) days' notice of said cancellation.

SUBJECT: RENEWAL OF MUTUAL AID/AUTOMATIC AID AGREEMENT

2. Point of contact for Fort Bragg Fire and Emergency Services is Fire Chief Mark A. Melvin, 910-396-8121. Point of contact for the Town of Hope Mills is Mayor Jackie Warner, 910-426-4117.

FOR THE TOWN OF HOPE MILLS

FOR THE SECRETARY OF THE ARMY



JACKIE WARNER
Mayor
Town of Hope Mills

2-28-19

(Date)



KYLE A. REED
Colonel, IN
Garrison Commander

14 Feb 19

(Date)

TAB 9



AGENDA FORM

TO: Melissa Adams, Town Manager
FROM: Drew Holland, Finance Director
SUBJECT: Budget Amendment for Insurance Proceeds

BACKGROUND INFORMATION:

Insurance proceeds of \$167,175.04 have been received for damage to the Recreation Center from Hurricane Florence. The center has now been repaired and re-opened in February 2019.

STAFF RECOMMENDATION, IF APPLICABLE

Approve budget amendment #9 for \$167,175.

RECOMMENDED ACTION:

Same as above

FISCAL IMPACT:

Addition of \$167,175 to the General Fund

ATTACHMENTS:

BA #9

This agenda form has been reviewed by:	Initial & Date
Town Manager	MA 02/28/19
Finance Director	DH 2/28/19
Town Attorney	
Department Head (s)	
Town Clerk	JGS 2/28/19

Town of Hope Mills, North Carolina
Budget Ordinance Amendment
Fiscal Year 2018-2019
Amendment #9

BE IT ORDAINED by the Board of Commissioners of the Town of Hope Mills, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

<u>Account</u>		<u>Decrease</u>	<u>Increase</u>
Building Maintenance	10-620-4000	-	167,175.00
		\$ -	\$ 167,175.00

This will result in a net increase of \$14,425 in the appropriations of the General Fund. To provide the additional revenue for the above, the following revenues will be increased.

<u>Account</u>		<u>Decrease</u>	<u>Increase</u>
Insurance Proceeds	10-3940	-	167,175.00
		\$ -	\$ 167,175.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board of Commissioners, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 4th day of March 2019.

 Jackie Warner, Mayor

Attest:

 Jane G. Starling, Town Clerk

TAB 10



AGENDA FORM

TO: Melissa P. Adams, Town Manager
FROM: Jane G. Starling, Town Clerk
SUBJECT: Consideration of Boards, Committees, and Commissions appointment process rules.

BACKGROUND INFORMATION:

The Board of Commissioners has requested Town Attorney to review the current Committee and Commission policy and bring back recommended changes.

STAFF RECOMMENDATION, IF APPLICABLE :

N/A

RECOMMENDED ACTION:

FISCAL IMPACT:

Currently Budgeted Requires Budget Amendment No fiscal impact

ATTACHMENTS:

To be provided

This agenda form has been reviewed by:	Initial & Date
Town Manager	MA 02/28/19
Finance Director	
Town Attorney	
Department Head (s)	
Town Clerk	JGS 2/28/19

Rules for Boards and Committees

(a) Application. The town clerk shall advertise vacancies on boards/commissions as they come open by notifying the sunshine list and posting notices on the town website and social media. All vacancies will be advertised for a minimum of two weeks. The town will accept applications as vacancies come open, and will maintain and consider applications received for a period of one year. In order to be eligible for appointment to a board or committee and continue to serve, a person must be an adult permanently residing inside town limits and file an application on a form provided by the town clerk. As an exception to the residence requirement, the VFW and American Legion liaisons shall be voting members of the Veterans Affairs Committee without regard to their place of residence. No individual is eligible to serve on any board or committee on which a member of their immediate family or household currently serves.

(b) Terms. Unless otherwise provided by statute or Town ordinance, all terms of office where terms of office are determined by the Board of Commissioners, shall be two years. The Board of Commissioners shall make appointments to fill unexpired portions of terms created by vacancies as expeditiously as needed.

(c) Removal. All members of all boards and commissions shall, unless in conflict with State statutes, serve at the pleasure of the Board of Commissioners, regardless of the terms for which they were appointed. The Board of Commissioners may in its discretion at any time remove any members of any board or commission when it is determined to be in the best interest of the Town, such as inefficiency, neglect of duty, or malfeasance in office.

(d) Temporary and Ad Hoc Committees. Upon approval of the Board of Commissioners, temporary or ad hoc committees of limited duration may be exempt from these requirements and/or the requirements of Rules 38 and 39 of the Board of Commissioners Rules of Procedure.

