



TOWN OF FUQUAY-VARINA
BOARD OF COMMISSIONERS REGULAR MEETING
AUGUST 5, 2019

CALL TO ORDER

Mayor John W. Byrne called the regular meeting of the Fuquay-Varina Board of Commissioners to order on August 5, 2019 at 7:00 p.m.

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

Commissioners Absent: None

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

INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner Larry Smith provided the invocation and Alexander Medlin of Boy Scout Troop #614 and Caylor Hicks of Boy Scout Troop #531 led the Pledge of Allegiance.

APPROVAL OF THE MINUTES

The July 8, 2019 minutes of the regularly scheduled meeting of Town Board of Commissioners were presented and recommended for approval.

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

PRESENTATIONS

Agenda Item No. 4A Recognition - Inspections and Public Utilities
Department Employees

Town Manager Mitchell asked Building Codes Director Chris Hinnant to recognize members of his staff for their achievements in continuing education through the Code Qualifications Board of North Carolina. Codes Director Hinnant recognized the following achievements:

Gary Kennedy – Building Level 3 & Electrical Level 3
Tim Johnson – Plumbing Level 1
Kevin Michie – Electrical Level 1
Forest Van Keuren – Electrical Level 1
Mike Alexander – Building Level 1 & Plumbing Level 1

Mayor Byrne and members of the Town Board thanked the Building Codes staff for the work that they do and for their dedication to continuing education in their particular fields.

Town Manager Mitchell then asked Public Utilities Director Jay Meyers to recognize a member of his staff for educational achievements. Utilities Director Meyers asked Collections Superintendent James Jordan to come forward to be recognized. He stated that Mr. Jordan has obtained the highest State certifications in Collection Systems, Pesticides, Maintenance Technology, A Surface Water, A Distribution, Physical Chemicals and C Wells. In 2015, Mr. Jordan started a program to obtain an Associates Degree in Applied Science in Construction Management and he obtained the degree this past spring with a 3.92 grade point average.

Mayor Byrne and members of the Town Board congratulated Mr. Jordan for his achievements and Public Utilities Director Meyers also recognized other members of the Utilities staff, both Water and Sewer, who work with Mr. Jordan.

Agenda Item No. 4B Presentation - 2020 Census Update

Town Manager Mitchell introduced Mr. Kenneth Wilkins, Partnership Specialist with the U.S. Census Bureau, who gave a presentation on the 2020 Census and the Complete Counts Committee recommendation. Mr. Wilkins thanked Planning Director Samantha Smith for providing timely information to the Census Bureau. Mr. Wilkins stated that the goal of Census 2020 is to count everyone once, only once and in the right place. Mr. Wilkins went through his presentation and stated

that the Census is constitutionally mandated for reappointment of Congress, and the results are used for redistricting at national, state and local levels. He also stated the over \$675 billion per year will be distributed to state and local governments using Census numbers, therefore it is important that everyone is counted so that districts receive their fair share of federal funding. Targeted populations for the count are children under the age of 5, veterans, people with disabilities, the homeless, people living in rural America, low income and underserved, senior citizens, migrant farm workers, foreign born/immigrants, persons with limited English proficiency and renters. New mechanisms have been put into place to incentivize people to respond anytime, anywhere, via phone or internet. The most cost effective and accurate way is use of the internet with the self-response method. This year the Census Bureau is eliminating paper and incorporating the use of handheld data collection devices. He stated that it is important to note that the Census Bureau would never ask for your full Social Security number; money or donations; requests on behalf of a political party; and would never requests PIN codes, passwords or similar access information for credit cards, banks or other financial institution accounts. He warned that if someone says they are representing the Census Bureau that the public should ask for identification. Canvassers will always have an official government badge with photo I.D, and official bag and an official laptop with the 2020 Census logo.

