

CITY COUNCIL AGENDA

CITY OF SANFORD, NORTH CAROLINA

September 6, 2016, 7:00 P.M., CITY HALL



1. **MEETING CALLED TO ORDER**
2. **INVOCATION**
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**
5. **APPROVAL OF AGENDA**
6. **CONSENT AGENDA**
 - A. Approval of City Council Workshop Meeting Minutes of June 14, 2016 – (Pages 3 – 6)
 - B. Approval of City Council Meeting Minutes of June 21, 2016 – (Pages 7 – 25)
 - C. Approval of City Council Workshop Meeting Minutes of July 12, 2016 – (Pages 26 – 32)
 - D. Approval of City Council Meeting Minutes of July 19, 2016 – (Pages 33 – 39)
 - E. Approval of City Council Special Meeting Minutes of August 2, 2016 – (Pages 40 – 44)
 - F. Approval of City Council Workshop Meeting Minutes of August 9, 2016 – (Pages 45 – 50)
7. **SPECIAL AGENDA**
8. **CASES FOR PUBLIC HEARING**
9. **DECISIONS ON PUBLIC HEARINGS**

10. REGULAR AGENDA

- A. Consider Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2016-2017 – (Pages 51 – 52)
- B. Consider Ordinance to Amend Section 36-115, 36-146 and 36-147 of the City of Sanford Code of Ordinance- Chapter 36, Traffic – (Page 53)
- C. Consider Bid Opening for Sale of 226 Carthage Street (Federal Building) – (Page 54)
- D. Consider Resolution Requesting State Grant Assistance for Sanford Water Asset Inventory, Condition Assessment and Asset Management Planning Project – (Pages 55 – 56)
- E. Consider Recommendation to Award Contract for Comfort First Water Line – (Pages 57 – 58)
- F. Consider Resolution Authorizing Sanford ABC Board’s Adoption of the Travel Policy of the City of Sanford as the Travel Policy of the Sanford ABC Board – (Page 59)
- G. Consider Motion to Take from the Table for Discussion- Alternate Appointment to the Planning Board (Term Expires June 30, 2019) – (Pages 60 – 63)

11. NEW BUSINESS – (Items for discussion and action will only be aken if necessary. Otherwise, these items will be placed on the next agenda for approval.

Consider Capital Project Ordinance Amendment- Sidewalk Improvement Bond Project Sanford – (Pages 64 – 65)

12. OTHER BUSINESS

Closed Session

13. ADJOURNMENT

CITY COUNCIL WORKSHOP MINUTES OF THE
CITY OF SANFORD, SANFORD, NORTH CAROLINA
Tuesday, June 14, 2016

The City Council held a workshop meeting on Tuesday, June 14, 2016, at 5:30 p.m., in the West End Conference Room, of the Sanford Municipal Center, located at 225 East Weatherspoon Street, Sanford, North Carolina. The following people were present:

Mayor T. Chet Mann
Council Member Byron Buckels
Council Member Charles Taylor
Council Member James Williams
City Manager Hal Hegwer
City Attorney Susan Patterson

Mayor Pro Tem Sam Gaskins
Council Member Jimmy Haire
Council Member Norman Charles Post III
Council Member Rebecca Wyhof
City Clerk Bonnie Davis

Mayor Mann called the meeting to order.

City Manager Hegwer explained that information was still being gathered on the possibility of discounting daily golf rates for city residents, therefore, that item was removed from the agenda and will be discussed at a later meeting.

Discussion Regarding Water and Sewer Late Fees (Exhibit A)

Council Member Buckels stated that he was concerned about low-income citizens who are experiencing difficulty with late fees on utility bills. He acknowledged the city's median household income is approximately \$44,000, but noted that many areas in the city have much lower household incomes, with many below the poverty level, as well as high unemployment rates. He shared statistics from citydata.com and the UNC School of Government Environmental Finance Center on affordability and comparing the city's scores with those of other communities in the area. Mr. Buckels questioned whether Council should consider a different method (perhaps a percentage) for late fee charges to make it fairer to all citizens.

Financial Services Director Beth Kelly stressed the importance of terminology when discussing utility fees, noting that the current "late fee" of \$20 isn't applied to bills immediately after the due date: it is not applied until the day before services are scheduled for disconnection. In other areas, "late fees" are typically applied on the first day after the due date, and many also charge fees for disconnecting and reconnecting services.

Utility Administration Manager Karen Atkinson explained the current billing process, noting that there are four cycles with separate due dates, each 20 days after the bill date. Second notices are generated five days after the due date (on day 25); late fees are applied five days later (on day 30) and the cut-off list is generated for accounts still unpaid 31 days after the bill date. Approximately 4,500 second notices are sent each month, at an approximate cost of \$2,539.06.

Mrs. Kelly reviewed billing cycles and fees charged by other units in the area, again noting that many charge a late fee on the first day after the due date, as well as fees for disconnection and reconnecting service. The city currently charges no fee for those costs, other than a \$25 fee for reconnections made after business hours. She noted that what is currently referred to as the city's

“late fee” is actually more of a “cut-off” fee, since the \$20 fee is not assessed until ten days after the due date, just before the service is disconnected.

Regarding second notices, Mrs. Kelly noted that our next scheduled software update includes capabilities for sending second notices via text or mobile alerts; outsourcing that service to a third-party provider is also being considered. City Attorney Susan Patterson explained that the School of Government has stated that state law is unclear as to whether notice must be provided before water and sewer service is disconnected. Some units include language on the initial statement stating that service will be terminated if the bill is not paid within a set number of days after the due date, along with procedures for disputing a bill. Mrs. Kelly stated that Council requested sending second notices (at no additional charge) about eight years ago.

Mrs. Kelly confirmed that approximately \$137,000 was assessed in “late fees” last year. Approximately 25 percent of utility customers receive second notices monthly, but only about four percent of those are assessed the \$20 late fee and about three percent are generated to the cut-off list. Council Member Wyhof commented that encouraging customers to pay earlier would result in cost savings to the city and also to customers. Mayor Pro Tem Gaskins noted that the large difference between the 25 percent receiving second notices and only four percent receiving the “late fee” indicates that many customers are taking advantage of the ten day period between the due date and fee date as a “grace period”, not necessarily because they couldn’t afford it. Council Member Buckels acknowledged that may be the case for some, but there are still many who are struggling with affordability. He proposed reducing the late fee by half.

Council Member Williams questioned whether fees should be different for larger users than for those receiving minimum bills. Mrs. Kelly noted that disconnection and reconnection costs are the same, regardless of consumption. She also pointed out that charging a true “late” fee for payments made after the due date (rather than waiting ten days) would affect many more customers. She also reminded Council that by the time the “late fee” is currently assessed, a new cycle has started: bills are being generated for another month of consumption. Mayor Pro Tem Member Gaskins suggested that encouraging customers to pay bills ten days earlier would drastically reduce the number and expense of mailing second notices.

Mrs. Kelly estimated the annualized cost of mailing second notices and for disconnecting and reconnecting service at \$221,000, with approximately \$137,000 received in “late fees”, resulting in a loss of almost \$84,000 annually. She explained that a hybrid would maintain the punitive aspect of the late penalty for customers with low bills while insuring that customers with larger bills pay a larger late fee.

Ms. Kelly explained that the average costs for disconnecting and reconnecting services is at least \$32 (not including additional materials, vehicle or administrative costs), which is substantially above the \$20 “late fee” (the only fee currently assessed). Customer Service Manager Karen Atkinson noted that many of the same customers consistently pay their bills and the \$20 late fee on the very first day it is assessed, rather than before 5:00 p.m. on the last day before it is assessed. Over a nine-month period, late fees were applied to approximately 1,100 accounts, before the cut-off list was generated. Council Member Taylor requested a map showing those account addresses, which Ms. Kelly agreed to request from the GIS Department.

Several suggestions were made, such as how to adequately inform the public, encouraging more customers to enroll in draft payments, allowing a grace period before implementing any policy change, and revising the fees to \$5 for late payments and \$15 for disconnections. Mrs. Kelly stated that staff will research options on charging a true “late” payment fee on a date earlier after the due date, some form of hybrid fee (a fixed minimum or a percentage), and a fee for disconnecting and/or reconnecting service.

