



TOWN OF FUQUAY-VARINA
BOARD OF COMMISSIONERS REGULAR MEETING
OCTOBER 20, 2020

CALL TO ORDER

Mayor John W. Byrne (physically present) called the regular meeting of the Fuquay-Varina Board of Commissioners to order on October 20, 2020 at 7:00 p.m. This meeting was conducted using the Zoom media platform due to state mandates for social distancing and mass gatherings to prevent the spread of the COVID-19 Novel Coronavirus.

Commissioners Physically Present: Blake Massengill (Mayor Pro-Tem)
Bill Harris
Jason Wunsch
Marilyn Gardner
Larry Smith

Commissioners Absent: None

Others Physically Present: Town Manager Adam Mitchell
IT Director Scott Clark

Others Remotely Present: Assistant Town Manager Mark Matthews
Assistant Town Manager Jim Seymour
Town Clerk Rose Rich
Town Attorney James Adcock

INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner Smith provided the invocation and Commissioner Gardner led the Pledge of Allegiance.

Virtual Meeting Protocol and Instructions

Mayor Byrne asked Town Manager Mitchell to review the meeting protocol for public participation as it relates to this virtual meeting. Town Manager Mitchell stated that all attendees that have joined the meeting tonight, have joined muted. There is both a public comment period near the beginning of the meeting and a public hearing that was tabled from a previous meeting; therefore, there will be multiple times for the public to address the

Town Board. If the public does wish to address the Town Board related to the public hearing item they should wait for that portion of the meeting. If the public wishes to address the Town Board they will need to notify the Town host (IT Director Scott Clark) that they wish to speak. Town Manager Mitchell advised that if someone from the public is joining the meeting online and wishes to speak, they will need to press the "raise hand" button in the Zoom application. If they are joining the meeting via telephone, they will need to press star 9 (*9) to raise their hand. After an individual has raised their hand, they will enter a queue. When the public comment period begins Mayor Byrne will ask the Town host to recognize individuals to speak by calling out their name or the last four digits of their telephone number. Individuals will be unmuted at that time and allowed to address the Town Board at that time. We ask that those speaking begin their comments by stating their name and address for the public record. The public is asked to keep all comments to three minutes so that all who wish to speak can be heard in a timely manner. Once an individual has finished addressing the Town Board they will be muted for the remainder of the meeting.

APPROVAL OF THE MINUTES

The October 5, 2020 minutes of the regularly scheduled meeting of Town Board of Commissioners were presented and recommended for approval.

MOTION: Mayor Pro-Tem Massengill
SECOND: Commissioner Harris
MOTION RESULT: Passed Unanimously (5-0)

PRESENTATIONS

Agenda Item No. 4A There were no presentations scheduled for the October 20, 2020 meeting.

PUBLIC COMMENTS:

There were no public comments for the October 20, 2020 Town Board meeting.

ITEMS TABLED FROM PREVIOUS MEETING:

Agenda Item No. 6.A: Zoning Map Amendment & Land Use Plan Amendment - Carolina Land Group, LLC - 1408, 1409, 1420, 1501, 1520, 1524, 0, & 0 Rogers Road - PINs 0665245656, 0665341690, 0665144948, 0665148249, 0665142122, 0665258696, 0665340146, and a portion of 0665049250 - REZ-2020-14 - ITEM TO BE TABLED

Purpose – To continue the public hearing to the November 2, 2020 Town Board meeting for a requested zoning map amendment for a total of 105.41 acres, located at 1408, 1409, 1420, 1501, 1520, 1524, 0, & 0 Rogers Road, from the Residential Agricultural (RA) Zoning District to the Residential Medium Density Conditional Zoning District (RMD-CZD), and the corresponding land use plan amendment from Small-Lot Residential (SLR), Large-Lot Residential (LLR), and Mixed Density Residential (MDR) to Small-Lot Residential (SLR) and Mixed Density Residential (MDR).

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 made the following remarks.

Prior to the October 20, 2020 Town Board meeting, the petitioner requested to table the zoning map and land use plan amendments to the November 2, 2020 Town Board meeting to further evaluate matters related to future development of the property. Management and staff support continuing the public hearing and tabling consideration to the November 2, 2020 regular meeting, per the petitioner's request.

Public Hearing – Mayor Byrne asked if anyone wished to speak in favor of, or in opposition to the proposed zoning map and land use plan amendments. No one chose to speak in favor of or in opposition to the petition for REZ-2020-14.