Ultimately, the success of the 2020 Census depends on everyone's participation. Mr. Wilkins recommends that one way to ensure success is by forming a local Complete Count Committee (CCC) comprised of representatives from State and local government, business leaders and trusted community leaders to encourage self-response. A Complete Count Committee would develop an outreach plan tailored to the unique characteristics of their community and work together to implement the plan. Mr. Wilkins stressed that the census count information obtained from individuals would only be used for the purpose of the 2020 Census. It is confidential information that would not be shared with any other governmental body and will not be used in the court of law against anyone. He stated that there are temporary employment opportunities available during the 2020 Census and applications can be made online by going to www.census.gov/fieldjobs . The next steps are to continue to finalize the list of Complete Count Committee (CCC) members, inform the Census Bureau Partnership staff of the selected Chairperson, committee members, subcommittee chairpersons and members; and to schedule a CCC workplans and strategies. Town Manager Mitchell stated that tonight's presentation was for information only, and no action was required by the Town Board, and that the Town Board would consider forming a Complete Count Committee at the next meeting.

Agenda Item No. 4C Presentation - Southwest Area Study (SWAS) - Final Report, Results and Recommendations

Town Manager Mitchell introduced Roger Henderson of Ramey Kemp Engineering, who gave a presentation on the Southwest Area Study. Mr. Henderson thanked Planning Director Samantha Smith for her input and assistance

on behalf of the Town, and he recognized Kenneth Wentrop of CAMPO who was in attendance. He presented a map of the entire study area and the type of recommended improvements needed. He presented an area map of Fuquay-Varina with various proposed roadway improvements. He reported that the 401 by-pass around Fuquay-Varina is included in the plan recommendation and will need further study. He stated that there has been some discussion regarding a future road that ties in along Wagstaff Road in to NC Hwy 751, connecting to the west side of Cary. Hot Spots or traffic issues identified were: 1.) future NC Hwy 751, 2.) NC Hwy 55 - Apex, 3.) US Hwy 401 at Ten-Ten Road, 4.) NC Hwy 42, 5.) NC Hwy 55 – Angier, 6.) NC Hwy 42/Main Street at Wake Chapel Road, 7.) Broad Street at Ennis Street, and 8.) Piney Grove Wilbon road at Wade Nash Road.

The following recommendations were presented for Hot Spot #4, (Hilltop Road at NC Hwy 42 and at Walter Myatt Road) as follows:

- Eliminate intersection of Panther Lake Rd/Dwight Rowland Rd/NC Hwy 42
- Extend Hilltop Rd to Walter Myatt Rd
- Install traffic signals on NC Hwy 42 at Hilltop Road and at Dwight Rowland Rd.

The following recommendation was presented for Hot Spot #6, (Wake Chapel Road at Railroad Street and at N. Main Street) as follows:

- Build raised curb island to restrict Railroad Street to right-turn in and right-turn out movements only

The following recommendations were presented for Hot Spot #7, (N Ennis Street at N Main Street and Broad Street) as follows:

- Install dynamic message signs
- Install pedestrian crossing at Norfolk Southern Railroad
- Build pedestrian tunnel at Johnson St.

The multi-model study also included what is needed for safe pedestrian and bike routes to local schools, as well as potential relocation of the CSX Rail Yard in downtown Apex, existing and proposed transit service, and planned commuter rail.

The Southwest Area Study will go before the Wake County Board of Commissioners at their August 7, 2019 meeting at 1:30 pm, as well as the Fuquay-Varina Planning Board on August 19, 2019 at 7:00 pm.

Mayor Byrne thanked Mr. Henderson and Mr. Wentrop for diligently working on this study. The Town Board received the information and no additional action was needed.

PUBLIC COMMENTS:

There were no public comments for the August 5, 2019 Town Board meeting.

ITEMS TABLED FROM PREVIOUS MEETING:

Agenda Item No. 6.A: Voluntary Annexation Petition - Truelove Property -
7650 Truelove Road - PIN 0675152846 - ANX-2019-09 -
ITEM TO BE TABLED

Purpose – To continue the public hearing and table consideration of a voluntary annexation petition of property owned by Thomas Van Truelove and Truelove Enterprises, LLC located at 7650 Truelove Road, Willow Spring, containing a total of 37.051 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 voluntary annexation petition to include that public water and sewer is available to serve and treat the property. Town Manager Mitchell further advised that the Town Clerk certified that the petition is sufficient and meets the requirements prescribed by North Carolina General Statute. He also stated that subsequent to the advertisement of the June 3, 2019 public hearing, the petitioner requested the rezoning for the property be tabled to June 18, 2019. The petitioner requested once more that the rezoning be tabled to July 8, 2019, which the Board approved. On July 1, 2019, the petitioner requested again that both the zoning and annexation case be tabled to the August 5, 2019 Town Board meeting in order to give further study to potential transportation opportunities from the South West Area Study that would affect this property.