Consensus was reached to consider a flat \$5 late fee, with a separate \$15 reconnection or administrative fee for accounts still unpaid on the date the cutoff list is generated. Mrs. Kelly will contact the software provider to determine the time period needed to make revisions, and that time frame can be used to educate the public of policy changes. Council will provide more direction and make a final decision after Mrs. Kelly returns the requested information.

Discussion Regarding Engineering Design Fees for Central Carolina Enterprise Park and Award of Contract (Exhibit B)

- Reimbursement Resolution – Industrial Park Water and Sewer Improvements
- Ordinance Amending the Annual Operating Budget for FY 2015-2016
- Capital Project Ordinance – Industrial Park Water and Sewer Improvements

Public Works Director Paul Weeks explained that staff has helped develop contracts for design and engineering services for sewer extension at Triassic Park and for water and sewer extensions at the Enterprise Park. Providing this information to the engineering firm as early as possible will expedite the process. The design contract for \$265,000 will carry the design through bidding. It is anticipated that staff will handle construction inspection (depending on work load) but WithersRavenel may assist with construction administration oversight for water and sewer lines, estimated at approximately \$75,000; however, those funds are not requested at this time.

City Attorney Susan Patterson confirmed that the developers have filed annexation petitions and staff has been working on annexation, rezoning and a developers’ agreement.

Consider Central Business Tax District Budget Amendment (Exhibit C)

Financial Services Director Beth Kelly explained the Board of Downtown Sanford, Inc. has requested the transfer of \$4,000 from the Central Business District tax fund to cover employer taxes for staff member Jennifer St. Clair which was not included in the 2015-2016 budget, to cover the immediate shortfall for the remainder of this fiscal year.

Other Business

City Manager Hal Hegwer informed Council that staff is preparing to advertise sale of the Federal Building by a sealed bid process. City Attorney Susan Patterson explained that Council has the right to reject any and all bids if they are below what is deemed an adequate price. Mr. Hegwer also informed Council that staff is considering demolishing the old Jaycee Building and the County may want to work together to demolish their nearby building at the same time.

Council Member Haire stated that the Koury Building has been listed for sale with Steve Malloy, a commercial broker with Adcock and Associates. Mr. Hegwer informed Council that in conversations about purchasing parking space behind the Capital Bank building on Steele Street, the owner expressed interest in selling that property to the City.

City Council Workshop
June 14, 2016

Mayor Mann, in light of the recent mass shooting incident in Orlando, questioned whether there was a policy for action by public officials if such an event were to occur in Sanford. Mr. Hegwer confirmed that there has been quite a bit of training by the police department and one employee is qualified to train on that type of exercise. Our police department has worked extensively with the school system and there have also been two training sessions at City Hall.

ADJOURNMENT

Council Member Taylor made the motion to adjourn the workshop. Seconded by Council Member Buckels, the motion carried unanimously.

**ALL EXHIBITS CONTAINED HEREIN ARE HEREBY INCORPORATED
BY REFERENCE AND MADE A PART OF THESE MINUTES.**

Respectfully Submitted,

T. CHET MANN, MAYOR

ATTEST:

BONNIE DAVIS, CITY CLERK

MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF SANFORD
SANFORD, NORTH CAROLINA

The City Council met at the Sanford Municipal Center, 225 E. Weatherspoon Street, on Tuesday, June 21, 2016, at 7:00 p.m., in Council Chambers. The following people were present:

Mayor T. Chet Mann
Council Member Byron Buckels
Council Member Charlies Taylor
Council Member James Williams
City Manager Hal Hegwer
City Attorney Susan Patterson

Mayor Pro Tem Sam Gaskins
Council Member Jimmy Haire
Council Member Norman Charles Post, III
Council Member Rebecca Wyhof
Administrative Support Assistant Vicki Cannady

Absent:
City Clerk Bonnie Davis

Mayor Mann called the meeting to order. Council Member Buckels delivered the invocation. The Pledge of Allegiance was recited.

PUBLIC COMMENT (Exhibit A)

Donna Strickland, of 1708 Woodridge Drive, informed Council of two events being held downtown this weekend by the Spirits of Sanford (“Crimes & Murders” and “A Walk Through Time”- Exhibit B), which will be narrated by Council Member Haire.

The other speakers who signed up for Public Comment will be speaking during one of the Public Hearings for proposed rezoning.

APPROVAL OF AGENDA

Mayor Mann requested that two items be added to the agenda: one to the Special Agenda (Item 7-C) for a presentation by the Financial Services Department and one to the Regular Agenda (Item 10-K) to consider a Contract for Engineering Services for extension of Water and Sewer to Central Carolina Enterprise Park.

Mayor Pro Tem Gaskins made the motion to approve the agenda as amended. Seconded by Council Member Wyhof, the motion carried unanimously.

CONSENT AGENDA

Approval of City Council Meeting Minutes dated April 19, 2016 (Filed in Minute Book 86)

Approval of City Council Meeting Minutes dated May 3, 2016 (Filed in Minute Book 86)

Approval of City Council Workshop Minutes dated May 10, 2016 (Filed in Minute Book 86)

Approval of City Council Meeting Minutes dated May 17, 2016 (Filed in Minute Book 86)

Approval of Reimbursement Resolution – Industrial Park Water and Sewer Improvements (Exhibit C)

Approval of Ordinance Amending the Annual Operating Budget for Fiscal Year 2015-2016 (Design of Industrial Park Water and Sewer) - (Exhibit D)

Approval of Capital Project Ordinance (Industrial Park Water and Sewer) - (Exhibit E)

Approval of Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2015-2016 (Downtown Sanford, Inc.) - (Exhibit F)

Council Member Haire made the motion to approve the consent agenda. Seconded by Mayor Pro Tem Gaskins, the motion carried unanimously.

SPECIAL AGENDA

Proclamation Honoring the Life of Kenneth Richard “Dick” Hoyle (Exhibit G)

Mayor Chet Mann read a proclamation honoring Richard “Dick” Hoyle, Sr., and presented it to family members.

Recognition of Lee County Young Commissioners

Bill Stone, North Carolina County Extension Director shared highlights of the 2016 Young Commissioners program and participants introduced themselves to Council. Two members, Addison Woody and Justice Evans, spoke briefly about the program. This year’s participants were: Kevin Hernandez, Jaylin Ortiz Acevedo, Justice Evans, Diamond Evans, Phillip Wooden, Xochitl Garcia, Emily Holder, Hailey Page, Daisha Ferguson, Jasmine Williams, Addison Woody, and Rebecca Crabtree.

Recognition of Award to Finance Department

Mayor Mann explained that due to a delay with Financial Services Director Beth Kelly’s schedule, this item be moved to the regular agenda.

CASE FOR PUBLIC HEARING: to be held jointly with the Planning Board.

A. Application by Wil-Kat Properties, LLC to rezone from Office & Institutional (O&I) to General Commercial (C-2) 6.5 ± acres off of NC Hwy 87. The subject property includes portions of two tracts of land with frontage on NC Hwy 87, opposite Commerce Drive, which are described as follows: (Exhibit H)

- Tract 1 is a 12.7 ± acre tract of land addressed as 4563 and 4599 NC Hwy 87 and identified as Tax Parcel 9660-59-1002 that currently has 2.2 ± acres zoned General Commercial (C-2) and 10.5 ± acres zoned Office & Institutional (O&I). The proposed rezoning would increase the area zoned General Commercial (C-2) from 2.2 ± acres to 8.0 ± acres and reduce the area zoned Office & Institutional (O&I) from 10.5 ± acres to 4.7 ± acres. The portion of this tract to be rezoned equals 5.8 ± acres.
- Tract 2 is a vacant 11.4 ± acre tract of land identified as Tax Parcel 9660-58- 2607 that currently has 2.0 ± acres zoned General Commercial (C-2) and 9.4 ± acres zoned Office & Institutional (O&I). The proposed rezoning would increase the area zoned General Commercial (C-2) from 2.0 ± acres to 2.7 ± acres and reduce the area zoned Office & Institutional (O&I) from 9.4 ± acres to 8.7 ± acres. The portion of this tract to be rezoned equals 0.7 ± acres. The property is the same as depicted on Lee County Tax Maps 9660.01 and 9660.02, a portion of Tax Parcels 9660-59-1002 and 9660-58-2607 Lee County Land Records. It is also portions of Tract 1 and Tract 2 on a survey map recorded in Plat Cabinet 2010, Slide 160, Lee County Registry of Deeds.

