The Regular Meeting of the Fuquay-Varina Town Board scheduled for Monday, August 2, 2021, at 7:00 p.m. was held at the Fuquay-Varina Town Hall, 134 N Main Street, Fuquay-Varina, NC.

In attendance were Mayor John W. Byrne, Mayor Pro Tem Blake Massengill and Commissioners Marilyn Gardner, William Harris, Larry Smith, and Jason Wunsch. Also in attendance were Town Manager Adam Mitchell, Assistant Town Manager Mark Matthews, Assistant Town Manager Jim Seymour, Information Technology Director Scott Clark, Town Clerk Rose Rich, and Town Attorney James Adcock.

CALL TO ORDER
Mayor Byrne called the meeting to order at 7:00 p.m.

INVOCATION AND PLEDGE
Commissioner Larry Smith provided the invocation and Mikkel Thompson with Pulte Homes led the Pledge of Allegiance.

VIRTUAL MEETING PROTOCOL
Town Manager Mitchell reviewed the meeting protocol noting that the meeting was both in-person, via Zoom, and live streamed.
APPROVAL OF MINUTES

3A The July 12, 2021, minutes of the Town Board of Commissioners regularly scheduled meeting.

MOTION: Mayor Pro-Tem Massengill
SECOND: Commissioner Wunsch
MOTION RESULTS: Passed Unanimously (5-0)

PRESENTATIONS

4A Operation Coming Home - Waiver of Development and Building Fees

Purpose - To consider waiving town development and building fees related to the Operation Coming Home house that will be donated to the family of a wounded combat veteran.

Staff Comments - Town Manager Mitchell entered the agenda abstract and supporting documents for this agenda item into the official record of the Town. He then provided general information about the agenda item and made the following remarks.

Operation Coming Home's mission is to aid local military service members severely wounded in combat by fulfilling their family's desire to own a home. Operation Coming Home intends to build its next home in Fuquay-Varina. To be located at 4641 Okeechobee Ct. (Rutherford Lot #41), the house will be the 11th home built donated by Operation Coming Home in Fuquay-Varina.

The home recipient will be Maggie Duskin, surviving spouse of Chief Warrant Officer 2 Michael Duskin, and their daughter Lexie. Chief Warrant Officer 2 Duskin was killed during combat operations while serving in Afghanistan in 2012. The proposed 3,418 square foot home will have 4 bedrooms, 2.5 bathrooms, and a 2-car garage.

Historically, the Town Board has approved waiving town development and building fees associated with the donation of Operation Coming Home homes. Therefore, Town Management recommends that these development and building fees be waived.

Based on a 3,418 square foot home, it is estimated that the total fees will be approximately $7,713.60. The fees proposed for waiver are as follows:
Building Permit Fee = $933.60
Site Permit Fee = $50.00
Recreation Unit Fee = $1,000.00
H.O. Recovery Fee = $10.00
Recycle Cart Fee = $75.00
Garbage Cart Fee = $75.00
Water Tap Fee = $220.00
Sewer Tap Fee = $100.00
Residential System Development Sewer Single Family = $3,250
Residential System Development Water Single Family = $2,000

It is possible that the total fees could fluctuate up or down slightly depending on the actual square footage of the house.

Paul Kane with the Home Builders Association of Raleigh-Wake County and Operation Coming Home stated that they are excited to be building the 24th home in Fuquay-Varina and they call them Hero Homes. Fuquay-Varina has the most Hero Homes that have been built. Nearly half of all the homes that have been built are here in Fuquay-Varina. This is the first home in Fuquay-Varina to honor a fallen solider. This home is to be done in December.

Mikkel Thompson with Pulte Homes stated that the plan that is being built is called the Hampton plan. This plan is the model that is on the site now. It is a traditional 2-story home with a 2-car garage.

Mayor Byrne thanked representatives from Operation Coming Home and the Home Builders Association of Raleigh-Wake County for attending the meeting and that this is a highlight for Fuquay-Varina. He stated that he has invited them to come back on November 10th to help with the Blue Star Community Dedication. He stated that although we waive these fees for each of these homes, they pay taxes back into the community. It is a very proud moment that Fuquay-Varina gets to support Operation Coming Home.

**Recommendation** - Waive town development and building fees for the Operation Coming Home House #24 as presented and recommended.
MOTION: Mayor Pro-Tem Massengill
SECOND: Commissioner Wunsch
MOTION RESULTS: Passed Unanimously (5-0)

PUBLIC COMMENTS

5A Marcus Washington, 209 Powhattan Drive, Fuquay-Varina, NC. He stated that he had done some research on voting and the research shows that the voter participation for Fuquay-Varina Municipal Elections has declined over the years. He urged citizens also to become more involved in the voting process and he requested that a cultural assessment be done for all of Fuquay-Varina.

Elizabeth Parent, 8620 Jordan Meadow Drive, Fuquay-Varina, NC. She is requesting to have a discussion about a cultural assessment on the August 17th Town Board agenda, and the assessment be conducted as soon as possible by an independent consultant. She also asked that the report be made accessible to the public immediately upon its completion.

Adam Bensley, 1152 Dexter Ridge, Holly Springs, also requested a cultural assessment be done and by an independent third party.

Richard Bridgers, 428 Henwood Court, Fuquay-Varina, addressed the Town Board as it relates to the need of a cultural assessment. He also raised concerns about Mayor Byrne’s retirement announcement at the July 12th Town Board meeting.

Emmanuel Holland, 209 Bird Creek Drive, Fuquay-Varina, is requesting that a cultural assessment be done as soon as possible, and by an independent third party and a consultant be hired to analyze and make recommendations. He also requested that the findings of that the information be shared publicly upon completion.

Robert Rubin, 728 Minerva Dale Drive, Fuquay-Varina, is requesting that a cultural assessment be done. He stated that while he has had positive experiences with dealing with Fuquay-Varina staff and the Police Department, he does not feel that some African Americans within the Town can say the same.
Jane Hawkins, 2320 Fleming Road, Fuquay-Varina, had a question about rezoning petition REZ-2021-04 and how it would affect her property at the dead-end of Fleming Road. Town Manager Mitchell stated that there are no plans to connect the ends of Fleming Road that terminate at the railroad tracks as part of the rezoning request, and that the petition is requesting to rezone the property for residential development.

David Jones, 1120 Hodgson Lane, Fuquay-Varina, stated that he lives in the Adalyn Place subdivision. He stated that he has talked to the builder about concerns that the over 55 senior development is being put in harm’s way because of the builder lack of quality control. Mr. Jones advised that there is debris left by construction workers, the Police have been called several times due to working on Sunday’s, construction material left out in the roads at all times, and continuous loud music being played. Town Manager Mitchell stated that staff would investigate the matter and get back with him.

Jovita Simons, 223 N. West Street, Fuquay-Varina addressed the Town Board as it relates to the “need and urgency” of conducting an independent cultural assessment.

Mayor Byrne noted that there is an item on the agenda titled “Diversity, Equity, and Inclusion Discussion”. He stated that the title is not meant to imply that a cultural assessment would not be discussed.

ITEMS PREVIOUSLY TABLED

6A Presentation of Community Center North/Active Adult Center Concept Designs and Cost Estimates and Adoption of Bond Orders (Parks and Recreation - $18.5-million and Transportation - $20 million)

Staff Comments - Town Manager Mitchell entered the agenda abstract and supporting documents for this agenda item into the official record of the Town. He then provided general information about the agenda item and made the following remarks.

