

**TOWN OF HOPE MILLS
BOARD OF COMMISSIONERS REGULAR MEETING MINUTES
MONDAY, MARCH 1, 2021 7:00 P.M.
BILL LUTHER BOARD MEETING ROOM**

Mayor Jackie Warner called the regular meeting of the Hope Mills Board of Commissioners to order on Monday, March 1, 2021 at 6:58 p.m.

GOVERNING BOARD MEMBERS PRESENT

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

GOVERNING BOARD MEMBERS ABSENT

Commissioner Pat Edwards.

STAFF PRESENT

Town Manager Melissa Adams, Town Clerk Jane Starling, Finance Director Drew Holland, Police Chief Joel Acciaro, Stormwater Administrator Beth Brown, Planning & Economic Development Director Chancer McLaughlin. Also present was Town Attorney Dan Hartzog, Jr.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was led by Pastor Michael Mathis, Mission Field Ministries, followed by the Pledge of Allegiance led by Mayor Jackie Warner.

1. APPROVAL OF AGENDA – ADDITIONS OR DELETIONS.

Motion made by Commissioner Marley, seconded by Mayor Pro Tem Dr. McCray and carried unanimously to approve the agenda as presented.

2. PRESENTATIONS.

- a. Town Charter Day Proclamation.

Mayor Warner read the proclamation for Town Charter Day.

- b. Multiple Sclerosis Awareness Week Proclamation.

Mayor Warner read the proclamation for Multiple Sclerosis Awareness Week.

3. PUBLIC HEARINGS.

- a. **PUBLIC HEARING** to allow citizens the opportunity to make brief comments in assisting the Mayor and Board of Commissioners with defining the job

qualifications, requirements and characteristics, and experience desired in the next Hope Mills Town Manager.

Mayor Warner opened the public hearing at 7:05 p.m.

Mayor Warner called for comments. There were none

Motion made by Commissioner Marley and carried unanimously, to close the public hearing.

Mayor Warner closed the public hearing at 7:05 p.m.

4. PUBLIC COMMENTS. None.

5. CONSENT AGENDA:

- a. Consideration of Approval of Audit Contract for FY 2020-21; in the amount of \$19,500.00 which is currently budgeted.
- b. Consideration of Approval of Minutes from the Board of Commissioners Regular Meeting February 15, 2021.

“END OF CONSENT AGENDA”

Motion made by Commissioner Marley, seconded by Mayor Pro Tem Dr. McCray and carried unanimously, to approve the consent agenda as read.

6. OLD BUSINESS:

- a. Update on Par Four Development Project.

Commissioner Legge inquired if other entrances or roads aside from Golfview Road were considered. Mayor Warner responded there were none.

- b. Consideration of Entering a Contract to Employ an Interim Town Manager Beginning March 5th.

Motion made by Mayor Pro Tem Dr. McCray, seconded by Commissioner Marley and carried unanimously, to approve entering into a contract to employ an Interim Town Manager beginning on March 5, 2021.

- c. Discussion of Flooding issue at C Wayne Collier, NCDOT Response, and Adding to Topics for the Budget Retreat.

Town Manager Adams commented NCDOT's latest let date for construction has been moved up to October 2023. Town Manager Adams remarked she wished to engage in further conversation regarding the issue at the March 5th Budget Retreat.

The consensus of the Board was to discuss the flooding issue in front of C. Wayne Collier at the March 5th Budget Retreat.

7. NEW BUSINESS:

- a. Consideration of Accepting Committee Recommendations from the Nominating Committee.

Mayor Pro Tem Dr. McCray remarked the Nominating Committee recommends Antoine McGill for the Parks & Recreation Committee; Katherine Kaltved for the Appearance Commission, and Alice Dodd for the Historic Preservation Committee.

Motion made by Mayor Pro Tem Dr. McCray, seconded by Commissioner Legge and carried unanimously, to approve the Nominating Committee's recommendations.

- b. Consideration of the Formation of an Art Committee; as requested by Mayor Warner.

Mayor Warner commented a resident expressed concern that the Town has several committees but lacks a focus on the arts. The purpose of the proposed committee would be to promote visual arts, live performing arts, arts and crafts, dance and other areas.

Motion made by Commissioner Marley, seconded by Mayor Pro Tem Dr. McCray and carried unanimously, to form an ad hoc Art Committee.