Design Review Coordinator Amy McNeill explained that Planning staff has received a rezoning request from Wil-Kat Properties to rezone approximately 6.5 acres off of NC Highway 87 from Office & Institutional (O&I) to General Commercial (C-2). The subject property is located on the eastern side of NC Highway 87, opposite Commerce Drive, and includes portions of two tracts described as follows:

- Tract 1 is approximately 12.7 acres of land developed with a single-family dwelling addressed as 4563 NC Highway 87 and a modular office addressed as 4599 NC Highway 87 that was formerly utilized as a real estate office and as an auto sales business. Tract 1 currently has 2.2 acres zoned General Commercial (C-2) and 10.5 acres zoned Office & Institutional (O&I). The proposed rezoning would increase the area zoned General Commercial from 2.2 to 8.0 acres, thereby reducing the area zoned Office & Institutional from 10.5 to 4.7 acres.
- Tract 2 is approximately 11.4 acres of vacant land, which currently has 2.0 acres zoned General Commercial (C-2) and 9.4 acres zoned Office & Institutional (O&I). The proposed rezoning would increase the area zoned General Commercial from 2 to 2.7 acres and reduce the area zoned Office and Industrial from 9.4 to 8.7 acres.

The site is currently served by private well and septic systems and all new development that proposes to connect to public water or sewer will need to be approved by the City of Sanford Public Works Department.

NC Highway 87 is illustrated on the Lee County Comprehensive Transportation Plan as an existing boulevard that needs improvement. The roadway in front of the site is a four-lane highway with a striped median that does not include a turn lane. There are no NCDOT Traffic Study counts in the immediate area of the subject property. There is a 2012 traffic count of 28,000 vehicles per day approximately 1.7 miles north of the site in front of the Cracker Barrel restaurant. There is also a 2012 traffic count of 21,000 vehicles per day approximately 1.3 miles south of the site in front of the Carolina Trace golf course.

Land uses in the area, on the same side of NC Highway 87, include the Carolina Trace gated residential community, single-family homes and an office for Sandhills Realty. Land uses in the area, on the opposite side of NC Highway 87, include a BP convenience store with gas sales, a multi-tenant commercial building currently occupied by a Subway restaurant with drive-through, a church and a medical office.

The subject property is currently zoned Office & Institutional (O&I), which is established to provide for agencies and offices rendering specialized services and traditional institutional functions (both public and private) including, but not limited to, governmental facilities, cultural and recreational facilities, educational facilities and charitable institutions. The dimensional requirements of the O&I district include a minimum lot width of 50 feet, a minimum lot depth of 100 feet (which creates a minimum lot size of 5,000 square feet), with principal building setbacks of 10 feet from any street right-of-way and the required landscape buffer yard width determining the required rear and side yard setbacks as measured from the property lines. A list of permitted uses for the O&I district is included within the exhibit.

The applicant is requesting to rezone to General Commercial (C-2), which is established to provide areas for general commercial activities designed to serve the community such as shopping centers, repair shops, wholesale businesses, and retail sales with limited outdoor display of goods

and limited outdoor operations. This district promotes a broad range of commercial operations and services necessary for large regions of the County, providing community balance and should be located on or within proximity to major thoroughfares. The dimensional requirements of the C-2 district include a minimum lot depth of 50 feet, a minimum lot depth of 100 feet (which creates a minimum lot size of 5,000 square feet), with principal building setbacks of 10 feet from any street right-of-way and the required landscape buffer yard width determining the required rear and side yard setbacks as measured from the property lines. A list of permitted uses for the C-2 district is included within the exhibit.

The 2020 Land Use Plan does not identify a specific land use for the subject property; therefore, when considering the zoning of this property, current development trends, the surrounding zoning of the neighborhood and information presented at this public hearing should be considered.

Planning staff recommends that the Boards support this rezoning request as it appears to be reasonable and in the public interest based on the mix of existing uses in the area with the trend along NC Highway 87 to be commercial development, the location along a busy four-lane highway and the request for a portion of the tracts to be rezoned as opposed to all of the tracts, which will allow the existing Office & Institutional (O&I) area to serve as a buffer between the existing residential development to the rear and the proposed commercial development within the area requested to be rezoned to General Commercial (C-2).

Mayor Mann opened the public hearing.

Richard Oldham (of 602 Pineknoll Drive, Sanford), appearing on behalf of the applicant, Joffree Bradley, Jr., stated that he is also working with Simpson Construction on this proposal and thinks this request is reasonable and will be a benefit to the surrounding area. He noted that Mr. Bradley has been quite accommodating to the general surroundings by leaving the rear half as O&I, to serve as a buffer.

The applicant, Joffree Bradley (of 1963 Chris Cole Road, Sanford), owner of the local Sears franchise, stated that he would like to locate his business at this site if the rezoning request is approved.

With no others wishing to speak, Mayor Mann closed the public hearing.

- B. Application by Tobibo (CORRECTED to "Toribio" on Exhibit I) Hernandez to rezone from Residential-Mixed (R-12) district to a conditional zoning district to be known as "Sanford Soccer Field Complex District". As proposed, the Sanford Soccer Field Complex District will allow all land uses currently permitted in the Residential-Mixed (R-12) zoning district in addition to a soccer field complex. This petition is for a 1.2 ± acre portion of a larger 9.95 ± acre tract of land off of Airport Road, formerly addressed as 2917 Airport Road. The subject property is a portion of a larger tract that is located in both the City of Sanford's ETJ and Lee County. This rezoning request is for the portion of the tract of land that is located within the City of Sanford's ETJ only. The property is the same as depicted on Lee County Tax Maps 9641.02 and 9641.04, a portion of Tax Parcel 9641-65-4298 Lee County Land Records and is also a portion of Tract 2 on a survey map recorded in Plat Cabinet 10, Slide 7A, Lee County Registry of Deeds (Exhibit J).

Design Review Coordinator Amy McNeill noted that an Updated Rezoning Report was provided to correct information shown on the original documentation. Originally, the site was described as being Residential-Agricultural, which is for the portion of the site located in the County. The portion of the site under City jurisdiction is actually zoned Residential-Mixed (R-12), so that information has been updated, highlighting corrections and revisions. A narrative supplied by the applicant, along with a printout of the civil drawing set for this project, were also provided.

Ms. McNeill stated that Planning staff received a rezoning request from Mr. Hernandez to rezone approximately 1.2 acres off of Airport Road from the current Residential-Mixed (R-12) district to a conditional zoning district to be known as the "Sanford Soccer Field Complex".

The entire tract is approximately 9.95 acres in size, with 8.75 acres being within the jurisdiction of Lee County and 1.2 acres being within the City of Sanford's ETJ. This rezoning request is for the portion of the tract located within the jurisdiction of the City of Sanford only.

The subject property is located on the northeastern side of Airport Road, which is a dead end NCDOT maintained public road, accessed via Tramway Road/NC Highway 78, in the area northeast of Southern Lee High School and San-Lee Middle School. More specifically, the site is a vacant tract of land formerly addressed as 2917 Airport Road and is opposite Airport Road from the Central Carolina Community College Emergency Services Training Center.

The site appears to have access to public water but does not have access to public sanitary sewer; therefore, the site would require the installation of a new private septic system as part of the development process.

Airport Road is not illustrated on the Lee County Comprehensive Transportation Plan, but this plan does illustrate Tramway Road as an existing major thoroughfare that needs improvement. The NCDOT 2013 Traffic Study reports 15,000 vehicle trips per day on Tramway Road, approximately 1,200 feet east of the intersection of Tramway Road and Airport Road.