On March 18, 2019, the Wake County Board of Commissioners authorized the conveyance of approximately 143 acres of property, formerly part of the Crooked Creek Golf Course and now known as Hilltop Needmore Town Park and Preserve, to the Town of Fuquay-Varina. The Community Center North / Active Adult Center project was escalated as a part of the FY 2021
Budget and Five-Year Plan process to reflect design commencing in FY 2021 with construction to begin in FY 2023, subject to a successful bond referendum. As the Town and its youth sports program continues to experience rapid growth, additional recreation facility space is needed to meet user demand. In addition, the Town Board has made it a priority to provide dedicated space for active adult programs specifically at this location. The construction of a new Community Center and Active Adult Center in the northern area of Fuquay-Varina will both alleviate crowding at the current Community Center and provide a more convenient location for residents in northern areas of Town.

This facility will consist of a two-court basketball gymnasium, offices, exercise room, indoor walking track, multipurpose classrooms, and a dedicated active adult center. This facility will allow the department to meet the recreation needs of all ages, offer additional specialized active adult programs, and offer recreation facilities in proximity to where residents live as the Town’s footprint continues to grow.

On December 7, 2020, the Town Board awarded the design contract to HH Architecture, and the design contract was approved by the Town Board on January 4, 2021. In March, the Town began working to engage with the residents of Fuquay-Varina to develop a program for the new Community Center North / Active Adult Center that would meet the needs of our growing community. The Town hosted in-person Open House events on March 22nd at Fleming Loop Park, and on March 24th at the Community Center. The Town also utilized the Let’s Talk FV online engagement tool and received 546 responses to the Community Center North / Active Adult Center design survey.

During the community engagement process the design team heard a strong desire expressed for an indoor walking track, pickleball courts, and indoor courts for youth sports. Activities that are important to our community members include mindfulness classes, such as yoga and meditation, as well as other group exercise and dance classes. Among the most requested educational classes were cooking classes and demonstrations, computer, and technology classes, as well as arts and crafts. The results show that our residents wish the new Community Center North / Active Adult Center to be a place to gather, meet and socialize and to participate in both intergenerational programs and age-specific programming. The Town of Fuquay-Varina Parks, Recreation and Cultural Resources Department has been working with HH Architecture on a final building program that includes a new gymnasium that will offer an indoor walking/running track, pickleball courts, adult, and senior indoor sports. The facility will
provide rooms for wellness and educational classes alike, with a large multi-purpose space and "warming" kitchen for events and classes, and additional classrooms and gathering spaces. These proposed spaces will provide specified spaces for active adults and provide additional program space for to meet the demands of all recreation and youth athletic programs.

Two conceptual floor plan designs have been developed and will be presented during the Town Board meeting. Both designs provide the opportunity to add a future phase to accommodate anticipated growth, provide flexibility, amenities and help mitigate construction costs and disruption over time. Both concepts were presented to the Parks, Recreation and Cultural Resources Advisory Board on July 6, 2021, and one concept was unanimously recommended. The PRCR Advisory Board and Management and Staff recommendation will be shared as part of the presentation.

Construction and final design of the facility is proposed to be funded primarily with proceeds from a Parks and Recreation Bond to be included on the November 2, 2021, ballot. Voter support is required by statute to authorize General Obligation Bonds (Go Bonds). Should the Bond Referendum pass and the Town Board wish to proceed with final design and construction, Town Management anticipates authorizing construction drawings in December 2021, and bid for construction in June 2022. Once bids are in hand, the Town would proceed with a bond sale in the July 2022 time frame.

On June 7, 2021, the Town Board took action to schedule two public hearings which were held on July 12, 2021, to authorize the issuance of up to $18.5 million for Parks and Recreation investments, and an additional $20 million for Transportation improvements. On July 12, 2021, the Town Board tabled consideration of Bond Orders at the recommendation of Town Management to August 2, 2021. The Town Board is now asked to consider adoption of Bond Orders for each purpose, which is required for referenda to be placed on the November 2, 2021, ballot. Following the adoption of each Bond Order, a separate resolution to approve and formally set the referenda date and ballot questions must also be approved by the Board. This is the final step by the Board in order to move forward with funding of various Parks and Recreation Projects and Transportation improvements, and action must be taken tonight to meet the Wake County Board of Elections deadline for November 2, 2021, ballot questions.

The recommended actions are the final board actions required to schedule referenda for $18.5 million in GO Bonds for Parks and Recreation and $20 million in GO Bonds for Transportation.
Once each Bond order is formally adopted, the third resolution included in the recommended motion authorizes the Town Clerk to advertise the referenda date of November 2, 2021, and coordinate with the Wake County Board of Elections to include on the ballot both referenda questions for voter approval.

Town Management recommends the Town Board first receive a presentation regarding the Community Center North and Active Adult Center design concepts. Following this presentation, Town Management recommends the Town Board select a preferred design, adopt bond orders for Parks and Recreation and Transportation Bonds, and approve by resolution the ballot language and date as recommended and presented.

The Town Board is considering adoption of a Parks and Recreation bond order in the amount of $18.5 million to be included on the November 2, 2021, ballot. Voter support will be required to fund final design/construction drawings and construction of the facility. If the bond referendum is successful, Town management would anticipate authorizing a contract amendment to proceed with construction drawings in December 2021 and bid for construction in June 2022.

The Town Board is considering scheduling bond referenda to authorize the issuance of General Obligation (GO) Bonds in the amount of $18.5 million for Parks and Recreation investments and $20 million for Transportation investments. The estimated debt service for the full $38.5 million is approximately $2.4 million annually over 20 years. This debt service is a tax equivalent of 5 cents on the current tax base of $4.9 billion. Although the exact amount of debt service is unknown until issuance, management plans to minimize the impact of this debt service repayment on the Town’s tax rate using revenues generated by the Town’s strong growth and enhanced tax base. Town staff will provide a list of potential projects with engineer opinion cost estimates at a later Town Board meeting for Town Board consideration. Pending projects and their cost estimates will be presented to the Local Government Commission for review.

Assistant Town Manager Mark Matthews gave a detailed presentation on the proposed Community Center North/Active Adult Center Concept and Bond Discussion. He introduced the design team, Janessa VanDean who is the project manager with HH Architecture and David Moreau, Designer with HH Architecture, who were present to answer any questions that the Town Board may have regarding the conceptual drawings. He stated that the input from the stakeholder meetings is where the architects were able to design each of the concepts. The components for the community center are two basketball courts, a gymnasium lobby,
concessions, and elevated indoor walking track, which was a big community interest point. Both designs include rest and stretching areas along the track. They include a technology activity room, flex rooms, multipurpose rooms, and a demonstration and catering kitchen to help serve those multipurpose rooms. Also included is an active adult center with a dedicated, active adult facility that is a part of each of these designs. It includes a lounge, arts and crafts room, exercise studio meeting and activity rooms, personal services rooms for one-on-one counseling type sessions, and an active adult director’s office. These are all components that check the box of what programs our community told us was needed in this facility. We also have administrative spaces for offices and conference rooms for the staff that would operate this facility. Support spaces such as lobbies, restrooms, elevators, mechanical and electrical, and an expanded program for phase two, both concepts provide an opportunity for future expansion on the same site. Because we know as our youth sports participation and adult sports has been growing by 10 to 15% a year, we need to plan ahead for when the next basketball court space will be needed. Additional walking track extension, two racquet courts and restrooms can be built on the same site.

The building would be located at the north of the property and will be co-located with an elementary school. Concept A is 55,000 total square feet in Phase 1 and an additional 18,000 square feet in Phase 2 for a total of 74,000 square feet. Concept B has 57,000 square feet in Phase 1 and an additional 18,000 square feet in Phase 2 for a total of 76,000 square feet.

