

**TOWN OF HOPE MILLS
BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES
FRIDAY MARCH 6, 2020, 8:30 A.M.
ROCKFISH CAMP AND RETREAT CENTER**

Mayor Jackie Warner called the special meeting of the Hope Mills Board of Commissioners to order on Friday, March 6, 2020 at 8:30 a.m.

GOVERNING BOARD MEMBERS PRESENT

Mayor Jackie Warner, Mayor Pro Tem Kenjuana McCray, Commissioners Jessie Bellflowers, Pat Edwards, Bryan Marley and Jerry Legge.

STAFF PRESENT

Town Manager Melissa Adams, Town Clerk Jane Starling, Finance Director Drew Holland, Public Works Director Don Sisko, Deputy Public Works Director Bruce Clark, Police Chief Joel Acciardo, Fire Chief Chuck Hodges, Deputy Fire Chief Steve Lopez, Parks & Recreation Director Lamarco Morrison, Human Resources Director Laticia Daniels-Black, Planning & Economic Development Director Chancer McLaughlin and Executive Assistant/Deputy Town Clerk Tiffany Shadik.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was led by Finance Director Drew Holland, followed by the Pledge of Allegiance led by Mayor Jackie Warner.

1. **Introduction.**

Camp Director Jim Martin extended a welcome and thanked the Town for holding the budget retreat at the Rockfish Camp facilities for at least the fourth year in a row. He commented that he would be available during the luncheon to answer any questions.

2. **CIP Overview.**

Finance Director Drew Holland presented this item and commented the Capital Improvement Plan is a working document which covers the next five years. The Board members were provided a bound copy of the plan. Mr. Holland pointed out that the total of everything in the book comes to over 43 million dollars and there is no way the Town can do all of the projects listed in a single year. The plan allows us to know what is going on now and needed or desired projects for the next five years. The purpose of this item was to provide information.

3. **Financial Update.**

Finance Director Drew Holland presented this item and commented normally Cumberland County would have provided a preliminary property tax report for the next fiscal year's budget by this time. However, the County has upgraded its property tax software. Therefore, they do not have the same information as at this time last year to provide. Mr. Holland commented he took the increase from 2018-19 to estimate the increase for 2019-20. He went over the figures in the CIP. The purpose of this item was to provide information.

4. **Public Safety Facility Update.**

Finance Director Drew Holland presented this item and commented the site plan will be submitted for the Board's approval at the regular Board of Commissioners meeting on March 16th. The final bids should be in by May and the building is expected to be finished by March of 2022. Mr. Scott Garner with Garner and Brown Architects, PA will be the project manager and Mr. Holland will coordinate on the staff side. Updates will be provided at each Board of Commissioners meeting. The firm's fees include reporting. If the Board wants additional reporting it will cost extra. Mr. Holland clarified that the project manager is responsible for the correct process being followed. We won't know the exact cost until bids come in. Also, there could be change orders if unknown conditions are discovered. The Board will have to approve any change orders that arise. Discussion ensued.

Police Chief Joel Acciaro, provided an update on the temporary police facility and commented that the police department will move at the end of this month. The front office will close on a Friday and the office will reopen in the new location on Monday. IT is currently setting up computers. The Construction portion has been completed and are waiting on vendors to complete the Main Street Station. The purpose of this item was to provide information.

5. **Fire Department Sub-Stations.**

Finance Director Drew Holland presented this item and commented that the map he provided showed the three areas we would like to have substations in; the Traemoor Village area, 162 and Legion road area and the Interstate 95 and Chickenfoot Road interchange area. Substations would typically be two bays, one for a truck and one for a rescue unit; and will house one shift of firefighters. We currently have a small amount of property on Legion Rd. As development occurs in these areas, we are working with any developers to see if they wish to donate property for substations. The Town needs about two acres to contain a substation and within each facility there will be dedicated space for Police officers to use. Potentially, the current detective trailer could be used as a first substation once the safety facility is completed. The detective trailer will be available to reuse possibly on the property on Legion road as a temporary substation. Discussion ensued. The purpose of this item was to provide information.

6. **Paving Survey.**

Finance Director, Drew Holland and Public Works Director Don Sisko provided an update on the Paving Survey that was presented to the Board of Commissioners at the March 2nd meeting. Mr. Holland explained that most of our Powell Bill funds are used for Street Department operations. For the past two years we have been moving employees from being paid out of Powell Bill funds to being paid from the General Fund. This increases the amount of Powell Bill funds that can be applied directly to street maintenance. We plan to move an additional employee this coming budget year. The current CIP budgets \$200,000 each year with the projects being scheduled to overlap the fiscal years in June and July so they total \$400,000 and are worthy of paving companies bidding on. Based on the presentation at the Board meeting that is no where near what is needed to keep our roads in good repair. Mr. Holland commented that one additional source of funding could be from increasing the Motor Vehicle Fee. The current rate is \$5 per

vehicle; we can increase it to \$10 though the Town would need to have approval from the legislation to raise it to \$15 which is the maximum amount allowed by law.

Public Works Director Don Sisko commented that the report indicates that if we spend \$800,000 annually, we will be at 69% of the network in good condition in 10 years. If we spend \$400,000 per year in optimization, we will be below 60%. This includes the new streets; part of the problem we have had in the past is the Town has accepted roads that were not well built. Over the last six years the Town has rewritten its specifications so they closely mirror NCDOT's. All of our streets built to that standard are in better shape. It works to hold developers to a standard. Our roadways are an asset to the Town and we stand to lose 6.5 million in asset value over the next ten years. Discussion ensued.