The immediate area has a mix of uses. The residential uses surrounding the site consist of single-family dwellings. Commercial uses in the area include a vacant commercial building that appears to be a former airplane hangar adjoining the site to the south on Light Industrial (LI) zoned property, the Central Carolina Community College Emergency Training Center located on the opposite side of Airport Road on Light Industrial (LI) zoned property, and a commercial building in the southwest corner of the intersection of Tramway Road and Airport Road zoned Office & Industrial (O&I) that was formerly used as a realtor's office and is currently for sale.

Southern Lee High School and San-Lee Middle School are also in the area, with the main entrance into Southern Lee High School and Tramway Park located approximately 1,300 feet southwest of the intersection of Tramway Road and Airport Road.

The subject property is currently zoned Residential-Mixed (R-12) district, which is established to provide areas for a mix of residential dwelling types with a maximum of three and one-half (3.5) dwelling units per acre, in areas where large-lot development is discouraged and adequate public facilities and services are available. This district provides minimum lot size and density requirements in order to allow for market and design flexibility while preserving the neighborhood character. The dimensional requirements of the R-12 district include a minimum lot

size of 12,000 square feet, with principal building setbacks of 30 feet from any street right-of-way, 20 feet from a rear property line and 12 feet from all side property lines. A list of permitted uses for the R-12 district is included within the exhibit.

The applicant is requesting a conditional zoning district to allow for the development of a soccer field complex in addition to allowing the current land uses permitted in the Residential Mixed (R-12) general use district.

Ms. McNeill explained that in districts where soccer fields are permitted, the UDO requires that the minimum lot size be two acres; all uses, buildings and structures shall be at least 50 feet from any adjoining detached single-family dwellings; and the use shall have direct access to a paved public street. The Sanford Soccer Field Complex conditional zoning district appears to comply with all of the UDO's development regulations for this use, in addition to the following conditions which are specific to this project and intended to allow for a successful project while ensuring compatibility between the development and the surrounding neighborhood:

- the soccer field complex will be located on approximately 9.95 acres;
- the development proposes two driveways onto Airport Road, a NCDOT maintained public road;
- parking will be within a gravel parking area that will comply with the UDO dimensional standards and ADA handicap accessibility standards;
- portable field lights are proposed to be used only during night games; and
- existing vegetation will be used to comply with the UDO landscape buffering standards when and where possible.

The project is proposed to be developed in three phases, the timing of which will be market driven.

- Phase 1 (shown on Sheet 6 of 12) will include:
 - both entrance and exit drives onto Airport Road;
 - the gravel parking area, which includes bus parking;
 - the dumpster with fencing and gate;
 - a one-story office/concessions/toilet building;
 - a one-story utility building;
 - two 7 vs. 7 turf fields with fence;
 - the new private septic system;
 - the existing pond with fence;
 - the street yard landscaping along Airport Road;
 - the parking lot landscaping within the interior of the parking area; and
 - the buffer yard landscaping along the perimeter of the site in the area of development, except along the railroad.
- Phase 2 (shown on Sheet 7 of 12) will include:
 - one 11 vs. 11 natural grass soccer field;
 - three 5 vs. 5 turf fields;
 - bleachers;
 - a fence to be installed along the rear of the site along the railroad; and
 - the buffer yard landscaping along the perimeter of the site in the area of development.

- Phase 3 (shown on Sheet 8 of 12) will include:
 - Construction of an open air roof structure over the two 7 vs. 7 turf fields already installed as part of Phase 1. The height of the structure will not exceed 40 feet.
 - Phase 3 may also include a right turn lane to be installed along Tramway Road if required by NCDOT.

The Concept Plan submitted as part of this rezoning request will govern the development and use of the property and will be legally binding on the land, even if a property transfer were to take place. The conditional zoning process is a negotiated process and, as such, Council and/or Planning Board may request that certain conditions be considered or altered. However; the petitioner must accept such conditions before inclusion in the conditional zoning district.

A public information meeting was held on May 24, with two staff representatives, four project representatives and three citizens in attendance. Following a presentation about the proposed project by the project architect, a discussion was held and the following items were the major topics of concern expressed by neighbors:

- Automotive traffic: Tramway Road has lots of automobile traffic, which is currently problematic for the residential neighbors. For example, they have to wait a long time in order to pull out of the driveway and onto Tramway Road, especially at certain times of the day when the nearby schools are beginning or ending classes for the day. If this property is rezoned and this project is developed at this location, there is a concern that the traffic problem will worsen.
- Pedestrian traffic: There is a lot of pedestrian traffic along Tramway Road in front of the existing houses from students walking to and from school. If this property is rezoned and this project is developed at this location, there is a concern that there will be even more kids walking, not only along the front of their yards, but through their yards to get to the soccer fields.
- Noise and lights: There is currently a lot of noise and bright lights associated with the local schools, especially when they have sporting events after school and on weekends. If this project is developed at this location, there is concern that there will be more noise and bright lights from a closer location that adjoins their property.

The 2020 Land Use Plan does not identify a specific land use for the subject property; therefore, when considering the zoning of this property, current development trends, the surrounding zoning of the neighborhood and information presented at the public hearing should be considered.

The public hearing for the 8.75 acre portion of the tract of land that is located within the jurisdiction of Lee County was held on June 20, 2016, with the Lee County Board of Commissioners and the Lee County Planning Board. There were project representatives and concerned neighbors who attended the meeting.

Topics of discussion included the high volume of vehicular and pedestrian traffic along Tramway Road and the noise generated by the sporting events at the nearby schools. Concern was expressed regarding the soccer field complex attracting children who live nearby who may walk along or cross Tramway Road or even walk along the railroad tracks to get to the venue, which could potentially be hazardous.

The Lee County Planning Board recommended that the rezoning request be approved with the conditions that no alcohol be served or allowed on site and that signs be posted stating no alcohol, no drugs and no weapons allowed. The board also included within the motion a recommendation that NCDOT consider requiring a turn lane/stacking lane on Tramway Road when entering Airport Road from the south as part of the approval for Phase 1. Staff will present this recommendation to the Lee County Commissioners at their next meeting on July 18.

Mayor Mann opened the public hearing.

Council Member Wyhof questioned whether fencing the entire perimeter of the property had been considered. Ms. McNeill stated that the owner had verbally agreed to fence the perimeter and it could be included as an additional requirement.

Steve Malloy (of 2615 Belaire Drive, Sanford), a commercial real estate broker with Adcock and Associates, stated that he represents the landowner, Lee Ray Thomas, and is also working with the applicant, Toribio Hernandez, on this project. Several changes have been made to the design, and since many are based on issues raised at the meeting with the Lee County Planning Board on June 20, they are not yet incorporated into the conceptual drawing package. He confirmed that portable lights will be used at night. He explained that several people have searched for a location for such a facility in Lee County and Mr. Hernandez is the first one to really seize the opportunity and design a quality product, noting that there is a market for one. Many are the fields currently used are dangerous, with no sanitation and no traffic or parking control.

Mr. Malloy explained that this particular site was chosen because Tramway Road is a major east/west highway located in the center of the county. Cost was also a consideration, since locating on Horner Boulevard would be cost prohibitive. He also noted that even though this proposed site is zoned residential, it will never be used for residential purposes, so the key is for an owner to work with the surrounding owners to determine a more compatible use. Alterations have been agreed to by the applicant based on the neighborhood meeting and the Planning Board meeting, including fencing the perimeter. He also gave the following information on the proposed project:

- It will be open six days a week as follows: Tuesday through Thursday from 4:30 p.m. until 10:00 p.m.; Friday from 4:30 p.m. until 11:00 p.m.; Saturday from 11:00 a.m. until 11:00 p.m.; and Sunday from 11:00 until 9:00 p.m.
- It will be used primarily by children on Saturday, with adults using it later in the day (to accommodate employees of many local restaurants who participate on teams).
- Evening games requiring lights (estimated to be approximately 30 feet high) will be played in the rear, as far away from houses as possible.
- There will be no large announcing system.
- There should be no more than approximately 25-35 people there at a time plus a few spectators. Most of the volume will be on weekends or evenings when there is no school or work traffic. Games will be staggered for more gradual traffic flow (estimated to average about one vehicle coming or going every minute or so).
- There will be communication with DOT to address safety concerns for pedestrian and vehicular safety and what could be done to alleviate them.
- There will be no music other than the national anthem during tournament finals.
- Regarding security, Mr. Hernandez and his family will be on-site and there will also be hired security during games.
- Alcohol, weapons and drugs will be prohibited.