Public Hearing – The public hearing was continued. No one chose to speak in favor of, or in opposition to the proposed annexation (ANX-2019-09).

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

Recommendation – Continue the public hearing and table consideration of the voluntary annexation petition for property owned by Thomas Van Truelove and Truelove Enterprises, LLC (ANX-2019-09) to October 7, 2019 as presented and recommended.

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

Agenda Item No. 6.B: Zoning Map Amendment - Glenn Futrell - 7650 Truelove Road - PIN 0675152846 - REZ-2019-05 - WITHDRAWN

Purpose – To receive as information the petitioner's request to withdraw the zoning map amendment at 7650 Truelove Road, from the Wake County R-30 Zoning District to the Residential Medium Density Conditional Zoning District (RMD-CZD).

Staff Comments – Town Manager Mitchell stated that the zoning map amendment has been withdrawn and will be resubmitted to the Planning Board before it comes back to the Town Board.

Recommendation – No action was required, and the Town Board received the information to withdraw.

PUBLIC HEARINGS:

Agenda Item No. 7.A: Zoning Map Amendment - The Curry Engineering Group - 0 N Main Street and a portion of 1617 N Main Street - PINs 0677027162 and a portion of 0677025153 - REZ-2019-12

Purpose – To consider a requested zoning map amendment for a total of 1.75 acres, located at 0 N Main Street and a portion of 1617 N Main Street, from the Residential Agricultural (RA) to the Corridor Commercial Conditional Zoning District (CC-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 information pertaining to the requested zoning district, surrounding land uses, consistency with the land use plan, public utility availability, transportation considerations, and the required neighborhood meeting. Town Manager Mitchell advised that the petitioner is requesting that development of the property be restricted to medical offices and facilities use and general office use.

Public Hearing – The public hearing was opened. Mr. Don Curry of Curry Engineering Group, 205 S. Fuquay Avenue spoke in favor of the proposed zoning map amendment. No one chose to spoke in opposition to the proposed zoning map amendment (REZ-2019-12). The hearing was closed.

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

Recommendation – Approve REZ-2019-12, a zoning map amendment at 0 N Main Street and a portion of 1617 N Main Street, from the Residential Agricultural (RA) to the Corridor Commercial Conditional Zoning District (CC-CZD). The request 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 and staff.

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

Agenda Item No. 7.B: Zoning Map Amendment - The Curry Engineering Group, PLLC - 775 NE Judd Parkway - PIN 0667418954 - REZ-2019-15

Purpose – To consider a requested zoning map amendment for a total of 14.71 acres, located at 775 NE Judd Parkway, from the Residential Agricultural (RA) Zoning District to the Neighborhood Mixed-Use (NMU) and Urban Mixed-Use (UMU) Zoning Districts.

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 pertaining to the requested zoning district, surrounding land uses, consistency with the land use plan, public utility availability, transportation considerations, and the required neighborhood meeting. Town Manager Mitchell additionally reviewed provided a high-level overview of the petitioners Master Plan as required for form base zoning.

Public Hearing – The public hearing was opened. Mr. Don Curry of Curry Engineering Group, 205 S. Fuquay Avenue spoke in favor of the proposed zoning map amendment. No one chose to spoke in opposition to the proposed zoning map amendment (REZ-2019-15). The hearing was closed.

Discussion – Mayor Pro-Tem Massengill asked if the road improvements made by the developer would complete and connect to Judd Parkway. Planning Director Samantha Smith stated that it would connect everything from N. Main Street to Stewart Street, less one last piece Bengal Town Center and Steward Street.