- c. Consideration of Change Order for the Public Safety Building in the Amount of \$10,034.

Finance Director Drew Holland commented the original survey of the property did not include the trees as the survey was done early on and did not anticipate moving so far over to the front of the Town Hall. The cost for the tree removal is \$8,625. The second portion of the change order is for an informative sign for people using the walking trail who are not aware of the reason for the construction.

Commissioner Legge remarked he is not in favor of the change order as the builders should have been aware of the trees. Finance Director Holland responded the builder was not involved in the surveying process which was completed prior to the builders' involvement.

Commissioner Bellflowers was in agreement with Commissioner Legge and expressed his hope that change orders are not a frequent issue moving forward.

Mayor Pro Tem Dr. McCray remarked though she likes the idea of the sign, she wishes to approve the change order without the sign due to cost.

Commissioner Legge made a motion to deny the change order. The motion died for lack of second.

Motion made by Commissioner Bellflowers, seconded by Mayor Pro Tem Dr. McCray to approve the change order for the removal of the trees and to exclude the sign, and the motion carried 3 to 1.

Finance Director Holland commented USDA and the architect requested the authority to be able to move forwards with change orders of up to \$50,000 to avoid future delays.

The Board was in opposition of the proposed request and suggested special meetings be called if change orders need to be considered in-between meeting weeks.

8. REPORTS AND INFORMATION ITEMS:

a. Manager's Report.

Town Manager Adams provided the following report:

Johnson Street Sidewalk Project: McGill & Associates has completed the 100% drawings and specifications. The updated engineers estimates and the 2019 environmental documents have been sent back to McGill & Associates to be updated.

Replacement of the multi-purpose trail (the Jack White Bike Path): We will be replacing the entire path beginning at the Lake Park entrance and ending at the corner of Lakeview Road. Public Works is looking at possibly re-engaging the process for RFPs in the Spring of 2021.

Fountain Lane Parking Lot Project: Del Crawford of Crawford Design Company has presented an initial design to Public Works. Currently he is working on a site plan, which will have to go before the Board of Commissioners, as the parking lot is a change of use. This is scheduled to come to the Board of Commissioners on March 15th.

Schnabel Engineering Dam Instrumentation: The conduit and the circuitry are 100% complete. Schnabel Engineering began the installation of the remote telemetrics for the dam instrumentation on Wednesday, February 24th. They are expected to conclude on Thursday, February 25th. In addition to the installation of the dam instrumentation, they are conducting their annual dam inspection.

Library Stormwater Improvement Project: The fence for the Friends of the Hope Mills Library Park (around the infiltration basin) was delivered Tuesday, February 8th and has been installed and is completed. The old fencing was removed and scraped and those funds

are being used towards this project. The Concept Plan for the future Park is attached to the Manager's Report. We are moving forward with the first part of the plan; to install a portion of the sidewalk, for ADA compliance, a bench, and a trash receptacle. We are waiting on a rendering of the sundial and the plaque from Duneland Signs. Once we have the sundial and the plaque, we will schedule a ribbon cutting.

Autry Grading is scheduled to begin the Town Hall sidewalk project the week of March 1, 2021.

Update on the ADA renovation to the building owned by the Town and rented by Big T's at the Lake Park: Demolition is scheduled to begin the week of March 1, 2021. Due to the construction on the building, they will be unable to open; Big T's is planning to have their Food Truck on the South side of the parking lot beginning March 1st.

Interviews were held February 15th – 19th for the Police Victim's Advocate Position; and an offer has been made to the chosen final candidate. If all works out, they will begin working in May.

PARKS & RECREATION:

Park Development:

- Town Lake Park - HMPR has received 1 quote for the landscaping project at the Lake Park. The Town is currently awaiting two additional quotes before the contract can be awarded. The lowest quote will be presented to the Board of Commissioners in March for approval.
- Heritage Park - McAdams is currently working toward refining the conceptual plan for Heritage Park. They are also revising the archeological survey report and drafting a letter to present to the State Historic Preservation Office.
- Black History Trail Signs are up – Spectrum visited on Tuesday, February 23, 2021 and interviewed HMPR staff about this joint project with the Prime Movers Committee.
- Hand held 130 Celebration Flags are in and 130 of them will be placed in a greenspace at Municipal Park in a designated flag garden.
- VFW Post 10630: Has become certified as a “self-help” site through the VITA (Volunteer Income Tax Assistance) Program. Veterans and their families may schedule an appointment, Fridays only, to utilize the "self-help" private computer room to do their own tax returns with limited to no assistance.
- 290' of 6' white vinyl privacy fence has been completed at Veteran Affairs Memorial. Staff is working with VFW to develop a planting plan as part of the memorial improvements.