Assistant Town Manager Matthews advised that there are going to be a couple recommendations made tonight. The first recommendation that management and staff are making is Concept B as it provides an improved user experience, operational efficiency and optimal design for future expansion compared with Concept A, specifically the location of community center and multipurpose rooms is in close proximity to the entrance lobby making this design ideal for camp and after school programs. Additionally, the proximity of the active adult center for the walking track and separation from other uses, will provide the best user experience for seniors based on what we heard and community engagement. At the July meeting, these two concepts were also presented by the architects to the Parks Recreation and Cultural Resources Advisory Board, and they unanimously recommended Concept B for the reasons that have been identified. The square footage cost is estimated at around $370.00 per square foot with the rest being associated with equipment and furnishings.
Concept A cost for Phase 1 would be $23,925,977, and Phase 2 would be $8,586,803 for a total cost of $31,250,238. Concept B cost for Phase 1 would be $25,091,120, and Phase 2 would be $9,057,633 for a total cost of $32,816,471. There are several financing options for the funding gap of 6.5 million dollars, which could be covered by limited obligation bonds and/or two thirds bonds. There are recreation fee in-lieu dollars and/or grants and donations that could also assist. All other funding streams don’t require additional voter approval. In our current borrowing costs environment, Limited Obligation Bonds, also known as LOB’s, yield very comparable borrowing costs and interest rates due to the town’s favorable Triple A Bond Rating and our low interest rate environment. A higher borrowing amount is equivalent to about two cents on the tax rate compared to borrowing 11.5 million which is what was reflected in the Five-Year Plan. Growth can yield from year to year an equivalent to about two cents on the tax rate. There is a good chance we could make some of this up with growth. The planned increase within the Five-Year Plan is in year two for a three-cent tax rate increase for debt service and operations. This means if the voters approved the bond referendum to move forward with Community Center and Active Adult Facility an extra two cents for a four and a half cent property tax rate adjustment to cover debt and operations for a $25 million facility.

Assistant Town Manager Matthews advised that the first option, which is the option that management and staff are recommending, is to stay the course with a $18.5 million dollar Parks and Recreation Bond with a referendum to be held on November 2, 2021. The reason the bond referendum would remain at $18.5 million is because once you have started the statutory and legal process of the steps that take several months to get on the ballot, you can decrease but you cannot increase the borrowing amount. The Town has advertised and held public hearings, all of which stated $18.5 million. Assistant Town Manager Matthews stated that in full transparency, if this is the path the town goes down, we will establish a bond referendum information page on our website and be clear that while the voters will be asked to approve $18.5 million in GO Bonds, the Town intends to move forward with financing and operating a Community Center and Active Adult Facility, which is now estimated at $25 million upon a successful referendum. Second option is to delay the project and pursue a $30 million or some other amount for Parks and Recreation Bond Referendum to be held either on the March 8th or November 8th ballot of 2022. Those are the two available ballot dates in year 2022. A Municipality cannot hold a special election for bond referendums in North Carolina under the statutes. Additionally, if the project is bid in the $24 to $25 million range, the Town is more likely to finance the project with Limited Obligation Bonds, which is a different financing instrument altogether. The historic low interest rate environment and our bond rating would mean that
borrowing costs will be comparable to GO Bond debt. The third option is to forego the bond referendum altogether and issue non-GO Bond debt which the Town Board has the authority to do to finance the project. Management and staff would recommend that the Town Board hold a bond referendum as a tool to gauge the will of the voters, but the Town is not required to, and the Town Board is authorized to incur the debt through other instruments.

The action items for tonight are three actions that are being recommended. First is to select a preferred concept for the Community Center North and Active Adult Center. The second action item two is to adopt bond orders in the amount of $18.5 million for Parks and Recreation and $20 million for Transportation. The third action item is to approve a resolution establishing the referenda date and ballot questions with their languages presented and recommended. If these are approved, we will send that language to Wake County Board of Elections tomorrow morning (8/3) as required.

Discussion - Mayor Byrne stated that he would like to see money raised from the private sector to help cover the cost.

Town Manager Mitchell stated that management and staff will work to accomplish raising other public funds to help offset the cost similar to what was done with the Arts Center. Additionally, Town staff will look for opportunities to offset costs with grant funding, possibly PARTF that would come from the State. He stated that the maximum for an applicant is about $500,000.

Mayor Pro-Tem Massengill stated that we need to consider looking at the fee schedule during next year’s budget preparation process and see if there is room for a possible increase in development fees to possibly help offset some of the costs.

Town Manager Mitchell stated that we evaluate our fees every year and we certainly will make no exception to Mayor-Pro-Tem Massengill’s recommendation during our budget process next year. Also, we have seen growth and we’ve benefited from additional fees to come in from that growth that will help us offset to some amount of the price escalations.

Commissioner Harris ask if the Local Government Commission will have to review the information presented to us tonight before it is approved.
Assistant Town Manager Matthews stated that with the assistance of our Bond Council, we have already met with the Local Government Commission. They have indicated that we can go forward with a bond referendum of $18.5 million for the Parks and Recreation Bond and for the $20 million for Transportation Bond, the next step of the Local Government Commission in the process is to approve the actual issuance and borrowing that would not take place until we actually bid out the project after a successful bond referendum. After having bids in hand, they want to take that final step when they know the actual contract costs of the facility. We have done everything that we can do with Local Government Commission at this point, we have also reviewed our borrowing capacity and debt service capacity with our financial advisors and Bond Council, and we have capacity to do that within our plan and not run afoul of any legal or, or town policy debt limits.

Commissioner Gardner asked if the Active Adult Task Force has weighed in on which concept plan that they prefer.

Assistant Town Manager Matthews stated that the Town has not taken the concepts to any other entity other than the Parks and Recreation Advisory Board. Town Manager Mitchell stated that in the very early stages of this process, when we talked about whether to look at design concepts that either have standalone space for active adults or have a component within an existing or singular building, this Town Board, based on what we estimated the cost of the project to be at that time felt like it would be more financially prudent to try to incorporate the goals and objectives of that active adult community in a cost efficient way within one facility. He further advised that we try to provide some autonomy within Concept B by providing active adults with their own space on a separate floor from the community center component. There may be some preference to having a separate building attached by breezeway or not attached at all, that separate building would not likely have its own gymnasium in it, and then you have the consideration of active adults having to leave one space potentially in bad weather to get into another space. Town Manager Mitchell advised that there are a lot of advantages to trying to design it into one singular space other than just financial, but financial being a big component of it. Concept A and Concept B check the majority of the boxes of the programming that the active adult community in Fuquay-Varina said would be important to them in an Active Adult/Senior Center space.

Mayor Byrne asked if it would be possible to have a meeting with the active senior adults and get their input on the different concepts. Town Manager Mitchell advised it would be possible.
Mayor Pro-Tem Massengill stated that he thought it would be a good idea to meet with them also and get some feedback about their preferred concept. The Town Board could move forward with the bond referendum portion of the approval.

Commissioner Wunsch stated he wanted to recognize the Fuquay-Varina Active Adult Task Force that was present at the meeting. He stated that they have been a driver for the Senior Center. He agreed with Mayor Pro-Tem Massengill’s recommendation to allow them to have some input into the Concept A or Concept B.

Mayor Byrne suggested that in the next couple of weeks that staff arrange a meeting with the Fuquay-Varina Active Adult Task Force and then come back to the Town Board with their input because they have spent a lot of energy and time helping us with this process.

**Recommendation** - Adopt a Bond Order for Parks and Recreation in the amount of $18.5 million. Adopt a Bond Order for Transportation in the amount of $20 million. Approve by resolution establishing the referenda date and ballot questions as presented and recommended. The motion also included directive for staff to meet with the active adult community and report back their input.