TAB 11



AGENDA FORM

TO: Melissa P. Adams, Town Manager
FROM: Jane G. Starling, Town Clerk
SUBJECT: Consideration of Amendments to the Historic Preservation Commission Ordinance.

BACKGROUND INFORMATION:

The Board of Commissioners has requested Town Attorney to review the current Ordinance and bring back recommended changes.

STAFF RECOMMENDATION, IF APPLICABLE :

N/A

RECOMMENDED ACTION:

FISCAL IMPACT:

Currently Budgeted Requires Budget Amendment No fiscal impact

ATTACHMENTS:

Ordinance Amendment

This agenda form has been reviewed by:	Initial & Date
Town Manager	MA 02/28/19
Finance Director	
Town Attorney	
Department Head (s)	
Town Clerk	JGS 2/28/19

ORDINANCE AMENDMENT NO. 2019-_____

DIVISION 3. HISTORIC PRESERVATION COMMISSION

Sec. 2-226. Establishment.

There is established within the administrative section of the town pursuant to N.C. Gen. Stat. 160A-400.7, et. seq., as a division thereof, a Historic Preservation Commission. This commission shall consist of seven members, to be appointed by the board of commissioners at the second regular meeting in January of each year, following the municipal elections. A majority of the members of such a commission shall have demonstrated special interest, experience, or education in history, architecture, archaeology, or related fields. The terms of office shall be two years. All the members shall reside within the territorial jurisdiction of the municipality continually throughout their appointment, and shall serve without pay. The commission may appoint advisory bodies and committees as appropriate.

Sec. 2-227. Powers and Duties

The historic preservation commission shall have the following powers and duties within the Town's zoning jurisdiction:

- (1) Undertake an inventory of properties of historical, pre-historical, architectural and/or cultural significance;
- (2) Recommend to the Board of Commissioners areas to be designated by ordinance as "Historic Districts" and individual structures, buildings, sites, areas or objects to be designated by ordinance as "Landmarks";
- (3) Make recommendations to the Board of Commissioners to acquire by any lawful means the fee or any lesser included interest, including options to purchase, to properties within established districts or to any such properties designated as landmarks, to hold, manage, preserve, restore and improve the same, and to exchange or dispose of the property by public or private sale, lease or otherwise, subject to covenants or other legally binding restrictions which will secure appropriate rights of public access and promote the preservation of the property;
- (4) With the permission of the board of commissioners, to restore, preserve and operate historic properties;
- (5) Recommend to the Board of Commissioners that designation of any area as a historic district or part thereof, or designation of any building, structure, site, area, or object as a landmark, be revoked or removed for cause;
- (6) Conduct an educational program with respect to historic properties and districts within its jurisdiction;
- (7) Cooperate with the State, federal, and local governments in pursuance of the purposes of this Part. The Board of Commissioners, or the commission when authorized by the Board of Commissioners, may contract with the State, or the

United States of America, or any agency of either, or with any other organization provided the terms are not inconsistent with State or federal law;

- (8) Enter, solely in performance of its official duties and only at reasonable times, upon private lands for examination or survey thereof. However, no member, employee or agent of the commission may enter any private building or structure without the express consent of the owner or occupant thereof;
- (9) Prepare and recommend the official adoption of a preservation element as part of the Town's comprehensive plan;
- (10) Recommend to the Board of Commissioners proposals for alterations, demolitions, or new construction within historic districts, or for the alteration or demolition of designated landmarks, pursuant to this Part; and
- (11) With the permission of the board of commissioners, negotiate at any time with the owner of a building, structure, site, area, or object for its acquisition or its preservation, when such action is reasonably necessary or appropriate.
- (12) To hear and decide applications for certificates of appropriateness consistent with N.C. Gen. Stat. 160A, Article 19, Part 3C.

TAB 12



AGENDA FORM

TO: Melissa P. Adams, Town Manager
FROM: Jane G. Starling, Town Clerk
SUBJECT: Consideration of Amendments to the Community Appearance Commission Ordinance.

BACKGROUND INFORMATION:

The Board of Commissioners has requested Town Attorney to review the current Ordinance and bring back recommended changes.

STAFF RECOMMENDATION, IF APPLICABLE :

N/A

RECOMMENDED ACTION:

FISCAL IMPACT:

Currently Budgeted Requires Budget Amendment No fiscal impact

ATTACHMENTS:

Ordinance Amendment

This agenda form has been reviewed by:	Initial & Date
Town Manager	MA 02/28/19
Finance Director	
Town Attorney	
Department Head (s)	
Town Clerk	JGS 2/28/19

AMENDMENT TO CODE OF ORDINANCE 2019 _____

DIVISION 2. COMMUNITY APPEARANCE COMMISSION

Sec. 2-200. Establishment.