- Summerscapes Program: HMPR is working with FTCC in partnership with their Summerscapes Program. This program is intended to enhance our Summer Camp Program with extracurricular activities that include dance instruction, physical fitness, drama camp, and classes on nature.

Athletics: Hope Mills will host the coach pitch district 11 tournament the weekend of June 26, 2021. This will be the week after we host the district 6 DSI tournament.

July 4th Planning: **Due to the 4th of July falling on Sunday this year, staff has opted to hold the events on Saturday July 3rd.** HMPR has prepared several scenarios that will be considered in the event gathering restrictions are still in place. The options are as follows:

END ALL BE ALL DATE: May 7, 2021

- Whatever social distancing guidelines and mandates (if any) are in place on May 7th will be what we move forward with our July 4th (3rd) Celebration.
- This should leave staff enough time to manage which outcome (as all scenarios will already be planned) from below we proceed with based off state mandates as of May 7th.
- This will allow for at least one month registration period and give staff enough time to mail out information/placards/etc. after registration has ended if need be.
- 4th of July Parade - If there are no COVID restrictions as of May 7th, the Town will proceed with the traditional 4th of July Parade. The parade will begin at 2:00 p.m. at Rockfish Elementary School and end at Hope Mills Middle School.
- 4th of July Festival at Municipal Park - The festival will be held from 6:00 p.m.- 9:00 p.m. and free to the public. There will be food trucks and a wine garden, **but there will not be any vendors at the event this year.** Performances will include the following:
 - Imagine Circus - Cirque Variety Show from 6:00 p.m.- 9:00 p.m. with a post-show meet and greet and photo op. The show will include aerials, partner acrobatics, interactive components and a fire finale.
 - 2 Stilt walkers for 1 and 1/2 Hours.
 - A magician for 1 and 1/2 Hours
 - Mirror Man for 1 and 1/2 Hours.
 - Music - From 7:00 p.m. - 9:00 p.m., Guy Unger Band will perform.
 - Fireworks will begin promptly at 9:00 p.m. and will be streamed live on Facebook.

If social distancing and outdoor gathering restrictions are still in place, HMPR will proceed with the 4th of July Celebration using 1 of the following options:

OPTION A - A mask will be required at all of the activities, and they will be modified to adhere to COVID-19 restrictions.

- Reverse Parade - A reverse parade will be held from 2:00 p.m.- 4:30 p.m. Floats will be parked stationary at the Southview High School, and the public will be encouraged to drive through the floats while remaining in their vehicles. The alternative will be to facilitate this event at Rockfish Elementary School, but this will greatly impact/impede through traffic on Golfview.
- 4th of July Festival at Municipal Park - Food trucks will be stationed in the parking lot at Municipal Park, and pre-mark out 10' circles will be placed 8' apart on baseball fields 1 & 2.
 - People wanting to attend the impede celebration will have to register and purchase a circle for the price of \$25. The maximum will be 10 people per circle. This is in an effort to control and enforce social distancing.
- Entertainment - With the purchase of the circle, there will be live viewing of the circus performance, Guy Unger Band, and access to the wine garden, fireworks, and guaranteed parking space at Rockfish Elementary.
- The festivities will be streamed live on Facebook.

OPTION B - With this option, all of the requirements and arrangements above would remain the same. The difference is that the parade would be virtual.

- Participants can submit up to 30 seconds of video footage of themselves, floats, band performance, dance routines, etc. and HMPR staff would complete the footage into 1 video. This could also be used for advertisement purposes.
- There would be a maximum of 50 participants (which is typically the average number of entries). The video length would be approximately 25 minutes.
- Fireworks will begin promptly at 9:00 p.m. and will be streamed live on Facebook.