Resolution No: 21-1715
Resolution No: 21.1716
Resolution No: 21.1717

**MOTION:** Mayor Pro-Tem Massengill  
**SECOND:** Commissioner Wunsch  
**MOTION RESULTS:** Passed Unanimously (5-0)

6B Voluntary Annexation Petition - Pore-Mangum Property (The Preserves at Holland), 0, 0, 804, and 806 Holland Road - PIN 0666428465, 0666428912, 0666523374 and 0666422289 - ANX-2021-05 - (Mitchell/Seymour/Davison) - (ITEM TABLED FROM PREVIOUS MEETING)

**Purpose** - To consider a requested annexation ordinance extending the corporate limits of the Town of Fuquay-Varina following receipt of a petition for voluntary annexation of property.
owned by William D. and Teresa S. Pore, J. Franklin Pore, Jr., and Charlotte H. Mangum, containing approximately 28.207 acres.

**Staff Comments** - Town Manager Mitchell entered the agenda abstract and supporting documents for this agenda item into the official record of the Town. He then provided general information about the agenda item and made the following remarks:

The subject properties are contiguous to the Town’s corporate limits. Town water and sewer utilities are available to the subject properties. The developer is currently developing site plans for the subject properties, and the actual layout of Town public utility services is still under consideration. The subject properties will be served by Town garbage and recycle services for only those residential units to be developed on the property. A fire flow test was conducted, resulting in an adequate fire flow of 1,000 gallons per minute which meets the Town’s policy requirements. The Town Clerk certified that the petition was sufficient and met the requirements prescribed by the North Carolina General Statutes. At the July 12, 2021, meeting, the Town Board tabled the public hearing and subsequent action to annex the proposed property for ANX-2021-05 as requested by the petitioner.

The present total value of the property is $1,265,671.00.

**Public Hearing** - The public hearing was opened. No one spoke in favor or in opposition to the adoption of the bond orders. The public hearing was closed.

**Discussion** - There was no discussion from members of the Town Board regarding this matter.

**Recommendation** - Conduct a public hearing and consider an annexation ordinance to extend the corporate limits of the Town of Fuquay-Varina to include property owned by William D. and Teresa S. Pore, J. Franklin Pore, Jr., and Charlotte H. Mangum - ANX-2021-05, as presented and recommended.

**MOTION:** Mayor Pro-Tem Massengill  
**SECOND:** Commissioner Smith  
**MOTION RESULTS:** Passed Unanimously (5-0)  
**Ordinance No. N-21-19**
Purpose - To consider a requested zoning map amendment for a total of 33.436 acres, located at 2406 Fleming Road, from the Residential Agricultural (RA) Zoning District to the Residential Medium Density Conditional Zoning District (RMD-CZD).

Staff Comments - Town Manager Mitchell entered the agenda abstract and supporting documents for this agenda item into the official record of the Town. He then provided general information about the agenda item and made the following remarks.

The property totals 33.436 acres and is currently in the Town's Extraterritorial Jurisdiction (ETJ). The property is the subject of annexation petition ANX-2021-06. There is currently an abandoned single-family home and two small storage buildings on the southern edge of the subject property. There is a 50’ Colonial Gas Pipeline easement that runs through the property.

The property is currently zoned Residential Agricultural (RA). The zoning map amendment petition requests approval of the Residential Medium Density Conditional Zoning District (RMD-CZD). This zoning district is intended to permit proposed residential development and existing single-family detached dwelling units, duplex, triplex, or quadplex residential uses to provide for medium density urban residential (stick-built or modular unit) zoning lot development.

The petitioner is requesting the following uses be permitted at the subject property: Single Family Detached Homes

The petitioner is requesting the following conditions be applicable to the use of the subject property:

1) The land shall be developed as an open space development in accordance with Part 9, Article F of the Land Development Ordinance.
2) The density of the development shall be limited to 2.5 dwelling units per acre.
3) Glazing: Each unit shall have a front door with a minimum of 25% glazing, transom, and/or door sidelights.
4) To promote variations in home appearance, no home can be constructed with either an exterior elevation (front facade) or a color palette that is identical to the house on either side or directly across the street from it.

5) A varied color palette shall be utilized on homes throughout the subdivision to include a harmonious mix of color families for siding and shall also include various trim, shutter, and accent colors complementing the siding color.

6) All homes shall have a 2-car garage minimum.

7) Front-facing garage doors will have either decorative window details or carriage style hardware. Garage doors that protrude more than one foot from the front facade or porch will have either a variation in roof form, trimmed window, lights, or a decorative gable vent over the garage door area to minimize the visual impact of the garage facade.

8) Variation in front facade shall include at least three of the following:
   a) Changes in exterior materials such as brick, masonry, board and batten, horizontal siding, or shake siding.
   b) Changes in rooflines, directions, or materials
   c) Addition of front dormers, shed roofs, or gables
   d) Addition/variation of a front porch, balcony, covered entry, portico, or stoop.
   e) Addition of decorative trim, shake, horizontal trim, gable brackets, or air vents/windows on gables.
   f) Addition of shutters, window trim, or window grids.
   g) Addition of trellis or shed roof over garage doors.

9) Vinyl siding is not permitted; however, vinyl windows, decorative elements, and trim are permitted.

10) Single-family homes shall have a slab or crawl foundation with a minimum of 20" from grade to front elevation finished floor. On the front elevations, the 20" will have masonry such as brick or stone. The side and rear of houses do not have to meet these requirements.

11) Rooflines: Rooflines shall be broken up horizontally and vertically along front facade, such that no roofline is in a single mass. No unit on either side or directly across the street shall have the same roofline. The roof for primary structures (excluding porches and bay windows) shall be pitched at 5:12 or greater. Roofs shall have a minimum 12-inch overhang.

12) The side elevations of a home that face an existing or proposed public ROW shall include two of the following elements:
a) Windows with shutters
b) Variation in siding material pattern for at least 20% of the wall area.
c) Landscaping enhancements
d) Bay, transom, or casement window
e) Matching window grids
f) Decorative trim, shake, horizontal trim, brackets, or air vents/windows on gables

13) A tot lot with play equipment and sitting benches, along with an accompanying dog park, will be installed in a designated open space area of the community.

14) A 15' Type-B Buffer will be provided along the western property boundary north of Fleming Road, and along the northern property boundary west of the Colonial Gas Pipeline easement.

Surrounding properties are generally a mix of residential uses, forested area, cleared agricultural land, and some utility related uses. Single-family residential uses border the subject property immediately to the northwest and west, and to the southeast across the Norfolk Southern Railroad. To the northeast and east lie forested properties, and the Avery Glen subdivision to the far northeast. To the south and southwest lie two (2) utility-related properties owned by Duke Energy and Harnett County, respectively, as well as the Kingston Woods subdivision, which is currently under construction.

The 2035 Community Vision Land Use Plan (LUP) calls for the Mixed-Density Residential (MDR) Classification at the subject property. This classification is defined as land formed as a neighborhood for a mix of housing types and densities. Homes are oriented interior to the site and typically buffered from surrounding development by transitional uses, topography, preserved open space, or landscaped areas. Typical densities in a mixed-density residential neighborhood range between 4.0 and 8.0 dwelling units per acre.

Public water is available to serve the subject property. Direct access to public sewer is not currently available. The developer will be responsible for extending sewer services.

The subject property is located along and has access to Fleming Road which is classified as a local street by the Town's 2035 Community Transportation Plan. It is, however, maintained by NCDOT, and as such, 2015 traffic counts are available and indicate 160 ADT near the intersection of Fleming Road and Piney Grove Wilbon Road, approximately 1/2 mile to the west of the subject property.
The petitioner held a neighborhood meeting on June 21, 2021, online via the Microsoft Teams web application. The meeting report was included in the agenda materials, and staff takes no position as to its content.