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

Recommendation – Continue the public hearing and table consideration to the November 2, 2020 meeting for REZ-2020-14, a zoning map amendment at 1408, 1409, 1420, 1501, 1520, 1524, 0, & 0 Rogers Road, from the Residential Agricultural (RA) Zoning District to the Residential Medium Density Conditional Zoning District (RMD-CZD), and the corresponding land use plan amendment from Small-Lot Residential (SLR), Large-Lot Residential (LLR), and Mixed Density Residential (MDR) to Small-Lot Residential (SLR) and Mixed Density Residential (MDR), as requested by the petitioner.

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

PUBLIC HEARINGS:

Agenda Item No. 7.A: There were no public hearings scheduled for the October 20, 2020 meeting.

CONSENT AGENDA

Agenda Item No. 8.A: Voluntary Annexation Petition - Elevate FV2, LLC (The Crossing) - 400 Castlepointe Drive - PIN 0667416905 - ANX-2020-12

Purpose – To consider the adoption of a resolution instructing the Town Clerk to investigate an annexation petition and to adopt a resolution setting a public hearing for November 2, 2020, following the receipt of a petition for voluntary annexation of property owned by Elevate FV2, LLC located at 400 Castlepointe Drive, containing a total of approximately 10.91 acres.

Recommendation – Adopt the resolution instructing the Town Clerk to investigate the voluntary annexation petition and adopt the resolution setting the public hearing for a voluntary annexation petition on November 2, 2020, for property owned by Elevate FV2, LLC (ANX-2020-12) as presented and recommended.

Resolution No. 20-1682
Resolution No. 20-1683

Agenda Item No. 8B: Budget Amendment – Fire Department Trading Cards Sponsorship – \$752 - BA-21-12

Purpose – To recognize funds in the amount of \$752 from local business owners that support the trading card program and will be used to cover the cost of this program.

Recommendation – Approve Budget Amendment BA-21-12 as presented and recommended.

Agenda Item No. 8C: FY 21 Fee Schedule Amendment - Theatre Rentals

Purpose – To consider an amendment to the FY 2020-21 Fee Schedule to establish fees appropriate for modified theatre activities within COVID-19 indoor gathering guidelines.

Recommendation – Approve amending the FY 2020-2021 Fee Schedule as presented and recommended.

Ordinance No. N-20-26

A motion was made to approve items (A-C) on the Consent Agenda.

MOTION: Mayor Pro-Tem Massengill
SECOND: Commissioner Gardner
MOTION RESULT: Passed Unanimously (5-0)

ADMINISTRATIVE REPORTS

Agenda Item No. 10A: Contract Award - Alston Ridge Greenway and Hidden Valley Greenway Design - Kimley Horn - \$298,276.96

Purpose – To consider awarding a contract for the Alston Ridge Greenway and Hidden Valley Greenway design projects to Kimley Horn in the amount of \$298,276.96.

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 regarding the agenda item and made the following remarks.

Greenway development in Fuquay-Varina has been a priority of the Town and is reflected in the 2020 Comprehensive Systemwide Parks, Recreation and Cultural Resources Master Plan. Greenways improve the quality of life for residents, provide safe means for people to ride bikes, run, walk, enjoy nature, commute to parks, stay healthy, connect residents to local businesses and increase property value.

The FY 21 Budget identifies and allocates funding to design two greenways that will better position the Town in the future when applying for grant funding by having shovel ready projects ready for construction. Alston Ridge Greenway Trail will consist of a 10-foot-wide paved/boardwalk greenway trail. The project will begin at the existing Bass Lake Greenway trail located on the east side of NC55 in the Alston Ridge Subdivision and tie back to the existing asphalt at Bass Lake Greenway Trail to the north, approximately 2,400 linear feet. Hidden Valley Greenway Trail will consist of a 10-foot-wide paved/boardwalk greenway trail. The project will begin at Jordan Meadow Drive, east of Purfoy Road in the Hampton Park Subdivision. It will continue north and tie back to Galega Drive in the Old Waverly Subdivision, approximately 3,500 linear feet.

The recommended contract covers the following elements in the design process for both greenway projects: project coordination and administration, ground surveys, geotechnical investigations, environment documents, environment permitting, greenway design, hydraulic design, boardwalk design and public involvement. Town management and staff recommend awarding the design contract to Kimley Horn for the Alston Ridge and Hidden Valley Greenways.