PLANNING AND ZONING:

- Case P21-11: Request to rezone 2.54 acres from C(P) Planned Commercial, M(P) Planned Industrial, and R10 Residential to the C1(P) Planned Local Business.
- District for the development of a convenience store with gasoline sales was recommended for approval by the Cumberland County Joint Planning Board on February 16, 2021. The property is located at the southeast intersection of Legion Road and Elk Road and is scheduled for consideration by the Hope Mills Board of Commissioners on March 15, 2021.
- Case P21-14: Request to rezone 1 acre from R10 Residential to C(P) Planned Commercial tied to the “Mill Village” development that was approved by the Hope

Mills Board of Commissioners on July 20, 2020 under Case 20-088. This current request is tied to property at the intersection of Elwood Drive and Hope Mills Road that was not initially included in the site plan approval for the Mill Village due to the need for it to be rezoned. The original site plan indicates that this property is more than likely needed for secondary access to the overall Mill Village development and was recommended for approval by the Cumberland County Joint Planning Board on February 16, 2021. This case is scheduled for consideration by the Hope Mills Board of Commissioners on March 15, 2021.

- Case P21-15: Request to rezone 0.18 acres from R6 Residential to R15 Residential/CZ Conditional Zoning tied to the expansion of the Town of Hope Mills Lake parking with Big T's and includes proposed vehicular access off of Fountain Lane. The case was recommended for approval by the Cumberland County Joint Planning Board on February 16, 2021 and is scheduled for consideration by the Hope Mills Board of Commissioners on March 15, 2021.

ECONOMIC DEVELOPMENT:

- CGI Communications: The official video shoot for the CGI Communications program with the Town of Hope Mills was scheduled for February 22nd and 23rd. All four videos were filmed over the scheduled two day shoot that included a spotlight of a local business as well as interviews with staff and first responders. Staff will update the Board on the completion of the final product.
- Gateway Study: Town staff, Cumberland County staff, NC Commerce staff, and members of FCEDC held a follow up meeting on February 15, 2020 to restart the Hope Mills Gateway Plan. During the meeting, a recap of what has taken place was completed which included the official "mission statement" that will be included in the plan. A subgroup committee meeting is currently being scheduled to brainstorm about the best approach to conducting focus group meetings to solicit input from the general public.

Commissioner Marley inquired why the Jack White Bike Path project was never bid on but Town Hall was able to get a contractor for a sidewalk. Town Manager Adams responded timing could likely be an issue as the project was bid out last fall. The contractor selected to complete the sidewalk at Town Hall has been engaged to inquire their interest in completing the bicycle path.

b. Reminders.

- Thursday, March 4, 2021 at 6:00 p.m. Prime Movers Committee Regular Meeting via Zoom.
- Friday, March 5, 2021 from 8:00 a.m. – 3:00 p.m. Board of Commissioners Budget Retreat at Rockfish Camp and Retreat Center.
- Wednesday, March 10, 2021 at 6:00 p.m. Historic Preservation Committee Meeting at Hope Mills Parks & Recreation Center.

- Monday, March 15, 2021 at 7:00 p.m. Board of Commissioners Regular Meeting at Town Hall in the Luther Board Room.
- c. Committee Liaisons update on Committee Activities.
- Commissioner Pat Edwards - Appearance Commission, Mid-Carolina Council of Government
 - Commissioner Jerry Legge - Historic Preservation Committee, RLUAC (Regional Land Use Advisory Commission)

Commissioner Legge met virtually on February 10th to discuss the 2021-2022 budget. The proposed budget is \$49,300 with a main focus on the Chapel.

Motion made by Commissioner Legge, seconded by Commissioner Bellflowers, to reestablish the Historic Preservation Committee as a Commission once again. Commissioner Legge withdrew his motion.

Discussion ensued regarding why the commission was turned to a committee due to lack of members possessing expertise based on statutory requirements.

Town Attorney Hartzog commented if the Town wishes for the Chapel to be designated as historic, it may need to be requested through a commission. Town Attorney Hartzog commented he will bring back a proposed ordinance change if the Board wishes to move forward with designating it as a commission and information for the various paths to designate historical landmarks.

Motion made by Commissioner Legge, seconded by Commissioner Bellflowers to allow the Town Attorney to research and bring back a proposed ordinance change for the Historic Perseveration Committee at the next meeting and the motion carried 3 to 1, with Mayor Pro Tem Dr. McCray voted against and Mayor Warner voting to break the tie.

- Commissioner Bryan Marley - Veterans Affairs

Commissioner Marley remarked the Veterans Affairs Committee requested the Boards permission to rename the Veterans Memorial after Jim and Jean Clark, to be completed before the Memorial Day Ceremony.