The consensus of the Board was for staff to investigate increasing the motor vehicle fee for the FY 2020-21 budget.

7. ADA Transmission.

Deputy Public Works Director Bruce Clark presented this item and commented the Town has contracted with Stewart, Inc. for the purpose of ADA Transition Planning Services in order to continue with ADA improvements throughout the Town. Once the plan is completed it will be a living, breathing document and must be used to ultimately transition to full ADA compliance. The next step will be to develop a plan for funding over a ten-year period for corrections. Everything new will be built to comply with ADA requirements. Currently Big T's bathroom and Town sidewalks are being focused on for improvements. Primarily Big T's restroom because of the large number of people who use the facility. Mayor Warner commented that FAMPO offers a grant for the Disabled and Elderly that may be helpful with sidewalk improvements. Discussion Ensued.

8. Thomas Campbell Oakman Chapel.

Public Works Director Don Sisko, presented this item and gave an update on the progress of the renovations to the Thomas Campbell Oakman Memorial Chapel project. He commented that we have rewired the building, installed a new roof, resurfaced the steeple, and replaced the heat and air system. To finish the building the in-ground propane tank either needs to be removed or made safe; a lift needs to be added in the interior for accessing the upper stage area of the sanctuary; and ADA compliant restrooms will complete the renovations. The restrooms will need a Certificate of Appropriateness from the Historic Preservation Commission. Discussion ensued.

The consensus of the Board was to move forward with the proposed plan in FY 2020-21.

Mayor Warner recognized Senator Kirk De-Viere who joined the meeting.

9. **Town Museum Project.**

Public Works Director Don Sisko presented an update on the progress of the renovations to the Trade Street Museum. He commented that the trees in the back of the property will need to be removed to allow ADA compliant parking. He went on to say that the restroom must be enlarged to allow ADA access. Discussion ensued.

The consensus of the Board was to move forward with the proposed plan in FY 2020-21.

10. **Lake Park (Phase II & Phase III).**

Town Manager Adams commented that the embankment on Patterson Street after Hurricane Matthew received a FEMA funded repair, after Hurricane Florence the repair is no longer functioning. Public Works Director Sisko commented gabion barriers are in place but not effective, and are deteriorating. A large sheet wall with backfill will repair for approximately 75 years. Staff is attempting to re-engage FEMA as the repair is estimated to be two million or we may lose the street. Staff is also checking into Golden Leaf grants. Discussion ensued.

Public Works Director Sisko presented an update on the progress of the Lake Park Phase II and Phase III projects. Items that are under consideration are tree removal, sidewalk work and swing installation. Discussion ensued.

The consensus of the Board was to move forward with the proposed plan in FY 2020-21.

11. **Sidewalk Projects.**

Public Works Director Don Sisko presented an update on the Johnson Street and Rockfish Road sidewalk projects and commented the Rockfish Road sidewalk is currently delayed because of necessary traffic controls. It is expected to move forward as soon as the school year ends.

Town Manager Melissa Adams commented grants are very labor intensive for staff and that the Town needs a grant administrator. One solution may be to hire a construction manager who would also be a grant administrator. Discussion ensued.

At 11:40 a.m. Mayor Warner called a recess for lunch.

Mayor Warner called the meeting back to order at 12:30 p.m.

12. **Gateway Study.**

Planning & Economic Development Director Chancer McLaughlin presented this item and commented that the Gateway study is focusing on the I-295 intersection with Blackbridge Road and south Main and exit 41 area. NC Commerce will draft the final report. The study will conclude June 30, 2020 and will become an addendum to the Cumberland Southwest Plan. This will be an advantage for the Town when marketing our area. The purpose of this item was to provide information.

13. Strategic Planning.

Finance Director Drew Holland provided an update on the Comprehensive Strategic Plan/Vision 2040. Mr. Holland commented that the Town has engaged Sanford Holshouser LLP and plans to move forward with the plan. The purpose of this item was to provide information.

14. Parks & Recreation Projects.

Parks and Recreation Director Lamarco Morrison presented updates on upcoming plans for the Parks and Recreation Department. He began with desired municipal park upgrades, which include a municipal park inclusive playground, upgrades to baseball fields 3 through 6, paving the parking lot at fields 1 & 2 and a splash park. Additionally, for the golf course property development he discussed phase 1 which would be a sports complex; the Heritage Park Master Plan and the PARTF Grant; Herring Park improvements and neighborhood park playgrounds. Mr. Morrison commented that all the desired improvements would total \$5,060,540. Discussion ensued.

Finance Director Drew Holland, commented that at some point the Board might want to consider a bond referendum being put to a vote by the citizens. He suggested that both a street improvement and parks and recreation bond be considered. Discussion ensued.

15. Heritage Park.

Parks and Recreation Director Lamarco Morrison and Dave Toms, a representative from the McAdams company, presented this item. Mr. Toms provided a power-point presentation and a handout of the Heritage Park Master Plan. Director Morrison went over the timeline for submitting an application for the PARTF Grant. He explained that the expenses for the Thomas Oakman Campbell Memorial Chapel and other work in the park footprint may be applicable to the Town's match for the grant. Discussion ensued.

Motion made by Commissioner Bellflowers, seconded by Mayor Pro Tem Dr. McCray and carried unanimously, to accept the Heritage Park Master Plan.

ADJOURNMENT.

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

Mayor Warner adjourned the meeting at 1:47 p.m.

Jackie Warner, Mayor

ATTEST:

Jane G. Starling CMC, NCCMC
Town Clerk