Recommendation – Approve REZ-2019-15, a zoning map amendment at 775 NE Judd Parkway, from the Residential Agricultural (RA) Zoning District to the Neighborhood Mixed-Use (NMU) and Urban Mixed-Use (UMU) Zoning Districts. The proposed zoning map amendment is consistent with the 2035 Community Vision

Land Use Plan and reasonable and in the best interest of the public for the reasons identified by management and staff.

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

CONSENT AGENDA

Agenda Item No. 8A: NC Governor's Highway Safety Program Traffic Safety Grant Year Three - Police Department

Purpose – To consider adoption of a Resolution for a NC Governor's Highway Safety Program Traffic Safety Grant (Year Three), which commits 50% funding for personnel costs for a Traffic Safety/Police Officer within the Fuquay-Varina Police Department.

Recommendation – Adopt a Resolution for the NC Governor's Highway Safety Program Traffic Safety Grant (year 3) and authorize the Mayor and Town Clerk to execute the required documentation and certifications as presented and recommended. **Resolution No. 19-16-19**

Agenda Item No. 8B: Budget Amendment - Police Department - Walmart Grant - Police Explorers Program - \$2,000 - BA-20-02

Purpose – To consider the adoption of a budget amendment that recognizes the funds from a community grant recently received from Walmart for the Fuquay-Varina Police Department Police Explorer Program.

Recommendation – Approve Budget Amendment (BA-20-02) as presented and recommended.

Agenda Item No. 8C: Project Ordinances - Enterprise Fund

Purpose – To consider approval of establishing various Project Ordinances in the Enterprise Fund.

Recommendation – Approve the following various Enterprise Fund Project Ordinances as presented and recommended.

Hilltop Road Water Line Project - \$400,000 **Ordinance No. N-19-44**
John Adams Rd. Water Line Project - \$780,000 **Ordinance No. N-19-45**

Kennebec Road Water Line Project - \$340,000	Ordinance No. N-19-46
Raleigh Booster Pump Station Project - \$200,000	Ordinance No. N-19-47
1MG Water Tank Project - \$500,000	Ordinance No. N-19-48
Walter Myatt Pump Station Project - \$75,000	Ordinance No. N-19-49
Holly Ridge Pump Station Upgrade Project - \$250,000	Ordinance No. N-19-50

A motion was made to approve all Consent Agenda items A-C.

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

ADMINISTRATIVE REPORTS

Agenda Item No. 10A: Interlocal Development and Non-Exclusive Shared Use Agreement - Wake County Public School System - E-44

Purpose – To consider an Interlocal Development and Non-Exclusive Joint Use Agreement with the Wake County Board of Education for passive recreational use of the E-44 future elementary school site adjacent to Hilltop Needmore Town Park and Preserve.

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 reported that there an opportunity to enter into an agreement with the Wake County Public School System whereby the Town maintains the 20+ acres of property that the school system owns for a future school site off Hilltop Needmore Road and the Town can open the paved trails on the school property for public use in conjunction with the Hilltop Needmore Town Park and Preserve. Town Manager Mitchell advised that there is no cost to the agreement other than maintenance cost, which is not greater than what has already factored for maintenance of the town park and carrying liability insurance. He also explained that the Town would not be required or expected to maintain the school site to any condition greater than what it does for the town park property.

Discussion – Mayor Pro-Tem Massengill stated that the Town has done a very good job at maintaining the property at Hilltop Needmore Town Park & Preserve.

Recommendation – Approve an Interlocal Development and Non-Exclusive Shared Use Agreement with the Wake County Board of Education as presented, subject to Town Attorney review as to form.

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

Agenda Item No. 10B: Exchange of Real Property and Economic Development Incentive Agreement - Raleigh Street Properties, LLC - 101, 103, and 109 Raleigh Street

Purpose – To consider the exchange of real property and economic development incentive agreement in an amount up to \$200,000 for the Raleigh Street Properties, LLC downtown mixed-use project.