Discussion – Mayor Pro-Tem Massengill asked about the method for advertising the bid for this project. Town Manager Mitchell advised that the Town went through a process prescribed by NC General Statute. He went on to say that the recommended engineer in this instance is an “on call” engineer that was is one of several selected by the Town Board following an advertised RFQ process.

Recommendation – Award a contract for the Alston Ridge Greenway and Hidden Valley Greenway design projects to Kimley Horn in the amount of \$298,276.96, subject to the Town Attorney review as to form and authorize the Town Manager to execute the contract documents as presented and recommended.

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

OTHER BUSINESS

A. Town Manager's Report – a brief report on the following was provided:

- Stated that the Town's new website design went live this afternoon.
- Inspection Department: They have set a new record as of today with 95 single family permits and 11 more days in the month. Two new Inspectors were hired.
- The town will receive \$31,000 from Wake County from the Cares Act funding. This reimbursement was for expenses relative to the Fire Department assisting the Clayton Fire Department during their COVID-19 outbreak. The Town will be submitting another request from Wake County in November or December for another \$30,000 to \$35,000 for reimbursement for other COVID related expenses.
- Public Works Department: Reported on new hires and promotions in the Public Works Department. Public Work Director Mouberry will be retiring as of January 1, 2021. The Town has started the advertising process to fill the position.
- Finance Department: Continues to work with the auditors to finalize the FY 20 financial statements and they are updating internal procedures and training.
- Parks & Recreation Department: Registration for the modified winter season continues. RFQ's for the Community Center North and Senior Center are due on Friday. The Town is soliciting bids for the James A. Campbell Park restroom facility with a goal of awarding a contract in November.
- Arts Center: They are working with the Downtown Association to plan a Halloween Scavenger Hunt scheduled for October 24-31st. Dance and art classes continue at the Arts Center and many outdoor activities are transitioning to a virtual or indoor format for fall. Working to provide exciting holiday orientated activities, including a virtual socially distanced performance of the Nutcracker.
- IT Department: Preparing for our main server infrastructure upgrades.
- The Hilltop Needmore Road Elementary School/Community Center North Senior Center joint master plan was presented to the Wake County Board of Education's facilities committee last week and they endorsed it. Town management is working on finalizing preliminary staff and recommended master plan and will schedule a virtual public information meeting in early November prior to presenting a recommendation.
- Downtown Department: Working with Arts Center on the Halloween Scavenger Hunt and Christmas activities. Downtown kiosks will be installed next couple of weeks.
- Public Utilities Department: The first Inter-basin Transfer public hearing meeting was held last Wednesday, and the second one will be held tonight in Cary and another will take place tomorrow evening in Fayetteville.
- Planning Department: 2020 Census ended on October 15th. He stated that the Town accounted for 99 to 100% of the people. He thanked the Planning Department for working to meet our goals and members of the Town Board thanked volunteers that helped with the Complete Counts Committee.

B. Quarterly Report – 3rd Quarter 2020

C. Hilltop Needmore Town Park and Preserve Update - Dam Rehabilitation - (Mitchell/Matthews/Cox/Stephenson)

Town Manager Mitchell stated on September 4, 2020, the Federal Emergency Management Agency published a notice of funding opportunity (NOFO) for Building Resilient Infrastructure and Communities (BRIC) grant. North Carolina Emergency Management (NCEM) accepted letters of interest from sub-applicants for the BRIC grant on behalf of FEMA that had a deadline of October 9, 2020. Town staff has completed the Letter of Interest through the NCEM's online portal. This letter of interest does not bind the Town to any agreement and is a prequalification to enable the Town to submit an application for BRIC grant funding for a total project cost of \$500,000. Town staff have begun the process of preparing a competitive grant application. If the grant application is successful and the Town accepts the grant, the Town would need to commit a \$125,000 cash match to leverage \$375,000 in funding for the repair. This project will provide a recreational enhancement to HNTPP and improves the safety of a high hazard dam. Management and staff are seeking general Town Board concurrence prior to submitting this grant application, given the cash match requirement. Town Staff has begun work with Freese and Nichols on updating the Emergency Action Plan (EAP) for the High Hazard Dam (WAKE-103) located at the HTNPP. The updated EAP was submitted by staff to the State Dam Safety Unit on August 10, 2020 and the Town awaits review comments back from the state. In addition to updating the Dam's EAP, Freese and Nichols has prepared a cost estimate that itemizes repairs that would bring the Dam into compliance with State Law. There is no funding commitment required at this time; however, a future "to be determined" investment at the park is identified in our FY 25 adopted five-year plan. This project is eligible for use of recreation unit fees. Town Manager Mitchell recommended general concurrence prior to submitting the grant application. The Town Board concurred by general consent.