There is established within the administrative section of the town, as a division thereof, an appearance commission to be known as the town appearance commission. This commission shall consist of seven members, to be appointed by the board of commissioners at the second regular meeting in January of each year, following the municipal elections. The terms of office shall be two years. All members shall be residents of the town continually throughout their appointment, and shall serve without pay.

Sec. 2-201. Powers; duties.

The community appearance commission, upon its appointment, shall make careful study of the visual problems and needs of the Town within its area of zoning jurisdiction and shall make any plans and carry out any programs that will, in accordance with the powers herein granted, enhance and improve the visual quality and aesthetic characteristics of the Town. To this end, the board of commissioners confers upon the community appearance commission the following powers and duties:

- (1) To initiate, promote and assist in the implementation of programs of general community beautification in the Town;
- (2) To seek to coordinate the activities of individuals, agencies, and organizations, public and private, whose plans, activities, and programs bear upon the appearance of the Town;
- (3) To provide leadership and guidance in matters of area or community design and appearance to individuals, and to public and private organizations and agencies;
- (4) To make studies of the visual characteristics and problems of the Town, including surveys and inventories of an appropriate nature, and to recommend standards and policies of design for the entire area, any portion or neighborhood thereof, or any project to be undertaken;
- (5) To prepare both general and specific plans for the improved appearance of the town. These plans may include the entire area or any part thereof, and may include private as well as public property. The plans shall set forth desirable standards and goals for the aesthetic enhancement of the town or any part thereof within its area of planning and zoning jurisdiction, including public ways and areas, open spaces, and public and private buildings and projects.
- (6) To request from the proper officials of any public agency or body, including agencies of the State and its political subdivisions, its plans for public buildings, facilities, or projects to be located within the municipality or its area of planning and zoning jurisdiction of the municipality or county.

- (7) To review these plans and to make recommendations regarding their aesthetic suitability to the appropriate agency, or to the municipal or county planning or governing board. All plans shall be reviewed by the commission in a prompt and expeditious manner, and all recommendations of the commission with regard to any public project shall be made in writing. Copies of the recommendations shall be transmitted promptly to the planning or governing body of the municipality or county, and to the appropriate agency.
- (8) To formulate and recommend to the appropriate municipal planning or governing board the adoption or amendment of ordinances (including the zoning ordinance, subdivision regulations, and other local ordinances regulating the use of property) that will, in the opinion of the commission, serve to enhance the appearance of the municipality and its surrounding areas.
- (9) To direct the attention of municipality or county officials to needed enforcement of any ordinance that may in any way affect the appearance of the municipality or county.
- (10) To seek voluntary adherence to the standards and policies of its plans.
- (11) To enter, in the performance of its official duties and at reasonable times, upon private lands and make examinations or surveys.
- (12) To promote public interest in and an understanding of its recommendations, studies, and plans, and to that end to prepare, publish and distribute to the public such studies and reports as will, in the opinion of the commission, advance the cause of improved municipal or county appearance.
- (13) To conduct public meetings and hearings, giving reasonable notice to the public thereof.

Sec. 2-202. Staff Services

The commission may recommend to the municipal or county governing board suitable arrangements for the procurement or provision of staff or technical services for the commission, and the Board of Commissioners may appropriate such amount as it deems necessary to carry out the purposes for which it was created. The commission may establish an advisory council or other committees.

Sec. 2-203. Annual Report.

The commission shall, no later than April 15 of each year, submit to the municipal or county governing body a written report of its activities, a statement of its expenditures to date for the current fiscal year, and its requested budget for the next fiscal year. All accounts and funds of the commission shall be administered substantially in accordance with the requirements of the Municipal Fiscal Control Act or the County Fiscal Control Act.

Sec. 2-204. Receipt and Expenditure of Funds.

The commission may receive contributions from private agencies, foundations, organizations, individuals, the State or federal government, or any other source, in addition to any sums appropriated for its use by the municipality or county governing body. It may accept and disburse these funds for any purpose within the scope of its authority as herein specified. All sums appropriated by the municipality or county to further the work and purposes of the commission are deemed to be for a public purpose.

TAB 13



AGENDA FORM

TO: Melissa P. Adams, Town Manager
FROM: Jane G. Starling, Town Clerk
SUBJECT: Discussion of Moving Forward with Rockfish Road Sidewalk Project

BACKGROUND INFORMATION:

As requested by Mayor Warner.