Staff Comments – Town Manager Mitchell entered the agenda abstract and supporting documents for this agenda item into the official record of the Town and he gave detailed information regarding the exchange of property owned by the Town consisting of 0.323 acres more or less, located at 101 Raleigh Street, a portion of Wake County PIN 0656976119, for property owned by Raleigh Street Properties, LLC consisting of 0.174 acres, more or less, located at 103 Raleigh Street, a portion of Wake County PIN 0656976194.

The developer has asked the Town to consider exchanging a portion of Town-owned surface parking lot property located at 101 Raleigh Street for a portion of contiguous developer owned property located at 103 Raleigh Street. The developer requests this property exchange so that the developer can construct his building's footprint zero-lot line to S. Main and Raleigh Streets. The developer's proposed conceptual site plan, constructing the project zero-lot line (building to the sidewalk) with building massing along S. Main Street is consistent with the Town Center Plan. The proposed property exchange includes exchanging 5,152 SF of Town owned land for 2,223 SF of developer owned land. Town management and staff recommend this exchange of real property providing that this exchange will allow the developer to maximize development potential on the project site, while providing financial benefit by adding tax base while producing efficient use of public infrastructure.

The developer has requested Town funding assistance to support the proposed project to be used towards reimbursement of parking improvements. The proposed project will generate an additional (6) new public parking spaces, bringing the total number of public parking spaces from 23 to 29. Raleigh Street Properties, LLC will build the public parking portion of the surface parking and upon completion of the project transfer over to the Town the public parking lot portion of the surface lot. In the event the developer fails to complete the project, the developer (Raleigh Street Properties, LLC) is required to re-convey title to the real property conveyed to it by the Town as part of the exchange resolution adopted by the Town Board.

Management and staff recommend that the Town Board award \$200,000 in economic development incentive assistance, which is equal to a 3.34% of the

total capital investment proposed by Raleigh Street Properties, LLC. The recommended funding assistance is consistent with the Town's Economic Development Incentive Policy. Public hearing notices authorizing the proposed exchange of real property and the Economic Development Incentives Agreement were published pursuant to North Carolina General Statutes. Both the resolution authorizing the exchange of property and Economic Development Incentive Agreement have been reviewed by the Town Attorney as to form.

Public Hearing – Mayor Byrne opened the public hearing to receive comments in favor of, or in opposition to the proposed economic development incentive agreement for up to \$200,000 for the project. Mr. Pete Bogle, architect for the project spoke in favor of the proposed incentives. No one chose to speak in opposition to the proposed incentives. The public hearing was closed.

Discussion – Mayor Pro-Tem Massengill asked about plans for signs that would make the public aware of private parking area for this project. Town Manager Mitchell stated that developer will place signs that will clearly define public parking and private parking. He then thanked the developer for doing the project on land in the downtown area that has been dormant for some time. Commissioner Gardner, Commissioner Harris and Commissioner Wunsch expressed their excitement for the project.

Recommendation – Adopt the resolution approving the exchange of real property belonging to the Town of Fuquay-Varina and Raleigh Street Properties, LLC pursuant to the NC General Statute 160A-271 as presented and recommended; and authorize the Town Manager to execute and administer an Economic Development Incentive Agreement in an amount up to \$200,000 for the proposed Raleigh Street Property, LLC downtown mixed-use development project as presented and recommended.

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

Resolution No. 19-16-20

Agenda Item No. 10C: Infrastructure Agreement - Brookfield Properties

Purpose – To consider an infrastructure agreement between the Town of Fuquay-Varina and Brookfield Properties, LLC. for the NE Judd Dual Right Turn Lane project.

Staff Comments – Town Manager Mitchell entered the agenda abstract and supporting documents for this agenda item into the official record of the Town. He stated that this project adds right turn lanes and adjusts the alignment of NE Judd Parkway as it approaches Broad Street to accommodate the predominant traffic pattern. He also stated that the work that Brookfield is required to do along with the left turn work is estimated to cost them \$1,200,000. The Town LAPP project was awarded for \$1,895,133 funded by FHWA (80% or \$1,516,106) and the Town (20% or \$379,027). In order to maximize the private and public investment, as well as to

accelerate improvements that would otherwise not happen until future outparcel development, Town Staff and Brookfield agreed to work together on this project. This agreement obligates Brookfield Properties, LLC to provide the funding to match the Town's LAPP Project and bring settlement to the ROW acquisition with Brookfield on the NW Judd Project. No additional funding is required.

