



**TOWN OF FUQUAY-VARINA
BOARD OF COMMISSIONERS REGULAR MEETING
SEPTEMBER 20, 2016**

CALL TO ORDER

Mayor John W. Byrne called the regular meeting of the Fuquay-Varina Board of Commissioners to order on September 20, 2016 at 7:00 p.m.

Commissioners Present: Blake Massengill (Mayor Pro-Tem)
 Charlie Adcock
 Bill Harris
 Jason Wunsch
 Marilyn Gardner

Commissioners Absent: None

Others Present: Town Manager Adam Mitchell
 Assistant Town Manager Mark Matthews
 Town Clerk Rose Rich
 Town Attorney Mark Cumalander

INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner Jason Wunsch gave the invocation and Fire Chief Anthony Mauldin led the Pledge of Allegiance.

APPROVAL OF THE MINUTES

The September 6, 2016, minutes of the regularly scheduled Town Board of Commissioners meeting, were presented for approval.

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

PRESENTATIONS

Agenda Item No. 4. Town of Fuquay-Varina Website Demonstration

Communications Director Susan Weis gave a demonstration on the new Town of Fuquay-Varina website. She stated that the new website has robust content that is very user friendly. She also stated that citizens now have the ability to submit employment applications online through the new website. Some other new features include assistive technology for people with disabilities, and the ability to translate web pages into different languages. Mayor Byrne and members of the Board thanked all those involved in working diligently on the new website, and they all expressed positive comments about its new appearance and content.

PUBLIC COMMENT

No one chose to address the Town Board during the public comments period.

ITEMS TABLED FROM PREVIOUS MEETING

There were no items tabled from the previous meeting.

PUBLIC HEARINGS

There were no public hearings scheduled.

CONSENT AGENDA

There were no consent agenda items.

ITEMS REMOVED FROM CONSENT

There were no items removed from the consent agenda.

ADMINISTRATIVE REPORTS

Agenda Item No. 10.A: Contract Award – Community Transportation Plan Update – Consultant: Kimley-Horn - \$109,995

Purpose – To award a contract to Kimley-Horn for services to update the Town of Fuquay-Varina's Community Transportation Plan.

Staff Comments – Town Manager Mitchell advised that the Town last updated its Community Transportation Plan in 2006. He advised that since the plan was adopted the Town has seen a recession, quickly followed by an explosion in growth. He further advised that additional developments include a shifting state and federal transportation funding landscape, changes in land use and water/sewer availability, and the construction of I-540. Town Manager Mitchell remarked that these changes necessitate an update to the Community Transportation Plan. Town Staff published a request for proposals for consulting services to update the Community Transportation Plan. The Town received two proposals, from Kimley-Horn and Stantec. Both consulting firms submitted excellent proposals, however based on internal evaluation by the Planning and Engineering Departments, Kimley-Horn received a higher ranking. Proposals and staff review were discussed with the Town Manager and management and staff concurs with the ranking. Town Manager Mitchell shared that tasks to be performed under the agreement are as follows:

1. Project Administration
2. Strategic Engagement
3. Current Conditions Inventory
4. Recommendations Development
5. Funding and Implementation
6. Documentation of the Plan

He further shared that each task involves a series of sub-tasks, for example:

- Coordination meetings with the Land Use Plan Consultant
- Public Workshops
- Data Collection
- Policy and Standards Assessment
- Prioritization
- Developing the Plan Document

Town Manager Mitchell reported that the total proposed cost of \$109,995 is below the budget amount of \$110,000 and was negotiated down from \$114,925. Town Manager Mitchell stated that once the plan is in place, the Town will review and evaluate transportation needs on a more consistent and frequent basis.

Board Discussion – Mayor Byrne stated that he agreed that reviewing the plan and alternating a micro and macro review on a more frequent basis would allow the Town to keep up with the growing demand.

Recommendation – Award a contract for the Community Transportation Plan Update to Kimley-Horn in the amount of \$109,995 subject to Town Attorney review.

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

Agenda Item No. 10.B: Voluntary Annexation Petition – Resolution Instructing the Town Clerk to Investigate a Voluntary Annexation Petition and Setting a Public Hearing for October 3, 2016 – Eunice Sorrell Lorbacher Revocable Trust – 8216 & 8220 Lake Wheeler Road – PINs 0689598036 & 0689680658 – ANX-2016-06

Purpose – To consider a petition for voluntary annexation of property owned by Eunice Sorrell Lorbacher Revocable Trust, located at 8216 and 8220 Lake Wheeler Road, PINs 0689598035 and 0689680658, containing approximately 66.41 acres.