Management and staff recommend approval of the proposed zoning map amendment as it is consistent with the 2035 Community Vision Land Use Plan and reasonable and in the best interest of the public for the following reasons:

1) The requested zoning map amendment is consistent with the 2035 Community Vision Land Use Plan's Recommendation CF.1 - Invest in Existing Growth Areas, which encourages the extension of utilities and growth of development in areas that are already in the growth process to maximize effectiveness.

2) Conditions proposed by the petitioner effectively limit future development so that it is compatible with the surrounding areas. At the July 19, 2021, regular meeting, the Planning Board unanimously voted to recommend approval.

Public Hearing - The public hearing was opened. Larry Witek, 110 Lions Gave Drive, Cary, NC spoke in favor to the zoning map amendment. Mike Rosselli, 1149 Executive Circle, Cary NC spoke in favor to the zoning map amendment. No one spoke in opposition to the zoning map amendment. The public hearing was closed.

Discussion - Mayor Pro-Tem Massengill asked what the minimum lot size, width, and the name of builder for the project. Planning Director Pam Davison stated the RMD subdivision is proposed as 25% open space and the minimum lot size allowed is 5,000 square feet. The lot width allowed is 45 feet. She stated that plans have not been submitted yet, so they don’t know who the builder is.

Mayor Pro-Tem Massengill asked if there have been any comments brought up about the lot size. Planning Director Davison stated that she has not heard any concerns and that the Planning Board did not have any comments.

Town Manager Mitchell stated that the only question during the neighborhood meeting that pertained to home size and value was related to the value of the homes. The developer reviewed some of the architectural conditions that would likely be included in the petition. They
were still developing the petition at the time so therefore the home values were not certain but the developer stated that they would likely be in the upper $200,000 to upper $300,000 range. Discussions were more related to home value, and there were no concerns expressed about lot sizes.

Planning Director Davison stated that one of the concepts with the open space subdivision is larger connections between environmental features, wetlands, and slopes all that can be preserved with the allowance for smaller lots.

**Recommendation** - Approve REZ-2021-04, a zoning map amendment at 2406 Fleming Road, from the Residential Agricultural (RA) Zoning District to the Residential Medium Density Conditional Zoning District (RMD-CZD). The proposed zoning map amendment is consistent with the 2035 Community Vision Land Use Plan and is reasonable and in the best interest of the public for the reasons identified by management & staff.

**MOTION:** Commissioner Harris  
**SECOND:** Commissioner Smith  
**MOTION RESULTS:** Passed Unanimously (5-0)

**CONSENT AGENDA**

8A Special Event and Amplified Sound Permit Request - Oaklyn Springs Brewery - Oaklyntoberfest Event - September 18, 2021

**Purpose** - To consider approval of a special event and amplified sound permit for Oaklyn Springs Brewery's Oaklyntoberfest Event, scheduled for July 18, 2021.

**Recommendation** - Approve the special event and amplified sound permit for Oaklyn Springs Brewery's Oaklyntoberfest Event scheduled for September 18, 2021, as presented, and recommended.
Special Event Permit and Temporary Road Closure Request - Hops for Hope Charity Raffle & Carnival - Depot Street - August 28, 2021

Purpose - To consider approval of a special event permit and temporary street closure request for the Hops For Hope Event scheduled for Saturday, August 28, 2021.

Recommendation - Approve a special event permit and temporary road closure request for the Hops For Hope Event scheduled for Saturday, August 28, 2021, as presented and recommended.

Façade Grant Funding Request - Varina Properties, LLC - 505 E. Broad Street

Purpose - To consider approval of a façade grant funding request for Varina Properties, LLC located at 505 E. Broad Street.

Recommendation - Approve the façade grant funding request and application submitted by Varina Properties, LLC located at 505 E. Broad Street in an amount up to $2,500 as presented and recommended.

Recreation Unit Fee-In-Lieu - Bexford Subdivision - SUB-PR-2020-10

Purpose - To consider acceptance of a fee-in-lieu for Recreation Unit Fees for The Bexford subdivision in the amount of $222,068.08.

Recommendation - Approve the fee-in-lieu request for Bexford subdivision in the amount of $222,068.08 for Recreation Unit Fees as presented and recommended.

Budget Amendment - Bishop Photo - Youth Athletic Scholarship Fund Donation - Parks, Recreation and Cultural Resources - $1,575 - BA-22-03

Purpose - To consider approval of a budget amendment recognizing $1,575 from Bishop Photo for non-resident scholarships within the Parks, Recreation and Cultural Resources Department.

Recommendation - Approve budget amendment BA-22-03 as presented and recommended.
8F  Budget Amendment - Recognizing Insurance Proceeds, Contract Award - Parks, Recreation and Cultural Resources Department - Falcon Park Shelter - BA-22-04 - $47,005

**Purpose** - To consider a budget amendment that recognizes insurance proceeds from the NC League of Municipalities Interlocal Risk Financing Fund for repairs to Falcon Park Shelter and consider award of the Falcon Park Shelter Repair Project to Stewart Group Enterprises, LLC.

**Recommendation** - Approve Budget Amendment BA-22-04 in the amount of $47,005 and award the Falcon Park Shelter Repair Project to Stewart Group Enterprises, LLC in the amount of $49,500 as presented and recommended.

8G  Utility Agreement Allocation Request - The Village at Lake Wheeler Subdivision, Phases 2 & 3

**Purpose** - To consider a Utility Agreement Allocation Request for The Village at Lake Wheeler Subdivision, Phases 2 & 3 for 13,500 gpd sewer and 16,200 gpd water.

**Recommendation** - Approve the recommended Utility Agreement Allocation Request for The Village at Lake Wheeler Subdivision, Phases 2 & 3, as presented and recommended.

8H  Utility Agreement Allocation Request - Powell Square Apartments, 2nd Phase Allocation

**Purpose** - To consider a Utility Agreement Allocation Request for Powell Square Apartments, 2nd Phase Allocation for 51,840 gpd sewer and 51,840 gpd water.

**Recommendation** - Approve the recommended Utility Agreement Allocation Request for the Powell Square Apartments, 2nd Phase Allocation, as presented and recommended.

8I  Utility Agreement Allocation Request - High Grove Oaks Subdivision, Phases 5-8

**Purpose** - To consider a Utility Agreement Allocation Request for High Grove Oaks Subdivision, Phases 5-8 for 30,900 gpd sewer and 37,080 gpd water.

**Recommendation** - Approve the recommended Utility Agreement Allocation Request for the High Grove Oaks Subdivision, Phases 5-8, as presented and recommended.
Property Use Request - Friends of the Museum - Historic Marker

**Purpose** - To consider a request by the Friends of the Museum Board of Directors to place a historic marker on Town property, specifically in Ashworth Park in the vicinity of the teaching area off Aiken Street.

**Recommendation** - Approve the request submitted by the Friends of the Museum Board of Directors to allow for a historic marker to be placed on town property, specifically in Ashworth Park in the vicinity of the teaching area off Aiken Street as presented and recommended.

A motion was made to approve all items (8A - 8J) on the Consent Agenda.

**MOTION** Commissioner Wunsch
**SECOND:** Commissioner Gardner
**MOTION RESULTS:** Passed Unanimously (5-0)

**ITEMS REMOVED FROM CONSENT**

9A There were no items removed from the Consent Agenda for separate consideration.

**ADMINISTRATIVE REPORTS**

10A Preliminary Subdivision Plat - Bexford Subdivision - SUB-PR-2020-10

**Purpose** - To consider a preliminary subdivision plat submitted by Bateman Civil Survey Company for the Bexford Subdivision located at 6490 Hilltop Road.

**Staff Comments** - Town Manager Mitchell entered the agenda abstract and supporting documents for this agenda item into the official record of the Town. He then provided information about the agenda item by making the following remarks.