Motion made by Commissioner Marley, seconded by Commissioner Bellflowers and carried unanimously, to rename the Veterans Memorial “James and Jean Clark Veterans Memorial Park”.

Commissioner Bellflowers commented he will engage the VFW to inquire their interest in providing a sign for the newly named park.

Commissioner Marley inquired why the Veterans Memorial didn't receive updated benches like the rest of Parks & Recreation's non-concrete benches. Commissioner Bellflowers responded this would be a good idea for discussion during the Budget Retreat.

- Mayor Pro Tem Dr. McCray - Parks & Recreation Advisory Committee, Cumberland County Air Quality Stakeholders Committee, Prime Movers

The Prime Movers are working on the following: updating the signage along the walking trail in honor of Women's History Month, providing free care packages to women and holding a free COVID testing site at Mission Field Ministries on Saturday, March 6.

The Parks & Recreation Advisory Committee discussed the Hope Mills Youth Association turning 40 this year and incorporating a celebration for them into the Town's 130th Birthday Celebration. Mayor Pro Tem Dr. McCray remarked VFW Post 10630 is offering free tax assistance for Veteran's.

- Mayor Jackie Warner- Mayor's Youth Leadership Committee, FAMPO TPB (Transportation Policy Board), FCEDC Municipal Advisory Meeting Liaison

Mayor Warner commented the next Tier 1 meeting is scheduled for March 8th. The Committee has partnered with Department of Commerce, Partnership for Children, FTCC and Department of Mental Health and are strategizing ways to collaborate with Workforce Development and Council of Governments to assist youth, veterans and seniors in finding work.

The 130th Birthday Committee has partnered with Parks & Recreation in coordinating activities for the 130th birthday celebration.

A meeting will be held on Monday March 8th with delegation leaders to discuss the Town's priorities after the March 5th Budget Retreat.

Mayor's Youth Leadership Committee created a Membership Manual detailing how to become a member and requested the Board allow them to submit it to the State Youth Council for a fee of \$50. Additionally, the Committee is adopting Highway 162.

Motion made by Commissioner Legge, seconded by Commissioner Marley and carried unanimously, to approve the Mayor's Youth Leadership Committee submitting their Membership Manual to the State Youth Council for a fee of \$50.

9. STAFF COMMENTS. None.

10. OFFICIAL COMMENTS.

Commissioner Legge thanked all Town staff for their hard work and announced he is the newly elected President for the Youth Association for the upcoming year. The Youth

Association will host a softball tournament in yearly June as well as a baseball championship in late June.

Commissioner Bellflowers thanked everyone for attending, noted the Budget Retreat is this Friday and expressed his pride in the renaming of Veterans Park in honor of Jim and Jean Clark.

Mayor Pro Tem Dr. McCray thanked everyone for attending.

Commissioner Legge remarked Parks & Recreation is sponsoring the upcoming softball tournament and inquired why the money collected at the gates can't go straight to Parks & Recreation's budget versus the general fund. Mayor Pro Tem Dr. McCray responded that item should be placed on the agenda for the Budget Retreat.

11. CLOSED SESSION.

- a. Closed Session Pursuant to NCGS 143-318.11. (a) (3) Attorney Client Privilege and Personnel NCGS 143-318.11. (a) (6).

Motion made by Mayor Pro Tem Dr. McCray, seconded by Commissioner Marley and carried unanimously, to conduct a closed session pursuant to NCGS 143-318.11 (a)(3) to consult with the attorney on matters within the attorney-client privilege and pursuant to NCGS 143-318.11 (a)(6) to discuss personnel matters.

Mayor Warner instructed the Board to assemble in the front conference room at 8:17 p.m. At 9:23 p.m. Mayor Warner called the regular meeting back to order.

Motion made by Mayor Pro Tem Dr. McCray, seconded by Commissioner Legge and carried unanimously, to seal the minutes of the closed session until such time as the release of the information would no longer frustrate the purpose of the closed session and further no action was taken.

12. ADJOURNMENT.

Motion made by Commissioner Legge to adjourn the meeting.

Mayor Warner adjourned the meeting at 9:23 p.m.

Jackie Warner, Mayor

ATTEST:

Jane G. Starling CMC, NCCMC
Town Clerk