Staff Comments – Town Manager Mitchell advised that the property contains approximately 66.41 acres and it has road access along Lake Wheeler Road. Water and sewer is available to the property. He stated that staff is requesting that the petition be fast tracked, having the Board adopt a resolution to instruct the Town Clerk to investigate the annexation petition, and to adopt a resolution setting a public hearing for October 3, 2016. The annexation petition has been certified by the Town Clerk as being sufficient. The present value of the properties is \$3,758,241.

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

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 October 3, 2016, for the properties owned by the Eunice Sorrell Lorbacher Revocable Trust (ANX-2016-06) as presented and recommended.

MOTION:	Commissioner Adcock	
SECOND:	Commissioner Gardner	Resolution No. 16-1431
MOTION RESULTS:	Passed Unanimously (5-0)	Resolution No. 16-1432

Agenda Item No. 10.C: Town Standard Specifications and Construction Details Update

Purpose – To present the updated Town Standard Specifications and Construction Details to the Town Board for review.

Staff Comments – Town Manager Mitchell advised that Town staff has worked, along with consultant Withers and Ravenel to modernize and update the Town Standard Specifications and Construction Details so as to improve materials available to the development community and to support Town projects. The update brings the Town Standards and Construction Details in line with current rules, regulations, and materials availability, adds detail to current Town standards for clarity during the development process, and aligns the standards with the requirements of the proposed Land Development Ordinance. Town staff has presented the draft standards to the Land Development Ordinance Stakeholder group and has addressed the comments they provided. Additionally, Town Staff has circulated the draft to relevant Town Departments for comment and input. Town Manager Mitchell stated that the specifications book has also been reformatted to make it more user friendly for the development community/designers to understand what is required for their various projects. He then remarked that town staff will release the final draft of the Town Standard Specifications

and Construction Details to the public and other LDO stakeholders for final review on September 21st. Any comments from the public and Town Board will be evaluated and incorporated as appropriate. Provided there are no major changes required, Town Manager Mitchell advised that town staff proposes to bring these standards back to the Town Board for adoption in conjunction with the Land Development Ordinance on October 3rd. An executive summary of the major changes was provided in addition to the Standard Specifications and Detail documents. The Town Board was provided a link to the entire Standard Specifications and Construction Details for review.

Board Discussion – There were no further comments by members of the Town Board.

Recommendation – No Action Required - This item was presented for review only. The Town Board will be asked to adopt the proposed Town Standard Specifications and Construction Details on October 3, 2016.

OTHER BUSINESS

A. Planning Board ETJ Appointments

Mayor Byrne recommended that the Town Board adopt a resolution recommending to the Wake County Board of Commissioners to appoint Barbara Marchioni, 1519 S. Main Street, and Ron Nabors, 912 Holland Road, to serve as ETJ members on the Fuquay-Varina Planning Board. Mrs. Marchioni will serve an initial two-year term and Mr. Nabors will serve an initial three-year term if appointed by the Wake County Board of Commissioners.

MOTION: Commissioner Gardner
SECOND: Commissioner Harris
MOTION RESULTS: Passed Unanimously (5-0) **Resolution No. 16-1433**

B. Manager’s Report – *(Mitchell)*

- Town Manager and Assistant Town Manager will be attending the ICMA Annual Conference during next week, September 25 – 28, 2016, in Kansas City, Mo.
- Update on the Wake County’s Major Facilities Grant Program/Hotel, Motel & Prepared Food Tax program. The Town of Fuquay-Varina is one of 6 out of a total 13 applicants that has been recommended to receive a portion of the \$3.3 million in grant funds. Town staff will make a presentation before the Wake County Board of Commissioners’ on October 10, 2016, to compete for grant funds in the amount of \$500,000 to be used for Master Plan improvements to Fleming Loop Park.
- Update on a presentation and topics discussed at the Wake County Managers’ meeting last week: Relative to the Raleigh Transit Authority visit to Northern Virginia and updates on the zika virus and measles outbreak.
- Update on a presentation and topics discussed at the Wake County Managers’ meeting last week: Relative to public health reports regarding the zika virus and measles.