The submitted preliminary subdivision, Bexford Subdivision, is located at 6490 Hilltop Road on 95.42 acres in the Residential Medium Density Conditional Zoning District (RMD-CZD) with the following zoning conditions regarding the site-specific standards of the subject property:
1) At the time of the subdivision plan, the property shall be developed in accordance with the Open Space development regulations contained in the Town of Fuquay-Varina’s Land Development Ordinance.

2) The minimum amount of open space provided shall be 20% of the site.

3) All dwelling units shall be subject to the following:
   a) Garage doors shall contain either windows or carriage style adornments.
   b) Front-loaded units will utilize a covered porch/stoop area.
   c) Required Decorative Features: Each unit shall utilize either a decorative front door (minimum 25% glazing); window transom, door sidelights, or door transom.
   d) Materials: Siding - At least two (2) of the following materials shall be used on each unit: wood, fiber-cement, metal, masonry brick, brick veneer, masonry stone, stone veneer, or synthetic stone. The use on vinyl siding shall be prohibited, except for trim elements of the dwelling unit facade, instead siding must be fiber cement siding featuring horizontal, shake, or board, and batten design.

4) In order to promote variation in home appearance, no home can be constructed with an exterior elevation (front facade) or color palette that is identical to the home on either side or directly across the street from it, to provide an anti-monotony development.

5) Roofline shall be broken up horizontally and vertically along front facade, such that no roofline is in a single mass. No two adjacent homes shall have the same roofline.

6) Any side or rear facade of a dwelling unit visible from Hilltop Road shall have a covered enclosed porch, and/or decorative trim or shutters around all windows of such facade.

7) The perimeter buffer of the subject property shall remain undisturbed to the extent practical. Tree protection fencing shall be required to be installed to ensure the buffer is undisturbed as best as possible during site construction. Additionally, the minimum width of this perimeter buffer shall be 25 feet. If necessary, the buffer shall be supplemented so that it meets Type B buffer requirements as defined in the LDO. Specifically, large evergreen trees installed must also meet LDO requirements and be installed at a minimum of eight feet in height and shall be spaced no more than thirty (30) feet apart at the time of planting.

The preliminary subdivision plat proposes 106 single family lots and 292 townhome lots meeting the standards for a 25% open space subdivision development and townhouse.
development. The minimum required lot size permitted for the single family lots is 5,000 square feet. The minimum lot size provided for single family lots is 5,500 square feet and the average lot size provided for single family lots is 6,025 square feet. The minimum required lot width for the townhomes is 18 feet and the minimum lot width provided is 20.5 feet. Following the 25% open space requirement for subdivision developments, for the 46.72-acre single family detached home tract, a minimum of 11.68 acres of overall open space with 2.34 acres of common green area is required. There are 20.89 acres of open space with 2.34 acres of common green area provided. Following the 15% open space requirement for townhome developments, for the 48.70-acre townhome tract a minimum of 7.31 acres of open space is required. There are 19.64 acres of open space provided with 6.29 acres of the open space improved for active recreation.

Vehicular access to the western project area is provided via two connections to Hilltop Road and a continuation of Beckel Road from the adjacent Kennebec Meadows Subdivision. Vehicular access to the eastern project area is also provided via two connections to Hilltop Road. Hilltop Road is classified by the 2035 Community Transportation Plan (CTP) as a 110-foot right-of-way with four (4) lanes, median divided with sidewalks. Hilltop Road is currently a 60 foot right-of-way with two (2) lanes. This development will be responsible for the future right-of-way dedication and roadway and sidewalk construction along both sides of their frontage. The subdivision will also provide seven (7) stub roads for future connection; three (3) on the western project area and four (4) on the eastern project area. The current carrying capacity for Hilltop Road is 11,800 Average Daily Trips (ADT). Less than a quarter mile from the subject property, 2019 NCDOT traffic counts on NC Highway 42 indicate a volume of 14,000 Average Daily Trips (ADT).

The Transportation Impact Analysis (TIA) requirements for off-site road improvements required for the Bexford subdivision along Hilltop Road are being coordinated with the developer of the nearby Rowland’s Grant subdivision. To allow both developments to move forward and ensure all off-site road improvements are completed, the developer of Rowland’s Grant subdivision will be responsible for adding a right-turn lane at the Hilltop Road and US Highway 401 intersection with their first phase of development while the Bexford subdivision developers will be responsible for installing a left-turn lane at the intersection of Hilltop Road and NC 42. In the event the Rowland’s Grant developers have not added a right-turn lane at the Hilltop Road and US Highway 401 intersection, Bexford will be responsible for installing both off-site roadway improvements.
improvements at both locations of Hilltop-NC 42 and Hilltop Road-US Highway 401 before platting their second phase of development.

Public water and sewer are being extended by the developer to serve the subject properties.

The proposed preliminary subdivision plat meets all Town requirements, as such management and staff recommend approval. At the July 19th, 2021, regular meeting, the Planning Board found the subdivision plat consistent with Town requirements and voted unanimously to recommend approval.

Discussion - Mayor Byrne stated that it is a good plan and that both developments are going to help pay for a new road with turn lanes in this critical intersection. Mayor Pro-Term Massengill agreed.

Recommendation - Approve the Bexford preliminary subdivision plat SUB-PR-2020-10, as presented and recommended.

MOTION: Commissioner Smith
SECOND: Commissioner Wunsch
MOTION RESULTS: Passed Unanimously (5-0)

10B Budget Amendment and Purchase Approval - Heil Durapack 25 CY Refuse Truck - $210,000 - BA-22-05

Purpose - To consider approval of a budget amendment (BA-22-05) and the purchase of a new Heil Durapack 25 CY Refuse Truck and associated equipment for $210,000.

Staff Comments - Town Manager Mitchell entered the agenda abstract and supporting documents for this agenda item into the official record of the Town. He then provided information about the agenda item by making the following remarks.

The FY 2022 Budget includes the addition of a Sanitation Crew, which is needed due to customer growth. In the Adopted Five-Year Plan, the addition of a new truck is identified in FY
2023. This purchase is planned to be funded by an appropriation of Sanitation Reserves. Town Management and staff are recommending the purchase be accelerated for three reasons:

First, two reserve sanitation trucks have been repurposed for debris collection in an effort to improve efficiency and employee safety by reducing the risk of lifting injuries. While this practice is consistent with best practice, no spare sanitation truck is available for sanitation collection in the event of mechanical or maintenance issues without reducing daily service in the debris department. Customer and volume growth in sanitation and debris makes this practice unsustainable.

Second, Town staff have become aware that the nationwide chip shortage and supply chain issues have resulted in unpredictable and extremely long lead times on available cabs and chassis for trucks. There is discussion in the Public Works industry to plan for steel surcharges and increased prices on upcoming trucks. The Town's vendor on many recent sanitation truck purchases, Carolina Environmental Systems, has identified a suitable truck that is available immediately (August) and matches the same specifications as the Town's most recently purchased truck. The price for the truck is $201,981. The proposed budget for this truck is $210,000 to cover licensing, titling, tags, branding, and other necessary equipment. The 5-year plan projection for this truck was $220,000. This price is a competitively bid price using the Sourcewell Group Contract (Contract 091219) that the Town has used before for Fire and Utility equipment.

Third, funding is available in the Sanitation Reserve to support this purchase as a result of landfill rebates which have increased proportionate with volume. FY 2021 was a record year in sanitation collections for the Town, and our reserve is now in position to support the purchase of a truck ahead of schedule.

