

**TOWN OF HOPE MILLS  
BOARD OF COMMISSIONERS SPECIAL MEETING  
MONDAY, APRIL 8, 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, April 8, 2019 at 5:30 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, Parks and Recreation Director Lamarco Morrison, Public Works Director Don Sisko, Police Chief Joel Acciaro, and Stormwater Administrator Beth 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.**

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

**2. ITEMS:**

- a. Consideration of Reestablishing a Citizen Board of Adjustments.

*Motion made by Mayor Pro Tem Mitchel and carried unanimously, to approve reestablishing a citizen-based board of adjustments.*

Mayor Pro Tem Mitchell commented he and Commissioner Legge met last week and went over the applications for the Board of Adjustment and they are in agreement that the following persons be nominated.

<b>Committee or Commission</b>	<b>Recommendation</b>	<b>Type</b>
Board of Adjustment (5 Regular and 2 Alternates)	Bryan Marley	Regular seat expiring Feb/2020
	Carla Welsh	Regular seat expiring Feb/2020
	Elizabeth Cooper	Regular seat expiring Feb/2020

	Joanne Scarola	Regular seat expiring Feb/2020
	Elyse Craver	Regular seat expiring Feb/2020
	Harold M. Dove	Alternate seat expiring Feb/2020
	Susan Moody	Alternate seat expiring Feb/2020

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

b. Consideration of Recommendations of The Nominating Committee for Various Committee and Commission Appointments.

Mayor Pro Tem Mitchell commented he and Commissioner Legge met last week and went over the applications for the various Committees and they are in agreement that the following persons be nominated.

<b>Committee or Commission</b>	<b>Recommendation</b>	<b>Type</b>
Appearance Commission (1 Opening)	Rebecca Beck	Regular seat expiring Feb/2020
Historic Preservation Commissioner (1 Opening)	Sharon Reeves	Regular seat expiring Feb/2020
Lake Advisory Committee (2 Openings)	Marriane McLean	Regular seat expiring Feb/2020
	Mark Shields	Regular seat expiring Feb/2020
Veterans Affairs Committee (1 Opening)	Elizabeth Cooper	Regular seat expiring Feb/2020
Festival Committee	Pastor Michael C. McGill	Non-Voting seat expiring Feb/2020

*Motion made by Commissioner Legge and carried unanimously, to approve the nominees as presented.*

- c. Receive an Update on The PARTF Grant Application and Golf Course Property.

Town Manager Melissa Adams presented this item and gave the following report:

- Rachel Cotter has spoken with North Carolina Department of Transportation and has received written confirmation that the Town will be able to build phase I (PARTF request) without the Department of Transportation requiring off-site road improvements. They do want to limit the number of ingress / egress points to two, so we will need to move the Phase I access point across from Fairway Drive. This is easy to do, but will increase phase I costs due to a longer entrance drive to access the programmed improvements. We will only be able to afford a gravel drive. The District Engineer has reviewed the phase I improvements.

- Written confirmation from District Engineer Richie Hines:

This is to confirm that we (North Carolina Department of Transportation) will allow the initial driveway to be permitted with no roadway improvements required. This assumes that the driveway will serve 20-25 parking spaces for walking and canoeing as we discussed earlier this week. Any future modification to the site (expansion, addition of features, future phases, etc.) will require additional reviews. Please note that at some point in the future, I expect that the park will reach a “tipping point” that will trigger roadway improvements.

- The following items need to happen for us to complete the grant application by May 1st
  - o McAdams to complete cost estimate.
  - o McAdams to complete master plan report.
  - o McAdams to finish comprehensive plan.
  - o McAdams to prepare PARTF application – Town of Hope Mills to stand by for information requests.
  - o Town - Adopt Capital Improvement Plan showing matching funds for application. If the scope of phase I costs more than \$700,000, we may need to match more than 50% just to get the elements of the project built, or pay for infrastructure improvements PARTF will not (i.e., parking, access road, etc.)
  - o Town – adopt comprehensive plan and master plan for park.
  - o Rachel with McAdams will require minutes documenting this.
  - o Town to contact PARTF representative to lobby for project.
  - o Town to provide data requests in timely manner.
- Timeline – Tentative for planning purposes only.
  - o We’ve missed the April 1st courtesy review.
  - o May 1st PARTF application due.
  - o August / September Grant awards announced.
  - o If awarded, move forward with design and construction.

- o For design work to be reimbursed, it must be completed after contract is signed.
- o September/October – December: Develop CD's and secure permits.
- o January 2020 – public bid phase.
- o February 2020 – Contractor Notice to Proceed.
- o July (approx.) 2020 - Ribbon Cutting (based on 6-month construction schedule).

Please see the attached draft cost estimate for the Phase I golf course improvements. Raw costs are around \$730,250. The Town will still have design / consulting services on top of that. There's a good amount of contingency and overhead / markup broken out separately; we should budget for that, but hopefully we can keep any design contingency to a minimum. Rachel has escalation at 4% a year – it's soon to be approaching 6%.

Town Manager Adams commented in consultation with Parks and Recreation Director Morrison and Finance Director Holland, staff's recommendation is not to move forward with the PARTF grant application. The budget for next year will not allow for the Town to provide the required matching funds.

Parks and Recreation Director Lamarco Morrison commented that based on previous applications he has done for PARTF grants, a rushed application is not looked at favorably. Adoption of the Parks and Recreation Master Plan and the Golf Course Master Plan are worth four to seven points and not having those adopted lessens the Town's chance of securing the grant. Secondary to that is the finance piece, we are required to match funds and Mr. Morrison commented that from the four PARTF plans he has managed, cost always exceeds the estimate because of unforeseeable contingencies. If the Town were to wait, it would give us time to complete a better application and allow everyone time to read and understand the master plan.

*Motion made by Commissioner Bellflowers and carried unanimously, not to apply for a PARTF grant at this time.*

Commissioner Bellflowers commented that the next focus should be on Heritage Park and once we have a Master Plan for it, we should apply for a PARTF grant to use there.

Town Manager Adams responded that a Master Plan for Heritage Park will be included in the upcoming proposed budget.

Commissioner Bellflowers commented that he called Mr. Biju George and spoke to him regarding the Town using Mr. George's parking lot property which adjoins the Town's property at the former golf course.

Commissioner Larson commented while at "Opening Day" she was introduced to the other property owner, who shares the property with Mr. George. He has given his okay to allow the public to use the parking lot.

*Motion made by Commissioner Bellflowers and carried unanimously to instruct the Town Manager to begin crafting a Memorandum of Understanding with the owners of the parking lot to allow the public to park cars there as we begin to open the golf course at the end of the month.*

Public Works Director Don Sisko commented the parking lot itself is probably fine though he hasn't actually walked through it. The Town needs to identify which parts of the walking trail will be accessible for handicapped and how they will gain access to it. Public Works Director Sisko commented we still have to take into consideration the slope and assess what parts are accessible. 8.33% is the key number, the running slope cannot exceed that to be ADA compliant.

*Motion made by Commissioner Bellflowers and carried unanimously, to instruct the Town Manager to conduct an assessment of the ADA compliance entrance from the parking lot to the track with an update Monday night with cost estimates.*

### **3. ADJOURNMENT.**

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

Mayor Warner adjourned the meeting at 6:06 p.m.