Eduardo Hernandez (of 303 Johnsonville School Road, Cameron) translated for Torobio Hernandez (of 303 Johnsonville School Road, Cameron), who is his father. He stated the following:

- The purpose is to train youth aged 4 through 18.
- They are affiliated with Pachuca, a professional soccer team and current champion in Mexico. Representatives were in Sanford last week to research the area and a contract of approval was signed.
- They plan to operate year-round, other than when storms or snow prevent play.
- They are not affiliated with the league already playing in the Kendale area. They own and operate the indoor facility located at the corner of Horner Boulevard and Carthage Street, as well as the facility on Cemetery Road.
- They plan to draw participants from about three hours away and from South Carolina. They hope to be able to send a youth to Chicago or Mexico for competition and being affiliated with the Pachuca Club will make that easier.
- They are the first league in North Carolina to be affiliated with the Pachuca league.
- They will have fencing around the perimeter of the facility and also on the fields.

Mayor Mann questioned what would trigger installation of the turn lane with DOT and whether the applicant was equipped and prepared to meet whatever DOT might require. Eduardo Hernandez stated that they would meet whatever is required.

Joseph Klemick, the project architect, confirmed that a DOT representative informed them that a right-hand turn lane on Tramway Road would be required at full build-out during Phase 3; however, after the Planning Board meeting, they agreed to meet this requirement during Phase 1. He shared the following information on the project:

- The site slopes about 40 feet from Tramway Road down to the railroad tracks, which will factor into site planning.
- The major decisions made in this project were placing the buildings to be a hard buffer between the neighboring residents along Tramway Road, allowing more privacy for sound and light from the activities of the field.
- Phase I of the project will include the following:
 - Installing the parking lot with almost full build-out of buffer yard type C around the perimeter, including the addition of the perimeter pedestrian fence in response to some comments and concerns from the neighbors;
 - Some parking lot vegetative islands and a septic field in the north;
 - A perimeter fence around the small body of water found at the northern border and also in replacement of the buffer yard on the northeastern and southeastern sides, as well as keeping the remaining existing vegetation;
 - Fencing around the 7 vs. 7 fields;
 - The office, concession building, restrooms and maintenance facility;
- After concerns were raised at the Planning Board meeting, they will be relocating the dumpster away from the neighbors' properties.
- A full pedestrian fence around the entire site.
- Phase 2 of the project will include the following:
 - An 11 vs. 11 natural grass field;
 - Three 5 vs. 5 turn fields with a circulation and site pathway.

- Phase 3 of the project will include the following:
 - As previously stated, the right-hand turn lane will be incorporated in Phase 1 rather than Phase 3;
 - An open air wide span structure over the 7 vs. 7 fields to allow a greater buffer and to allow play on the facilities during inclement weather conditions.
- Slide 9 of the Conceptual Drawing illustrates patterns for the vegetative buffer as required by the UDO Guidelines.
- Since the site tapers from Tramway Road, (1) the main nighttime activity requiring lights will be played on the 5 vs. 5 fields, which is lowest in elevation and furthest away from all neighboring residences; and (2) the office space and areas used by employees will be at the top of the site to provide a more connected view across the entire site.

Council Member Taylor requested clarification on where the portable lighting would be used. Mr. Klemick stated that it would primarily be used on the 5 vs. 5 fields but the open air structure would also allow lights to be used on the 7 vs. 7 fields. Mr. Taylor asked if anything had been requested that will be challenging. Mr. Klemick stated that one of the main concerns seems to be the mention of a bridge along Tramway Road for pedestrian activity, which would require further conversation with DOT, as well as discussion about sidewalks along Tramway Road.

Van Johnson (of 955 Zion Church, Sanford) asked that Council consider the opportunities this project would provide. He has known the site owner's family for several years and doesn't think they would allow the sale of the property for anything that would degrade the community.

Dolly Holt (of 2019 Tramway Road, Sanford) expressed concern that there will be more traffic accidents if the project is permitted. Many children will be walking to the site from nearby trailer parks and neighborhoods. Many of the neighbors are senior citizens who have lived there all of their lives. She is also concerned about the noise that will be generated.

Carlos Flores (of 20435 NC Highway 24/27, Cameron) expressed support for the project and noted that he has had to travel several hours away to play at a facility as nice as this proposed site.

Elsie Stovall (of 1909 Tramway Road, Sanford), stated that she owns nine rental properties near the site and some of the tenants have already told her they plan to relocate. There is a water hole on her site, which could be dangerous to children. Pedestrians are already walking through the middle of her yard. Because of the high volume of traffic, she has waited up to 12 minutes to turn out of her driveway onto Tramway Road. She also is concerned about alcohol use (since there are often beer cans at the soccer field in Kendale) and doesn't think alcohol or drug use can be controlled in any large crowd. Lights will also disturb wildlife and drive animals nearer to the neighbors' properties. Ms. Stovall agreed that such a project would be great for Lee County but suggested that another site be located for it and asked Council to consider the citizens who have lived near the site all of their lives. Ms. Stovall presented a "Petition for Action" signed by citizens opposed to locating the proposed soccer complex at this proposed site (Exhibit K).

David Jackson (of 2904 Airport Road, Sanford), lives directly across from the proposed site. He also expressed concern about potential alcohol use, as well as problems with traffic, noise and lights at the facility. Police officers will be unable to patrol the area and still handle other assignments. Even if improvements are made to Tramway Road, there will still be problems on

Airport Road, which will remain two lanes. He has lived at this location for 23 years and is worried that if the facility is permitted, there will be activity until midnight, six nights a week.

Carrie Davidson (of 2015 Tramway Road) agreed that there will be too much noise. She also expressed concern about the traffic and noted that they must leave their home before 7:30 a.m. in order to turn left onto Tramway Road. If the road is widened to four-lanes, it will take much of their front yard. Even if the facility is fenced, pedestrians will still walk through residents' yards.

Danny Davison (also of 2015 Tramway Road) noted that adding a right turn lane into Airport Road will not address traffic requiring a left turn. He already has problems with lighting and noise from Southern Lee High School events and this facility may be directly behind his rear yard. Many vehicles speed along this stretch of Tramway Road and there recently was a three car accident in his front yard. He also noted that emergency responders already use the center lane to navigate through the traffic.

Vivian Hernandez (of 3625 Lee Avenue, Sanford) voiced support for the facility. She has known the Hernandez family for quite a while and they are also from Sanford, even though they now live in Cameron. She stated there have been no problems with drugs or alcohol at their indoor facility although there have been a few fights. Mr. Hernandez suspends anyone involved and enforces his rules. She believes he wants to build and grow a successful business that will provide opportunities for youth and adults to be active and avoid negative influences.

Peggy Dollar Dilworth (of 7710 Villanow Drive, Sanford) owns the home at 2007 Tramway Road, where her son currently resides. She previously lived there and is quite familiar with the traffic problems. She agreed that if the facility is permitted, Tramway Road will become even more congested and hazardous for vehicles and for pedestrians. Crowds will be larger than estimated and there will be problems controlling them, despite assurances to the contrary. Hiring a large security force may help alleviate this but she doesn't think that will be done. She suggested there are other more suitable areas in Sanford to locate such a facility rather than this neighborhood.

Jahara Aguirre (of 2901 Kendale Drive, Sanford) voiced support for the facility. She has also known the Hernandez family for quite a while. Her uncle operates the other Latino soccer league. She has driven her sister to Raleigh to play and thinks the project would be well-received in Sanford, would be a positive attraction would help support businesses, hotels and restaurants. If a better site were available, Mr. Hernandez would have selected it.

Sherry Thomas (of Hughes Street, Sanford) noted that she doesn't live near the proposed site but stayed with her mother (who does live near it) for six weeks and had trouble sleeping due to the noise. Her concern is for the many retirees living in the area who can't afford to relocate. She suggested that another location be selected since one soccer field is already located in this area.