Discussion – Commissioner Smith expressed his excitement regarding the project, and he stated that it will improve traffic immensely. Mayor Pro-Tem Massengill stated that this project will be well received by the public.

Engineering Director Tracy Stephenson stated that this project along with the NW Judd Project should be complete in about 2 years.

Recommendation – Approve the infrastructure agreement between the Town of Fuquay-Varina and Brookfield Properties, LLC as presented and recommended.

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

Agenda Item No. 10D: Payment In Lieu Refund Agreement - Duke Energy

Purpose – To consider a Payment In Lieu Refund Agreement between Duke Energy and the Town of Fuquay-Varina and acceptance of a payment-in-lieu of thoroughfare improvements on Wade Nash 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 stated that Duke Energy is currently under construction of a new electrical substation at the corner of Wade Nash Road and Lightwater Lane. Management and staff have evaluated this location and believe there is an opportunity to attain additional right-of-way along Wade Nash Road east of the substation site for NC 55 bound traffic, where road improvements will provide a more immediate public benefit. Town management and staff have discussed this opportunity with Duke Energy, who has expressed a willingness to enter into an agreement and provide a payment-in-lieu of improvements to support the greater public benefit.

Management and staff recommend accepting a fee-in-lieu of \$582,000 for improvements to Wade Nash Road which includes the 25% contingency required by the Land Development Ordinance. In the event the Town were to purchase adjacent tracts of land owned by Duke Energy, but not a part of the subdivision site within the next 12 months, the Town would retain \$465,331.44 (the estimated cost of Duke Energy's thoroughfare improvements) and would reimburse the 25% contingency to Duke Energy.

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

Recommendation – Approve a Payment In Lieu Refund Agreement between Duke Energy and the Town of Fuquay-Varina as presented and recommended.

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

Agenda Item No. 10E: On Call Master Agreements for Preliminary Engineering and Construction Engineering and Inspection Services

Purpose – To consider the selection of the top 3 scoring firms for on-call services, for both Professional Engineering (PE) and Construction Engineering and Inspection (CEI) Services.

Staff Comments – Town Manager Mitchell entered the agenda abstract and supporting documents for this agenda item into the official record of the Town. He stated that with the award of 3 LAPP projects for the 2019-2020 fiscal year as well as construction funding for the Park Depot Greenway Trail, Town staff recognized the necessity to enlist engineering firms for Professional Engineering (PE) and Construction Engineering and Inspection (CEI) on-call services. By implementing on-call services for both PE and CEI services, the Town will acquire time savings for project delivery on its LAPP projects. Work will be assigned to the top 3 scoring firms, for both PE and CEI, according to the rankings. Town staff advertised, scored, and ranked each letter of interest received. The top 3 scoring firms for PE were 1.) Kimley-Horn, 2.) AMT, and 3.) Mott McDonald. The top 3 scoring firms for CEI were 1.) SEPI, 2.) JMT, and 3.) AMT. Town staff is requesting authorization for the Town Manager to enter into a 3-year master agreement with each firm. These master agreements do not include scope and fee. Scope and fee for PE and CEI services will be determined as project needs dictate and will be brought to the Town Board for individual approval.

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

Recommendation – Approve the selection of the top 3 scoring firms for both Professional Engineering (PE) and Construction Engineering and Inspection (CEI) Services and authorize the Town Manager to enter into 3-year service agreements with each firm, subject to Town Attorney approval as to form.