The purchase of this truck meets the immediate need to have redundancy and backup for continuity of Town operations. In addition, the opportunity to purchase the truck today is likely to avoid the cost of potential inflationary increases while putting a vehicle into service sooner the need for additional sanitation trucks in future years will be evaluated based on customer growth, timing of staff additions, and availability of sufficient Sanitation Reserve revenues.
Management and staff recommend the Town Board approve a Budget Amendment and authorize the purchase of a Sanitation Truck in the amount of $210,000 for the reasons identified above.

The Town reserves Solid Waste Rebate Funds from the reimbursements received through partnership with the Wake County Landfill to support the purchase of new and replacement Sanitation Collection Trucks. The fund currently has a balance of $338,687 and is sufficient to cover the purchase. A budget amendment (BA-22-05) in the amount of $210,000 moves the funds into the Public Works Capital Equipment Budget.

Discussion - There was no discussion from members of the Town Board regarding this matter.

Recommendation - Approve budget amendment (BA-22-05) and the purchase of a new Heil Durapack 25 CY Refuse Truck and associated equipment for $210,000.

MOTION: Commissioner Wunsch
SECOND: Mayor Pro-Tem Massengill
MOTION RESULTS: Passed Unanimously (5-0)

OTHER BUSINESS

11A Diversity, Equity, and Inclusion Discussion

Purpose - For the Town Board to discuss matters related to Diversity, Equity, and Inclusion.

Discussion - Commissioner Harris stated that since the Town Board has heard lots of comments about the need for a cultural assessment, he found it fitting to have some discussion about the request. Then hearing no discussion from members of the Town Board, Commissioner Harris made a motion to approve conducting a cultural assessment, direct the Town Manager to hire an independent entity to conduct the assessment, hire a consultant and have the findings of the cultural assessment be made public and reported. The motion died for a lack of a second.

Mayor Byrne asked that Town Manager Mitchell give an update on the matter. Town Manager Mitchell stated that the Town has been focusing on diversity, equity, and inclusion as a value for the organization. He stated that a question received is what the Town is doing to address DEI
and what are the Town’s plans in the future to address DEI. He stated that the Town focuses on DEI in three buckets or categories: those being 1) training and education, 2) recruitment and retention and 3) conversation and policy review/reform. Town Manager Mitchell then provided some examples of how the Town is working to address each of these categories. He stated that the umbrella for how we are addressing diversity, equity, inclusion, or DEI is through the Town’s Strategic Plan. Town Manager Mitchell advised that the strategic plan that has been adopted by the Board, it’s an apolitical document, that the entire board approved and provided direction for the Town staff to work towards implementation. The strategic plan identifies diversity, equity inclusion, through our stated values or objectives and initiatives. There are numerous places within the document that touch on the goals and objectives of DEI as a forward path for the organization. Town Manager Mitchell stated that the Town is focusing on training and education as our organization has participated in unconscious bias training. This training was completed by all members of management and our director level leadership within the organization. It was completed also by numerous other supervisory and non-supervisory employees. This training has been completed by nearly all law enforcement personnel. Town Manager Mitchell stated that he shared with members of our community and with this Town Board that he personally has completed a three-part DEI certification process through the International City and County Managers Association. Those three parts were establishing inclusion as a value for the organization, kickstarting inclusion, and keep moving forward, which he believes our Strategic Plan aims to do. Additionally, under training and education, the Town has evaluated numerous resources and training tools to be incorporated into a structured menu of training opportunities for non-supervisory employees, supervisory employees, directors, management, and elected officials. Town Manager Mitchell advised that it is the goal to be able to roll out that menu of training opportunities to all of these categories that were mentioned, to advance DEI awareness and focus. Finally, investigation into establishing a diverse team of employees charged with helping to keep DEI efforts ongoing, moving forward, and making recommendations to enhance DEI organizational values is something that is also being considered. In terms of the recruitment and retention, we have established a recruitment relationship with numerous HBCUs (Historically Black Colleges and Universities) and community colleges located in areas with greater minority population. We have linked up with a recruitment clearinghouse agency “Handshake”, to assist with more exposure to educational institutions, including historically black colleges and universities. We are utilizing job specific associations and trade organizations, and we are being proactive and targeting a diverse talent pool. With respect to future focus, Town Manager Mitchell offered that the Town should stay focused on and advance the Strategic Plan as the Town Board directed, and further explore
opportunities for developing a more robust, practical, and structured program. The Town should take full advantage of resources such as the Triangle J Council of Government, which is developing and coordinating conversation and recommendations around equity and inclusion. The purpose of these conversations will be to benefit local government members and the region by fostering education, developing connections, and creating strategies around equity and inclusion, a group of City and County Managers has been formed to work with the Triangle J Council of Government, Executive Director on developing next steps, securing resources, and working on ways to engage Managers and Assistant Managers on recommendations for further work. Assistant Town Manager Mark Matthews is serving on this committee representing the Town of Fuquay-Varina. Additionally, the North Carolina League of Municipalities has its DIRECT Program which stands for Diversity and Inclusion and Racial Equity for Cities and Towns. The League DIRECT Program was created to help cities and towns acknowledge existing inequalities, identify local history and data, examine municipal policies and procedures that contribute to structural and systemic racism in local communities, and help empower local officials to develop strategies that work towards stronger, more equitable communities, in a robust and practical way. There are numerous private consultants in the DEI space that work with clients to get results for organization wide diversity, equity, and inclusion initiatives. These consultants often provide customized learning tools and services that help to create sustainable and better outcomes. Town Manager Mitchell advised that DEI is not new to the Town of Fuquay-Varina. It’s been a long focus of our organization, perhaps with greater light shed on it after the events in Ferguson, Missouri with Michael Brown and the events in Minneapolis, Minnesota with George Floyd. The efforts have been made over time to advance DEI, in our training, recruitment and conversation and perhaps the greatest step forward was through the adoption, of our Strategic Plan.

Commissioner Harris offered that diversity is having a seat at the table, inclusion is having a voice while sitting at the table and being heard is belonging. He feels that the Town has missed the response to the citizens of Fuquay-Varina in the sense of hearing their concerns and does not identify them as actually belonging. He offered that a lot of the anguish that we’ve heard from a lot of people who have spoken is that they aren’t being heard and they haven’t been heard.

Commissioner Harris stated that part of the strategic plan process is that you must determine the norms, the values, and the culture of an organization before you can make a recommendation for planning.
Town Manager Mitchell stated the Town has an adopted Strategic Plan that the Town Board unanimously adopted absent a cultural assessment.

11B NCDOT Project R-5785H, Handicap Ramp Improvements

Town Manager Mitchell informed the Town Board of NCDOT’s Project R-5785H, that will bring back into ADA compliance a total of 23 handicap ramps located along Main Street from Wagstaff Road to the Five Points Intersection. This project will be publicly advertised for bid on November 10th, 2021.

Mayor Byrne and Town Manager Mitchell thanked Matt Poling and Tracy Stephenson for going after this money and that it will help our community tremendously.

Mayor Pro-Tem Massengill stated that this process started two years ago, and we have $100,000 from the State and Federal funds coming in that our citizens have not had to pay. He also thanked staff for finding grant money for the Town. The Town has received more than $20 million for road improvements since 2018.

11C Town Manager’s Report

Public Works Department - The Public Works Department has selected James Jordan as the new Street Maintenance Superintendent. The Town recently certified Powell Bill numbers and added 12.34 miles of streets, bringing the total to 144 miles that are maintained by the Town of Fuquay-Varina.

Information Technology - The IT Department is rolling out a new phone system beginning today. City Works order management project is underway, and we are making good progress. Camera system upgrades are underway, and a new camera management system is being tested. We are currently upgrading our storage system.