Kevin Hernandez (of 200 Scarlet Oak Lane, Apartment T, Sanford) informed Council that he has played at the Hernandez' indoor facility and that Mr. Hernandez strictly enforces the rules with no exceptions. While he understands the concerns about traffic, Mr. Hernandez has worked with adjoining property owners. He also agreed that the facility presents many opportunities to bring people to Sanford and Lee County and would be open to all residents, not just Latinos.

Matthew Dilworth (of 2007 Tramway Road) responded to a previous comment that the existing soccer field near San-Lee Middle School has presented no problems by noting there is a stop light located at the entrance to that facility to help slow traffic and provide more safety for pedestrians. He acknowledged that Mr. Hernandez appears to have the best intentions but is concerned that many promises have been made which may not be kept. The concession stands, which will be almost directly behind his house, will likely be a convenient place for littering. Various height requirements have been proposed for fencing but should be more specific since young children can easily scale a fence and may only serve as an incentive for pedestrians to walk along the fence, in the rear yards of property owners. The hours of operation previously stated could be changed and day-time use may be added during summer months when children are not in school. If security will be provided only at games, who will determine what constitutes a game (as opposed to practice). There is still a question of where the dumpster will be relocated. He noted that there appear to be many more questions than answers. He acknowledged that there have been many emotional responses tonight, but that is only because people care.

Joseph Dilworth (of 7710 Villanow Drive, Sanford, whose son, Matthew, lives at 2007 Tramway Road), stated that he also opposes the project. He also noted that the center "turning" lane on Tramway Road is often used as a passing lane and this issue should be addressed, even if the soccer complex is not approved.

Council Member Taylor requested that the city and county work together to research traffic issues and possibly lowering the speed limit on Tramway Road from Lemon Springs Road to the edge of the city limits.

Mayor Mann acknowledged the public comments on both sides of the proposed project and closed the public hearing. The Planning Board retired to the West End Conference Room.

Recess

At approximately 8:55 p.m., Mayor Mann requested a short ten minute recess. He reconvened the meeting at approximately 9:10 p.m.

REGULAR AGENDA

Mayor Mann explained that Design Review Coordinator Amy McNeill was needed at the Planning Board meeting; therefore, Item 10-A would be moved to the end of the Regular Agenda.

Consider Resolution in Support of the Temporary Closure of Portions of Several Streets for the Purpose of a 5K and 10K Fun Run and Fundraiser (Exhibit L)

Kris Furmage, Transportation Administrator, explained that a request had been received from the Carolina Animal Rescue and Adoption to close several streets in the historic district for the sixth annual 5K and 10K run, to be held on August 27 between 7:00 a.m. and 12:00 p.m.

Council Member Wyhof made the motion to adopt the Resolution in Support of the Temporary Closure of Portions of Several Streets for the Purpose of a 5K and 10K Fun Run and Fund Raiser for CARA. Seconded by Mayor Pro Tem Gaskins, the motion carried unanimously.

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Consider Grant Project Ordinance Amendment, 2015 NC Housing Finance Agency Single-Family Rehabilitation Loan Pool (SFRLP1521) (Exhibit M)

Beth Kelly, Financial Services Director, explained that this item transfers \$3,500 from the housing rehabilitation line to the “soft costs” line within the project for this grant agreement.

Council Member Buckels made the motion to adopt the Grant Project Ordinance Amendment. Seconded by Council Member Post, the motion carried unanimously.

Consider Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2015-2016 (Clean-Up Amendment) (Exhibit N)

Financial Services Director Beth Kelly explained that this amendment is the annual year end clean-up amendment from several departments for Fiscal Year 2015-2016.

Mayor Pro Tem Gaskins made the motion to adopt the Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2015-2016 (Clean Up Amendment). Seconded by Council Member Post, the motion carried unanimously.

Consider Resolution Amending Signatories for the City of Sanford’s Local Government Other Post-Employment Benefits Trust (Exhibit O)

Financial Services Director Beth Kelly explained that this is an update to Council’s 2008 approval to set aside funds in the state’s irrevocable trust plan and also updates approved signatories. Nothing within the trust itself changes; it is only a separation at the state level for the pension side of the retirement plan.

Mayor Pro Tem Gaskins made the motion to adopt the Resolution Amending Signatories for the City’s Local Government Other Post-Employment Benefits Trust. Seconded by Council Member Wyhof, the motion carried unanimously.

SPECIAL AGENDA- Presentation by Financial Services Department

Financial Services Director Beth Kelly informed Council that the City had received an award from the Government Finance Officers Association for its Popular Annual Financial Report, a newly developed report which summarizes the city’s financial activities. When budget and financial information were presented at the first Citizens’ Academy, participants commented that the information would be more easily understood by laymen if it were presented in a simpler, non-technical format. The report also received positive feedback from subsequent sessions of the Citizens’ Academy and is an example of a successful collaboration between staff and citizens.

REGULAR AGENDA-

Consider Resolution Authorizing the Advertisement of an Offer to Purchase Lot 18, Block P, Boykin Avenue, Brick Capital Redevelopment Area No. 1 (Exhibit P)

City Attorney Susan Patterson explained that an offer has been received from Ernest L. Murchison and wife, Jannie E. Murchison, to purchase a vacant lot on Boykin Avenue, in the amount of \$1,000. This lot is a vacant lot with a tax value of \$2,800, and adjoins a lot already owned by Mr. and Mrs. Murchison. If approved, the resolution would authorize advertisement of this offer and allow ten days for upset bids, with Council having final approval as to whether or not the property is sold.

Council Member Buckels made a motion to adopt the Resolution Authorizing the Advertisement of an Offer to Purchase Lot 18, Block P, Boykin Avenue, Brick Capital Redevelopment Area No. 1. Seconded by Mayor Pro Tem Gaskins, the motion carried unanimously.

Consider NC DOT 2016 Bicycle and Pedestrian Planning Studies Request for Carthage Street/Charlotte Avenue Road Diet (Exhibit Q)

Long-Range Planner David Montgomery explained that staff is requesting authorization to apply a grant from NCDOT for a planning study of large scale bicycle and pedestrian infrastructure projects. The focus of the study is to progress a proposed project from its current long-range status to a level where potential engineering issues and reliable cost estimates can be determined. Staff feels that this is good project candidate. Because this is a federal grant, it will require a 20% match. Typical costs are between \$40,000 and \$100,000 (to be determined by DOT), so the match is estimated to be between \$8,000 and \$20,000. Approval notifications will be done on August 5 for a start date of September 1. DOT would be responsible for project administration and the main role of staff would be public involvement and any public participation meetings.

Council Member Taylor made a motion to authorize staff to apply for the NC DOT 2016 Bicycle and Pedestrian Planning Studies Grant Request for Carthage Street/Charlotte Avenue Road Diet. Seconded by Council Member Post, the motion carried unanimously.

Consider Non-Motorized Volume Data Program Memorandum of Agreement (Exhibit R)

David Montgomery, Long-Range Planner, explained that he is seeking authorization for the Mayor to execute a Memorandum of Agreement with NCDOT to participate in Phase 2 of their Non-Motorized Volume Data Program, which will provide bike and pedestrian counters on roadways and greenways in several divisions. He noted that the City was fortunate to be one of the communities selected to participate. The agreement details each party's responsibilities, including the City's responsibility for installation, monitoring and maintaining equipment at a permanent continuous station location along the greenway. A remote transmitter will transmit data directly to DOT for processing and returning to the City. City Attorney Susan Patterson noted that she had not been presented the Memorandum for review and requested any approval be subject to legal review.

Council Member Post made the motion to authorize the Mayor to execute a Memorandum of Agreement with DOT to participate in Phase 2 of their Non-Motorized Volume Data Program, subject to legal review and approval. Seconded by Council Member Buckels, the motion carried unanimously.

