

**TOWN OF HOPE MILLS
BOARD OF COMMISSIONERS BUDGET WORKSHOP MINUTES
MONDAY, JUNE 1, 2020 5:00 PM
BILL LUTHER BOARD MEETING ROOM**

Mayor Jackie Warner called the special meeting of the Hope Mills Board of Commissioners to order on Monday, June 1, 2020 at 5:00 p.m. Mayor Warner welcomed everyone and commented Commissioner Marley may be late due to his job duties. Commissioner Marley arrived during Mayor Warner's comments.

GOVERNING BOARD MEMBERS PRESENT

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

STAFF PRESENT

Town Manager Melissa Adams, Finance Director Drew Holland, Town Clerk Jane Starling, Public Works Director Don Sisko, and Public Works Assistant Director Bruce Clark.

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, seconded by Commissioner Edwards and carried unanimously, to approve the agenda with the addition of a discussion of the Trade St. Museum.

2. ITEMS:

- a. Discussion of fiscal year 2020/2021 budget.

Mayor Warner turned the meeting over to Town Manager Melissa Adams who presented this item. Town Manager Adams commented at the previous budget workshop the Board asked that the budget include funding to make the part-time Code Enforcement office full time. Ms. Adams went on to say staff has adjusted some other items in the budget and asked Finance Manager Drew Holland to give the Board members a copy of the changes. "The position will be funded beginning Oct. 1, 2020, to make this budget work and allow time for the hiring process." Ms. Adams continued "In response to a question that was asked by Mayor Pro Tem McCray, staff has been working on updates to the code enforcement ordinances to strengthen them and add penalties." Ms. Adams confirmed that any changes to the ordinance would be required to have Board approval. Discussion ensued.

Town Manager Adams commented that she had been asked by Commissioner Bellflowers what would be included in the duties of a Construction Manager. Ms. Adams reminded the Board that she sent a list of current and upcoming projects that Public Works has in addition to their daily responsibilities. Ms. Adams continued that the position will be for a skilled person who will be responsible for overseeing various projects and contracts. It will be a working position and hands on.

Commissioner Bellflowers inquired how this person will impact the completion of these projects. Public Works Director Don Sisko responded, I would pose it to you in an opposite way, how is not having this person impacting what we want to have done. When we describe what our department does during “Citizens Academy” we discuss all that we do in sanitation, building and grounds, streets, inspections but not once do we mention construction. In addition to these construction projects we have our regular job to do. We’re responsible for the operation of this Town and we take that very seriously. Only Bruce and I currently have the qualifications to do some of these things and that’s why we need that extra person. The town is growing but staff has not and we’re taking on additional responsibilities to make sure all construction projects are built to the Town standards. Discussion ensued.

b. Update on the Trade St. Museum.

Town Manager Adams presented this item and provided a timeline of actions taken at the Trade Street Museum and the Thomas Oakman Campbell Memorial Chapel. Timeline as follows:

UPDATE REGARDING THE TRADE STREET MUSEUM

- December 16, 2019 Regular Meeting

The architect has redesigned the site plan to include changes that move the HVAC compressor that is located on the side of the building, to the rear of the building. This will accommodate the location of ADA parking requirements and handicapped ramp to the rear of the building and allow for drive through access around the building.

Public Works staff and the Inspections Department are currently in the process of reviewing the changes to the site plan design.

- January 6, 2020 Town Manager’s Report

Timeline on Trade Street Museum: The HVAC condenser is scheduled to be moved on Friday, January 3rd; to accommodate the changes to the site plan. The site plan has been reviewed by the Plan Review Committee; some adjustments are being made to accommodate the inspections code. Once Public Works staff has received the adjusted site plan the Town may request bids on the proposed interior and exterior renovations on the project. Once bids are received and a contract has been approved work may begin;

the process from requesting bids to work beginning is approximately 2 – 3 months. Once the work has begun; it should be completed in approximately 2 – 3 months.

- February 3, 2020 Town Manager’s Report

The HVAC condenser has been moved to accommodate the changes to the site plan. Public Works Staff has had no time to work on any other items at this time.

- February 17, 2020 Town Manager’s Report

Public Works Staff is in the process of compiling a punch list for inclusion in the March 6th Budget Retreat.

- March 2, 2020 Town Manager’s Report

Public Works is currently obtaining quotes for the removal of several trees in order to facilitate ADA parking. The site plan has been sent to Cumberland County for Consideration. Public Works Staff is in the process of compiling a punch list for inclusion in the March 6th Budget Retreat.

- March 6, 2020 Budget Retreat

Public Works Director Don Sisko presented an update on the progress of the renovations to the Trade Street Museum. Mr. Sisko commented 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.

- March 16, 2020 Regular Meeting
 - a. (Non-Public Hearing Items) **Case No. 20-029.** Consideration of the Hope Mills Museum; C3 Site Plan Review; Hope Mills Zoning Ordinance; Zoned: C3; Acreage: 0.11 ac. +/-; Located at 5554 Trade Street; submitted by Town of Hope Mills (Owner) (Hope Mills).

Case 20-020 (Museum) Site Plan Review, was approved under the Consent Agenda at the March 16, 2020 regular meeting.

- March 16, 2020 Town Manager’s Report

The removal of several trees in order to facilitate ADA parking has been completed.

Next Steps to complete the project:

On July 1st funding will be available to proceed with the completion of the museum building to make it ADA compliant. Public Works is coordinating with the Inspections Department to work out issues with the code sheet on the plans for the building. An RFP will be sent out; this process typically takes around 30 days. We would like to have all work done under one General Contractor. Following the bid opening, the recommended bid will be placed on the next agenda for Board consideration. Once approved by the Board of Commissioners, the Notice to Proceed will be issued and contract signed. The construction process may will take approximately 60 days to complete.

- March 6, 2020 Budget Retreat

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.

- March 16, 2020 Town Manager's Report Next steps; Public Works has identified the weatherization of the exterior woodwork, doors, and windows as a priority.

Town Manager Adams commented that she requested the minutes from the Historic Resources Commission (HPC) but had not yet received them. Town Manager Adams remarked the HPC has discussed creating a period piece in the kitchen and use the rest of the interior for displays which could be switched out. Discussion with the HPC members included Town staff getting the building ADA compliant and they would take care of the rest. Once we put out an RFP it typically takes about 30 days and we are looking to have all the work done under a general contractor so having the parking lot piece and the interior piece done by one contractor will make it simpler. The construction process itself can take up to sixty days. Discussion ensued.

Mayor Pro Tem McCray inquired who will run the museum as the HPC is down by two members. Mayor Pro Tem McCray commented she does not want to see it get pushed onto staff. Town Manager Adams responded that the expectation has always been for the HPC to run the day to day operations of the museum determining what days it will be open. The Public Works department can assist with lifting and moving things around but will have to be scheduled. Ms. Adams commented some of the Board members have

inquired whether the HPC could be changed back from a commission to a committee. Any certificates of appropriateness could go through Planning Director McLaughlin. Discussion ensued.

Consensus was to bring back an ordinance amendment to change the HPC back to a committee for the Board of Commissioners consideration.

3. ADJOURNMENT.

Motion made by Commissioner Legge, seconded by Mayor Pro Tem McCray and carried unanimously, to adjourn the meeting.

Mayor Warner adjourned the meeting at 6:00 p.m.

Jackie Warner, Mayor

ATTEST:

Jane G. Starling CMC, NCCMC
Town Clerk