D. Strategic Plan Discussion - (Mitchell/Matthews)

Town Manager Mitchell presented a list of mission and vision statement examples from the towns of Apex, Garner, Holly Springs, Morrisville and Wake Forest. He asked the Town Board to consider two questions while discussing a vision and mission statement for the Town of Fuquay-Varina. The questions were: How do we see ourselves (as it relates to our vision statement) and what are we going to do achieve our vision (as it relates to our mission statement).

The following points were recommended by members of the Town Board to be included in the vision and mission statements:

Vision and Mission Statement Qualities

Commissioner Wunch – friendly, diverse, preserving past, embracing future, superior quality of life, proud

Commissioner Smith – charm, dynamic

Commissioner Gardner – charm, community, heart/caring, diversity, future where all succeed, inclusive, friendly

Commissioner Harris – friendly, staying connected, character, sense of place/identity, quality service, safe

Mayor Pro-Tem Massengill – planning, preparing, providing/focusing on quality of life

Mayor Byrne – history, identity, faith, diversity, opportunity

Town Manager Mitchell stated that he would take the comments and prepare options for both the vision statement and the mission statement for the Town Board to consider.

- E. Operation Medicine Drop Event - October 21, 2020 - 2:00 - 5:00 pm - Fuquay-Varina Police Department - 401 Old Honeycutt Road
- F. Town Code Amendment - Town of Fuquay-Varina - Land Development Ordinance (LDO) Amendment # 12 - CTA-2020-06 - (Mitchell/Seymour/Davison) - (FIRST READING)

TOWN BOARD MEMBER COMMENTS

Mayor Pro-Tem Massengill wished Town Manager Mitchell a happy birthday tomorrow. He stated the Communications Department was doing a great job and he has enjoyed the Dash More highlighting staff on social media. He also stated that the new website also looks very good.

Commissioner Smith thanked town staff for all their hard work on the Town's successful 2020 Census count, as well as the Complete County Committee. He also stated that he will be having surgery and will not be in attendance for the November 2nd Town Board meeting.

Commissioner Harris had no comments.

Commissioner Wunsch stated that Donald Averette had passed away. He was a Fuquay-Varina High School graduate and operated a craft business on Board Street for over 50 years. He was also involved in numerous organizations. He also echoed what Mayor Pro-Tem Massengill said about enjoying the social media of A Dash More campaign highlighting employees. He stated that he has also enjoyed seeing how much our parks have been being used.

Commissioner Gardner stated that if you have not gone by the Arts Center to see the model for the mural for the northside facing Vance Street, please do so. She thanked the staff for giving us a face lift in downtown and making things look nicer.

Mayor Byrne reported that it is very important to keep things spruced up and clean in our downtown areas. He then stated that he witnessed the small grassy area at the Arts Center being used by the children practicing their ballet for the Nutcracker performance and was very pleased. He then reviewed other meetings that he attended in the previous week as well as upcoming events as follows:

Past Events

- 10/6 – Lincoln Heights Elementary Video Taping
- 10/8 – Downtown Nominating Committee
- 10/8 – Blue Star Program Meeting
- 10/19 – Wake County Mayor's Association Meeting

Upcoming Events

- 10/21 – Operation Medicine Drop Off at the Police Station – 401 Old Honeycutt Road
- 10/21 – CAMPO Meeting
- 10/22 – Chamber Ribbon Cutting – Aspen Dental
- 10/23 – Chamber Grand Opening & Ribbon Cutting – Gold's Gym

ADJOURN

A motion was then made to adjourn the meeting at 8:30 p.m.

MOTION: Mayor Pro-Tem Massengill
 SECOND: Commissioner Gardner
 MOTION RESULT: Passed Unanimously (5-0)

Adopted this the 2nd day of October 2020 in Fuquay-Varina, North Carolina.

FUQUAY-VARINA, NORTH CAROLINA

John W. Byrne, Mayor

ATTEST:

(TOWN SEAL)

Rose H. Rich, Town Clerk