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

OTHER BUSINESS

A. Manager's Report – gave a brief report on the following:

- *Reported that he hired two new personnel for the Planning Department*
- *Reported that he and staff developed strategy for the next round of LAPP funds*
- *Reported that the Mayor and he had recent conversations with NC House Representative Sydney Batch regarding growth and local authority on temporary housing and Air B&B's*
- *Reported that he and certain members of staff meet daily with the new Town Hall contractors to see the progress being made*
- *Reported that In light of the delay of the projected grand opening for the new Town Hall, Town staff will develop a new plan for the opening ceremony*
- *Reported that the ice cream social was a nice event*
- *Reported that the Board will soon see recommendations for LDO updates*
- *Reported that he attended a committee meeting to discuss the new Wake County Land Use Plan*
- *Reported that he and the Mayor conducte a phone interview with the Triangle Business Journal*
- *Reported that the Arts Center will be hosting a series of movies in the month of August*
- *Reported a detailed update on work done at the newly acquired Hilltop Needmore Town Park & Preserve, and thanked the Town Board for authorizing two additional employees who will maintain the property.*

B. Quarterly Report – 4th Quarter FY 2019

C. Project Status Report – August 2019

D. Hilltop Needmore Town Park and Preserve – Improvement Schedule Update/

E. National Night Out Against Crime - Fuquay-Varina Police Department Open House - Tuesday, August 6, 2019 - 5:00 - 7:00 pm

F. Barbershop Rap Session Community Conversation - 127 Raleigh Street - Saturday, August 10, 2019 - 9:00 am - 11:00 pm

G. Coffee with a Cop - Vitamin Shoppe - 1241 N. Main Street - Thursday, August 22, 2019 - 9:30 am - 11:30 am

H. Painting with the "PoPo" - Wednesday, August 28, 2019 - 9:00 am - 11:00 am - Crazy Glaze - 1322 N. Main Street

I. FM2FV Concert - Embers - Thursday September 5, 2019 - 6:30 pm - 9:30 pm - Centennial Park

J. Coffee with a Cop - Starbucks - 1380 N. Main Street - Friday, September 20, 2019 - 8:00 am - 10:00 am

TOWN BOARD MEMBER COMMENTS

Mayor Pro-Tem Massengill stated that the Ice Cream Social was a great event and he only heard complements from the public. He thanked staff that helped with the event.

Commissioner Smith stated that he was proud of the staff as they were recognized for their educational accomplishments. He also stated that staff is doing a great job at Hilltop Needmore Town Park & Preserve.

Commissioner Harris stated that he regrets not being able to attend the Ice Cream Social. He stated that he attended his first NC League of Municipalities regional roundtable where they discussed the 2020 Census, opportunity zones and utility viability.

Commissioner Wunsch stated he was excited about the decisions made during tonight's meeting, and he enjoyed the Ice Cream Social.

Commissioner Gardner stated that she enjoyed the Ice Cream Social. She also stated that it is so exciting to see people attend and being actively engaged at the Arts Center.

Mayor Byrne gave a report on past and upcoming events as follows:

Past Events

- 7/21 – Ice Cream Social – Mineral Springs Park – 4:00 – 6:00 pm
- 8/10 – FV Chamber of Commerce Board meeting
- 7/19 – Wake County Mayor's Association Summer Outing – Mudcats Game
- 7/20 – American Legion Family Day
- 7/26 – Gerald Parker Jazz Orchestra – Big Band Swing and Dane
- 8/1 – Centennial Board Meeting
- 8/2 – Unsung Hero's Banquet

Upcoming Events

- 8/6 – Meeting with Auditors
- 8/6 - National Night Out Against Crime – Police Station
- 8/10 – Barbershop Rap Session – Extraordinary Cuts

CLOSED SESSION – Pursuant to N.C.G.S. 143-318.11 (a) (3) - Attorney Client Privilege, N.C.G.S. 143-318.11 (a) (5) - Property Acquisition/Contracts, and N.C.G.S. 143-318.11 (a) (6) - Personnel

A motion to hold a closed session meeting at 9:23 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. Town Attorney Adcock reported that the Town Board voted in Closed Session to revise the Town Manager's employment contract based on the Town Board overall rating of the Town Manager performance as "Exceeding Expectations".

ADJOURN

A motion was made to adjourn the meeting at 10:30 p.m.

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

Adopted this the 20th day of August 2019 in Fuquay-Varina, North Carolina.

FUQUAY-VARINA, NORTH CAROLINA

John W. Byrne, Mayor

ATTEST:

(TOWN SEAL)

Rose H. Rich, Town Clerk