Update of Late Fees (Exhibit S)

Financial Services Director Beth Kelly informed Council of the average number of accounts billed at the monthly minimum, accounts assessed late fees but which were paid before going on the service cutoff list. She gave two options for revising dates on which second notices and late fees are generated:

- Option 1: Due date would be approximately 20 days after bill date; second notices sent five days later; \$5 late fee is applied after 5:00 p.m. on 30th day after bill date; cutoff list generated on the morning of 31st day after bill date, with \$15 administrative fee applied to any account still unpaid;
- Option 2: Due date would be approximately 20 days after bill date; \$5 late fee applied after 5:00 p.m. within five days after due date (before second notices sent); second notices are then sent and include the late fee; cutoff list generated on morning

of 31st day after bill date, with a \$15 administrative fee applied to any account still unpaid.

City Manager Hegwer explained that these options are presented only for information and discussion: no decision is being requested tonight. Mrs. Kelly noted that if a different policy is adopted, software changes will take approximately two to three months for processing. This time could be used to educate the public on changes.

Council Member Buckels noted that Option 1 does not change the process or total fee. Ms. Kelly agreed that the \$20 fee total would remain the same, but would be two separate charges. (\$5 late fee, \$15 administrative fee for accounts still unpaid when cutoff list is generated).

Mayor Pro Tem Gaskins stated his reservations with Option 2's "grace" period, noting that payments made after the "due" date are in fact late and should be assessed a fee. The goal is to curb late payments, reducing the volume and expense of second notices (currently estimated at approximately \$2,500 monthly). Various options on the exact timing for assessing late fees were discussed. Mr. Gaskins suggested possibly waiving fees during the transition for customers willing to participate in some type of training or questionnaire about the policy.

Mayor Mann emphasized that the goal is to make it easier for customers and to keep everyone connected to utilities but also to curb behavior that results in additional costs to the City. He questioned whether more time was needed to consider options before making any decisions.

Council Member Post made a motion to table the issue of late fees for utility services. Mayor Pro Tem Gaskins seconded the motion, which carried unanimously.

Motion to take from the Table- Discussion and Consideration of Preliminary Major Subdivision Plat for 23 Lot Residential Subdivision labelled The Park at Southpark (Exhibit T)

Council Member Taylor made a motion to remove from the table discussion and consideration of a Preliminary Major Subdivision Plat for a 23 Lot Residential Subdivision labelled The Park at Southpark. Seconded by Council Member Post, the motion carried unanimously.

Amy McNeill, Design Review Coordinator, explained that this issue was on the June 7 agenda, when it was tabled due to concern by several board members that the subdivision was not required to install sidewalk, curb and gutter. The UDO allows for developers to use the average lot size to determine whether the project is required to provide sidewalk along one side of the street and curb and gutter. Based on the lot design for this project, these items would not be required within this residential subdivision.

Ms. McNeill explained that AGA Corporation is seeking preliminary plat approval for a 23 lot residential subdivision located within the city's corporate limits, at the end of Commerce Drive on land that was recently rezoned to Residential Single-Family (R-14). All lots are proposed to be served by public water, public sewer and public streets. This plat was reviewed by the Sanford Planning Board on May 17 and the overall design was approved to move forward, with the general condition that all Technical Review Committee revisions be addressed prior to the final plat being recorded. Preliminary major subdivision plats require approval by the governing board; therefore, this item is being offered for your consideration.

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Council Member Williams made a motion to accept the recommendation of the Planning Board and approve the Preliminary Major Subdivision Plat for a 23 Lot Residential Subdivision labelled The Park at Southpark. The motion was seconded by Council Member Taylor.

Council Member Wyhof suggested that perhaps Council should revisit sidewalk requirements for residential subdivisions and questioned whether developments should be allowed without sidewalks since it appears that citizens want them. She noted that adding sidewalks in areas built without them is more costly and more intrusive.

The vote to approve the motion was unanimous.

Consider Appointments to Various Boards, Commissions, and Committees – (Exhibit U)

Mayor Pro Tem Gaskins requested confirmation on the number of terms appointees can serve. City Attorney Patterson explained that appointees have typically been limited to two consecutive terms but Council has discretion to waive that policy, especially if there aren't enough applicants.

ABC Board (1 appointment)

Council Member Post nominated Louis W. "Bobby" Powell for the term expiring June 30, 2019. Council Member Taylor nominated David Riddle, Jr. for the term expiring June 30, 2019. second.) Council Member Wyhof made the motion to close the nominations. Seconded by Council Member Buckels, the motion carried unanimously.

Six votes in favor of Louis W. "Bobby" Powell were cast by Mayor Pro Tem Gaskins and Council Members Williams, Haire, Wyhof, Post and Buckels. Council Member Taylor voted in favor of David Riddle, Jr.; therefore Louis W. "Bobby" Powell was appointed to the term expiring June 30, 2019.

ADA Committee (3 appointments: 1 vacant term expiring 6/30/18; 2 vacant terms expiring 6/30/19)

Council Member Wyhof nominated Nancy Whalen for the term expiring June 30, 2019. Council Member Taylor made the motion to close the nominations and appoint Ms. Whalen to the term expiring June 30, 2019 by acclamation. Seconded by Council Member Wyhof, the motion carried unanimously.

Airport Authority – (1 appointment)

Council Member Taylor nominated William Wayne Staton, Jr. to the term expiring June 30, 2019. Council Member Post nominated L.I. "Poly" Cohen. Council Member Taylor moved to close the nominations. Seconded by Council Member Wyhof, the motion carried unanimously.

Five votes in favor of William Wayne Staton, Jr. were cast by Mayor Pro Tem Gaskins and Council Members Taylor, Haire, Wyhof and Buckels. Two votes in favor of L.I. "Poly" Cohen were cast by Council Members Williams and Post; therefore, William Wayne Staton, Jr. was appointed to the term expiring June 30, 2019.

Appearance Commission – (2 appointments)

Council Member Haire nominated Nancy Kimble. Council Member Buckels nominated Linda Ware. Council Member Taylor made a motion to close nominations; however, there was no

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second. Mayor Pro Tem Gaskins nominated Julian “Jenks” Youngblood. Council Member Post made a motion to close nominations. Seconded by Council Member Taylor, the motion carried unanimously.

For the first appointment, Nancy Kimble received a unanimous vote of Council members and was appointed to one of the two positions on the Appearance Commission.

For the second appointment, six votes in favor of Linda Ware were cast by Council Members Taylor, Williams, Haire, Wyhof, Post and Buckels, and she was appointed to the second of two positions on the Appearance Commission.

Board of Adjustment/Housing Board of Appeals) - (3 appointments)

Council Member Post nominated all three applicants, Ann Barkley, Gordon Anderson and Van Groce, Jr., and made the motion to appoint all three of them by acclamation to the three appointments expiring June 30, 2019, on the Board of Adjustment/Housing Board of Appeals. Seconded by Council Member Taylor, the motion carried unanimously.

Joint Environmental Affairs Board (3 appointments)

Council Member Post made the motion to appoint all three applicants, Denise Roethlisberger, Brooks Gage and Ervin Fox, to the Joint Environmental Affairs Board and made the motion to appoint all three of them by acclamation to the three terms expiring June 30, 2019. Council Member Buckels seconded the motion.

Council Member Taylor noted that this board was the second choice of Ervin Fox; however, no request was made to change the nomination.

Mayor Pro Tem Gaskins and Council Members Williams, Haire, Wyhof, Post and Buckels voted to appoint Denise Roethlisberger, Brooks Gage and Ervin Fox by acclamation to the Joint Environmental Affairs Board for the three terms expiring June 30, 2019. The motion passed by a vote of six to one in favor, with Council Member Taylor casting the dissenting vote.

Historic Preservation Commission (4 appointments: 2 regular appointments; 1 vacant term expiring 6/30/17; 1 vacant term expiring 6/30/18)

Mayor Pro Tem Gaskins requested confirmation that the Board was still composed of seven members, rather than five, which was suggested at a prior Council Meeting. City Attorney Patterson explained that this option was presented at the April 19 Council meeting but was later removed from consideration by Planning Department staff.

For the two appointments expiring June 30, 2019, Mayor Pro Tem Gaskins nominated Allen Gordon; Council Member Buckels nominated Tracy Brown Hughes; and Council Member Taylor nominated Greg Stoch. Council Member Taylor made a motion to close nominations. Seconded by Council Member Post, the motion to close nominations carried unanimously.