Finance Department - The Finance Department is currently working on yeo-end materials for the audit. The department has interviewed for a Customer Service Representative and preparing for interviews for a Budget and Fiscal Strategy Manager.
Arts Center - The Arts Center classes and camps are going well. The theater opens on August 28th with a community dance and the Gerald Parker Jazz Orchestra. The Arts Center has secured two grants - $5,000 from the United Arts Council and $90,875 from US Small Business Administration. Town Manager Mitchell thanked Maureen Daly for all her work in securing these grants.

Parks, Recreation, and Cultural Resources Department - The Parks and Recreation Department had a total of 3,038 participates sign up for the fall season. That is a 31% increase from fall of 2019.

Inspection Department - The Inspections Department had 162 single family permits issued in July 2021, this brings our calendar year total to 1142.

Public Utilities Department - Former Public Utilities Director Jay Meyers last day was July 30th and a replacement will soon be announced.

Town Manager Mitchell passed out some brochures to the Town Board for employment recruitment and the new compensation and benefits flyer for the Police Department.

Town Manager Mitchell announced the hiring of Tiffany McNeill as the new Economic Development Director.

Town Manager Mitchell reported that staff as well as most every unit of local government are assessing where things are with the COVID-19 pandemic, the new Delta Variant and how numbers are looking here in Wake County and currently evaluating COVID protocols. He will be advising later this week as to any changes for the organization as things transpire. Matters have ramped up within the last week and there is a need to reevaluate the Town’s position or how the Town is going to operate as an organization.

11D  Project Status Report - August 2021

11E  Quarterly Report - 4th Quarter FY 2021

11F  National Night Out Against Crime - Fuquay-Varina Police Department Open House - Tuesday, August 3, 2021 - 5:00 - 8:00 pm - Rescheduled for August 10th due to weather
BOARD MEMBER COMMENTS
Mayor Pro-Tem Massengill stated that the ice cream social was a great time spent with citizens and he asked staff if they knew how many people were in attendance. Parks and Recreation Director Jonathan Cox stated that a little less than 1,500 were in attendance. He commended staff on the various projects on the Project Status Report that both management and staff are staying very busy to complete. He commended Arts Center Director Maureen Daly for seeking grant funding for the Arts Center. He stated that the Town Board has set high goals and expectations with staff on these projects, and he appreciates their work on them.

Commissioner Smith offered that we should be keeping a close eye on COVID because we have had some nice events in the last few weeks, and he hopes we can continue with more. He reported that he attended the ribbon cutting ceremony at the Pediatric Dentistry Offices and at Legacy Farms, and they were nice events. He stated that it has been nice to get back out to see citizens and some of our business partners at these ribbon cutting ceremonies and to just spend time with people.

Commissioner Harris stated that he was looking forward to the National Night Out Against Crime that has been rescheduled for August 10, 2021. He also reported he attended the Growers Market event and performed with Tennille Byers and had a good time.

Commissioner Wunsch stated that he enjoyed the ice cream social. He stated that the American Legion Post 116 is getting ready to celebrate their 100 years in the community. He also reported that the American Legion Post #116 Baseball Team won the State Championship yesterday. He further reported that Fuquay-Varina High School baseball coach Milton Senter will be inducted into the Wake County Public Schools Hall of Fame. He stated that Coach Senter has been an enormous part of this community and he publicly thanked him for everything he has done. He also stated that he was excited about the upcoming National Night Out Event.
Commissioner Gardner thanked Assistant Town Manager Mark Matthews for the excellent presentation on the Bond Order and other financing recommendations. She also wanted to thank Town Manager Adam Mitchell for the DEI Report. She stated that she was a little disappointed, she thought the Board was going to have some more discussion on DEI. She stated that since the start of these discussions she was wanting a report on what some of our other comparable communities are doing in terms of a cultural assessment and DEI personnel.

Mayor Byrne asked Town Manager Mitchell if he could speak to the results of any research regarding peer communities. Town Manager Mitchell stated that, he personally reached out to each of the managers of the Wake County communities of 20,000 in population and larger except for Apex. None have performed a cultural assessment, nor do they have immediate plans for a cultural assessment. He advised that all these communities to his knowledge have strategic plans and none of them have done a cultural assessment as a prerequisite to the strategic plan. Town Manager Mitchell also reported that except for Raleigh and Cary, none of the communities that he reached out to have specific DEI staff or personnel. Personnel in Raleigh and Cary are tasked with helping those communities to advance their DEI initiatives and goals with a more structured and organized program. The Town of Apex is in the process of hiring a DEI specific staff person, to help with the management of their outcomes from their cultural assessment. Wake County recently has begun the process of advertising for a DEI coordinator or manager position. The rest of the communities do not have dedicated positions for DEI, nor do they have any immediate plans to begin hiring dedicated staff. Wake Forest, Morrisville, Garner, and Holly Springs are very much in similar position that Fuquay-Varina is in terms of their focus and the implementation of their strategic plans that address DEI. He reported that he has talked with some managers and communities that surround the Charlotte Mecklenburg area and none of those have, at this point, conducted a cultural assessment. Some of those communities have begun the process of exploring DEI specific staff to help them with their DEI program and initiatives. There are some communities in North Carolina that have done cultural assessments. Typically, those have been your larger urban cities in the state that do not necessarily align with Fuquay-Varina from a size perspective, or demographic perspective.

Commissioner Gardner thanked Town Manager Mitchell for talking about the research and what the Town is doing. She stated that she has been saying for a while that a cultural assessment is a tool and it’s one tool, and she didn’t feel like it was the first thing the Town needed to do. She wants to see more of a broader based step by step process of what the Town might do, not to say that a cultural assessment might not be included in the future.
Commissioner Wunsch ask if a consultant would be hired to implement the Strategic Plan. Town Manager Mitchell stated that there are a lot of consultants out there that provide services in the DEI space, and it would require some research, but he thought that there are opportunities to utilize the expertise of consultants to assist with training and assist with a more structured DEI strategy. He expressed his excitement about the Triangle J Council of Government working group that is focusing on DEI with City and County Managers.

Mayor Byrne asked Town Manager Mitchell if he had heard any updates from the NC Metro Mayor weekly call. Town Manager Mitchell stated that the primarily topic of discussion was President Biden's infrastructure bill.

Mayor Byrne reviewed other meetings that he attended in the previous week as well as upcoming events as follows:

**Past Events**
- 7/16 - NC Metro Mayors Weekly Legislative Call
- 7/30 – Ribbon Cutting – Smith Douglas Homes, Legacy Farms

**Upcoming Events**
- 8/5 - Centennial Authority Meeting
- 8/13 - Ribbon Cutting - 5th Anniversary Celebration for Breathing Space - 114 Depot Street - 4:30 -5:00 pm
- 8/16 - Wake County Mayor’s Association

**CLOSED SESSION**
Pursuant to N.C.G.S. 143-318.11 (a)(3) - Attorney Client Privilege and Pursuant to N.C.G.S. 143-318.11 (a)(4) - Economic Development

A motion was made to conduct a closed session meeting at 10:40 p.m.

MOTION: Mayor Pro-Tem Massengill
SECOND: Commissioner Wunsch
MOTION RESULT: Passed Unanimously (5-0)
RETURN TO OPEN SESSION
The Town Board returned to open session at 11:03 p.m. with nothing to report out of closed session.

ADJOURNMENT
A motion was made to adjourn the meeting at 11:03 p.m.

MOTION: Commissioner Wunsch
SECOND: Commissioner Gardner
MOTION RESULT: Passed Unanimously (5-0)

The minutes from the August 2, 2021, Town Board of Commissioners regularly scheduled meeting are adopted this 17th day of August in the year 2021 in Fuquay-Varina, North Carolina.

FUQUAY-VARINA, NORTH CAROLINA

John W. Byrne, Mayor

ATTEST
Rose H. Rich, Town Clerk

(TOWN SEAL)