STAFF RECOMMENDATION, IF APPLICABLE :

n/a

RECOMMENDED ACTION:

FISCAL IMPACT:

ATTACHMENTS:

E-mail

This agenda form has been reviewed by:	Initial & Date
Town Manager	MA 02/28/19
Finance Director	
Town Attorney	
Department Head (s)	
Town Clerk	JGS 2/28/19

From: [Starling, Jane](#)
To: [Starling, Jane](#)
Subject: FW: Rockfish Road Sidewalk and other info
Date: Thursday, February 28, 2019 3:56:48 PM

-----Original Message-----

From: Warner, Jackie
Sent: Wednesday, February 27, 2019 3:53 PM
To: Adams, Melissa P
Subject: Rockfish Road Sidewalk and other info

Just discussion about the need to move forward with current plan.

Sent from my iPhone

TAB 14



AGENDA FORM

TO: Melissa P. Adams, Town Manager
FROM: Jane G. Starling, Town Clerk
SUBJECT: Request for a "Presentation - Status Report - NC DOT Road Construction Projects in the Hope Mills Area"

BACKGROUND INFORMATION:

Requested by Commissioner Bellflowers.

STAFF RECOMMENDATION, IF APPLICABLE :

N/A

RECOMMENDED ACTION:

FISCAL IMPACT:

Currently Budgeted Requires Budget Amendment No fiscal impact

ATTACHMENTS:

E-Mail

This agenda form has been reviewed by:	Initial & Date
Town Manager	MA 02/28/19
Finance Director	
Town Attorney	
Department Head (s)	
Town Clerk	JGS 2/28/19

From: [Bellflowers, Jessie](#)
To: [Adams, Melissa P](#); [Starling, Jane](#); [Bellflowers, Jessie](#); jbelleflowers@nc.rr.com
Subject: Request To Add Agenda Item for March 4th Regular Meeting
Date: Thursday, February 28, 2019 10:39:08 AM

Hi Melissa and Jane,

I respectfully request to add the following item to the March 4th Regular Meeting:

Discussion and consideration regarding setting a date to request a "Presentation - Status Report - NC DOT Road Construction Projects in the Hope Mills Area" by a representative(s) from the North Carolina Department of Transportation Communications Office and/or Project Manager, Division 6. Request the presentation cover the Fayetteville Outer Loop (I-295) and all (current and future) road widening projects in the town of Hope Mills and the Hope Mills MIA.

Thanks,
Commissioner Jessie Bellflowers

TAB 15



AGENDA FORM

TO: Melissa P. Adams, Town Manager
FROM: Jane G. Starling, Town Clerk
SUBJECT: Discussion and consideration regarding "Donut Hole" Annexations and review of the proposed focus areas.

BACKGROUND INFORMATION:

Requested by Commissioner Bellflowers.

STAFF RECOMMENDATION, IF APPLICABLE :

N/A

RECOMMENDED ACTION:

FISCAL IMPACT:

Currently Budgeted Requires Budget Amendment No fiscal impact

ATTACHMENTS:

E-Mail

This agenda form has been reviewed by:	Initial & Date
Town Manager	MA 02/28/19
Finance Director	
Town Attorney	
Department Head (s)	
Town Clerk	JGS 2/28/19

From: [Bellflowers, Jessie](#)
To: [Adams, Melissa P](#); [Starling, Jane](#); [Bellflowers, Jessie](#); jbelleflowers@nc.rr.com
Subject: Request to Add Agenda item for March 4th Regular Meeting
Date: Thursday, February 28, 2019 11:31:38 AM

Hi Melissa and Jane,

I respectfully request to add the following item to the March 4th Regular Meeting:

Discussion and consideration regarding "Donut Hole" Annexations and the recommendations from the Town of Hope Mills Plan Review Committee.

Recent Activity: This item is an continuation discussion item from the Town of Hope Mills Board of Commissioners Special Meeting on Wednesday, February 19, 2019 regarding a proposal to consider involuntary annexing properties contiguous to the Town of Hope Mills limits; whereas, "Donut Hole" properties are parcels that are contiguous to the Town of Hope Mills limits and considered in the Hope Mills Municipal Influence Area (MIA) as well.

Background Activity: At the February 5, 2018 Board Regular Meeting, the Town of Hope Mills Board of Commissioners moved to approve Resolution No. 2018-03 in support of local legislation pertaining to unincorporated (Donut Hole) properties.

Recommendation: Request the Town Board of Commissioners review the six (6) proposed focus areas that were presented to the Town Board for discussion and consideration on February 19, 2019 by Town Staff and recommend areas (if any) that clearly support: "Donut Hole" properties are parcels that are contiguous to the Town of Hope Mills limits and considered in the Hope Mills Municipal Influence Area (MIA) for consideration Further, request the Town Board of Commissioners approve a directive to the Town Manager that all internal town departments provide cost projections on considered (if any) areas.

Thanks,
Commissioner Jessie Bellflowers