- Update on a presentation and topics discussed at the Wake County Managers' meeting last week: Relative to the elections. Early voting for the upcoming General Elections starts October 27, 2016 at 9:00 am, at Falcon Hut. The NC General Assembly recently passed a bill that directed that municipal elections be held on even years, but the implementation of this plan has not yet been determined.
 - Update on a presentation and topics discussed at the Wake County Managers' meeting last week: Relative to discussions with Wake County Planning & Inspections for joint inspections with municipalities of County and Wake Tech facilities.
 - Reported on the annual planning meeting of the Chamber of Commerce that was held at Campbell University. Mayor Byrne, Commissioner Wunsch, Town Manager Mitchell, Economic Development Director Seymour, and Downtown Development Coordinator Verburg attended on behalf of the Town.
 - Thanked everyone involved in the 9-11 Day of Remembrance that was a wonderful event.
 - Update on the recent gasoline shortage that was due to a break in the Colonial Pipeline, which has affected some states along the east coast. He stated that the Governor McCrory reported that it will take a few weeks to get back to normal.
 - Reported that the Downtown Development Office had a new sign installed and advised that new town limit, office, and gateway signs with the new logo will be installed soon.
 - Reported that the Planning Board unanimously voted in favor of recommending approval of the Land Development Ordinance and it will be presented to the Town Board on October 3, 2016 for consideration.
 - Reported that Jake Stewart of the Public Works Department and Debbie Langdon in the Finance Department will be retiring soon, as well as Planning Director Mike Sorensen – retiring at the end of March, 2017.
- C. FM2FV Concert – Centennial Square - September 22, 2016 - 6:30-9:30 pm – Liquid Pleasure
- D. Coffee with a Cop – Carillon Assisted Living of Fuquay-Varina – Friday, September 23, 2016 – 10:00 am - 11:30 am
- E. Fuquay-Varina Downtown Revitalization Association – BBQ, Blues and Brews – September 24, 2016 – 1:00 PM - 6:00 PM – Varina Downtown District
- F. Out of the Darkness Suicide Prevention Walk – South Park – September 25, 2016 – 2:00 - 4:00 pm
- G. Coffee with a Cop – Bojangles – 1400 N. Main Street – October 3, 2016 – 8:00 - 11:00 am
- H. North Carolina Governor's Highway Safety Program – Fuquay-Varina Police Department – NC State Fair – October 17th – 8:00 am - 9:00 am

- I. Downtown Parking Study – Open House – Town Hall – October 20, 2016 from 5:00 - 7:00 pm
- J. Coffee with a Cop – Windsor Point Retirement Community – November 17, 2016 – 9:00 - 11:00 am

TOWN BOARD MEMBER COMMENTS

Mayor Pro-Tem Massengill stated that he appreciates so many great things that staff is doing to make the Town a wonderful place to be.

Commissioner Adcock stated that the 9-11 Day of Remembrance was a first rate event, and he looks forward to it being an annual event.

Commissioner Harris stated that there seems to be a great deal of momentum building with positive changes that the Town has made to the website and the Land Development Ordinance.

Commissioner Wunsch thanked everyone for the 9-11 Day of Remembrance event and stated that he enjoyed the Chamber’s Retreat at Campbell University. He then stated that he is excited to be a part of, and to see accomplishments of the Town over the last three years. He also stated that he learned that former Commissioner Mollie Stephenson (who was in the audience) was voted “Most Athletic” during her senior year of high school.

Commissioner Gardner stated that she would like to see the Civic Organizations signs updated. Mayor Byrne stated that these signs do not belong to the Town and they are on private property. Town Manager Mitchell stated that he will encourage the owners of the signs to update them. Commissioner Gardner stated that the 9-11 Day of Remembrance event was very moving and well attended. She also stated that she will be away during the time that the “Out of the Darkness” (a suicide prevention event) will take place. She will be writing a statement that will be read during the ceremony in honor of her family members.

Mayor Byrne stated that the Chamber of Commerce Retreat was outstanding. He thanked Linda Frenette from the Chamber for the good working relationship with the Town. He also stated that he was very pleased with the 9-11 Day of Remembrance and he thanked both the Fire Chief and Police Chief for a great job.

CLOSED SESSION

A motion was made for the Town Board to enter into closed session at 8:29 p.m. pursuant to N.C.G.S. §143-318.11(a)(3) – Attorney Client Privilege and §143-318.11(a)(4) – Economic Development.

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

OPEN SESSION

The Town Board returned to open session at 8:49 p.m. with nothing to report out of closed session.

ADJOURN

A motion was made to adjourn the meeting at 8:50 p.m.

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

Adopted this the 3rd day of October 2016 in Fuquay-Varina, North Carolina.

FUQUAY-VARINA, NORTH CAROLINA

John W. Byrne, Mayor

ATTEST:

(TOWN SEAL)

Rose H. Rich, Town Clerk