- For the first of two appointments expiring June 30, 2019, five votes in favor of Allen Gordon were cast by Mayor Pro Tem Gaskins and Council Members Williams, Haire, Wyhof and Post, with Council Members Taylor and Buckels opposed; therefore, Allen Gordon was appointed to one of the two appointments expiring June 30, 2019.

- For the second of two appointments expiring June 30, 2019, three votes in favor of Tracy Brown Hughes were cast by Council Members Williams, Post and Buckels. Four votes in favor of Greg Stoch were cast by Mayor Pro Tem Gaskins and Council Members Taylor, Haire and Wyhof; therefore, Greg Stoch was appointed to one of the two appointments expiring June 30, 2019.

For the vacant term expiring June 30, 2018, Council Member Post nominated Tracy Brown Hughes. Mayor Pro Tem Gaskins nominated Julian “Jenks” Youngblood. Council Member Taylor made the motion to close nominations; seconded by Council Member Post, the motion carried unanimously.

- For the vacant term expiring June 30, 2018, six votes in favor of Tracy Brown Hughes were cast by Council Members Taylor, Williams, Haire, Wyhof, Post and Buckels. Julian “Jenks” Youngblood received one vote, cast by Mayor Pro Tem Gaskins; therefore, Tracy Brown Hughes was appointed to the vacant term expiring June 30, 2018.

For the vacant term expiring June 30, 2017, Mayor Pro Tem Gaskins nominated Julian “Jenks” Youngblood. Council Member Post made a motion to close nominations and appoint Julian “Jenks” Youngblood to the vacant term expiring June 30, 2017, by acclamation. Seconded by Mayor Pro Tem Gaskins, the motion carried unanimously and Julian “Jenks” Youngblood was appointed to the vacant term expiring June 30, 2017.

Planning Board - 3 regular appointments: 2 terms expiring 6/30/19; 1 vacant term expiring 6/30/17; 1 alternate position expiring 6/30/19

Council Member Post nominated Richard “Dick” Poletti and Tom Joyner to the two terms expiring June 30, 2019, and made a motion to appoint them by acclamation. Seconded by Mayor Pro Tem Gaskins, the motion carried unanimously.

Council Member Taylor nominated and made a motion to appoint Richard Oldham to the vacant term expiring June 30, 2017. Seconded by Council Member Williams, the motion carried unanimously.

For the Alternate position expiring June 30, 2019, Mayor Mann noted that the Planning Board was shown as a “second choice” by Tracy Brown Hughes. Council Member Taylor noted that she had been appointed as a member of the Historic Preservation Board. Mayor Pro Tem Gaskins suggested asking Ms. Hughes if she would consider serving as an alternate and made a motion to table voting on the Alternate Position on the Planning Board. Seconded by Council Member Taylor, the motion carried unanimously.

Sanford Housing Authority – 2 appointments expiring 6/30/19

Council Member Haire nominated Bill Tatum and Michael Charles Silverman and made the motion to appoint them by acclamation to the terms expiring June 30, 2019. Council Member Williams nominated Ervin Fox.

For the first of the two appointments, six votes in favor of Bill Tatum were cast by Mayor Pro Tem Gaskins and Council Members Taylor, Haire, Wyhof, Post and Buckels. Council Member

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Williams voted for Ervin Fox; therefore, Bill Tatum was appointed to a term expiring June 30, 2019.

For the second of the two appointments, four votes in favor of Michael Charles Silverman were cast by Mayor Pro Tem Gaskins and Council Members Haire, Wyhof and Post. Three votes in favor of Ervin Fox were cast by Council Members Taylor, Williams and Buckels; therefore, Michael Charles Silverman was appointed a term expiring June 30, 2019.

Consider Contract for Engineering Services (Sanford Utility Industrial Park Sewer, Clyde Rhyne Drive Water Extensions) - (Exhibit V)

City Engineer Paul Weeks explained that this is a standard engineering services agreement with WithersRavenel, selected from nine firms back in 2014. Mayor Pro Gaskins made a motion to approved the Contract for Engineering Services with WithersRavenel; seconded by Council Member Wyhof, the motion carried unanimously.

NEW BUSINESS

There was no new business.

OTHER BUSINESS

Council Member Taylor stated that he spoke to the Exchange Club last year and there were seven members with a combined total of 325 years of service to the organization, with 63 of those being contributed by Mr. Dick Hoyle, who was honored tonight.

CLOSED SESSION

City Attorney Susan Patterson stated that a motion was needed to go into closed session in accordance with N.C.G.S.143-318.11(a) (3) for attorney-client privilege; (4) for matters relating to the location or expansion of industries or other businesses in the area served by the public body; and (5) to instruct the staff on the positions to be taken on negotiating a price or other terms for acquisition of real estate.

Council Member Whyof made the motion to go into closed session; seconded by Council Member Haire, the motion carried unanimously.

RETURN TO REGULAR SESSION AND ADJOURNMENT

Council Member Williams made the motion to adjourn; seconded by Council Member Taylor, the motion carried unanimously.

**ALL EXHIBITS CONTAINED HEREIN ARE HEREBY INCORPORATED
BY REFERENCE AND MADE A PART OF THESE MINUTES.**

Respectfully Submitted,

ATTEST:

T. CHET MANN, MAYOR

BONNIE DAVIS, CITY CLERK

CITY COUNCIL WORKSHOP MINUTES OF THE
CITY OF SANFORD, SANFORD, NORTH CAROLINA
Tuesday, July 12, 2016

The City Council held a workshop meeting Tuesday, July 12, 2016, at 5:30 p.m., in the West End Conference Room, of the Sanford Municipal Center, located at 225 East Weatherspoon Street, Sanford, North Carolina. The following people were present:

Mayor T. Chet Mann
Council Member Byron Buckels
Council Member Charles Taylor
Council Member Rebecca Wyhof
City Clerk Bonnie Davis

Mayor Pro Tem Sam Gaskins
Council Member Jimmy Haire
Council Member James G. Williams
City Manager Hal Hegwer
City Attorney Susan Patterson

Absent:

Council Member Norman C. Post, III

Mayor Mann called the meeting to order.

Consider Motion to Take from the Table for Discussion Water and Sewer Late Fees (Exhibit A)

Council Member Taylor made a motion to take from the table for discussion the issue of water and sewer late fees. Seconded by Council Member Wyhof, the motion carried unanimously.

Financial Services Director Beth Kelly reviewed options on fees previously discussed. Council Member Buckels noted that customers paying one day late and those being disconnected for non-payment are currently paying the same \$20 "late" fee. Mayor Mann pointed out that sending second notices earlier would allow customers more time to pay before the proposed \$15 administrative cost fee is applied. Mrs. Kelly confirmed that the software upgrade scheduled for December would include an option to send notifications by text message. Council Member Buckels suggested using a service such as "One Call Now" that can send 50,000 phone notifications for approximately \$5,000 annually. Ms. Kelly explained that the city's contract with the third-party provider of online payment processing will soon expire and her department has researched companies offering services for notifications and payments by mobile phone.

Consensus was reached to establish an administrative cutoff fee of \$15 for accounts unpaid when the cutoff list is generated. Once this fee is assessed and meter readers are disconnecting service, customers who pay can be removed from the list but the \$15 fee would still apply.

Council Member Wyhof stated that Council must determine when a bill is actually late and when the late fee should be applied. Council Member Williams suggested that accounts not paid by the "due date" (20th day of the cycle) should be assessed a late fee and sent a second notice on that day, with the administrative fee assessed on the 31st day. Ms. Wyhof suggested sending late notices to accounts unpaid on the 21st day (rather than the 25th day in the current policy), notifying customers that the late fee would be assessed on the 25th day and the \$15 administrative fee would be assessed on the 31st day. The time deadline for payments was discussed and Ms. Kelly suggested using 5:00 p.m., since staff would be able to assess payments received in the drop-box before the end of the work day as opposed to using a later time, when receipt could not be verified.

Consensus was reached to send second notices on the 21st day of the cycle, to assess a \$5 late fee at 5:00 p.m. on the 25th day of the cycle, and to assess a \$15 administrative processing fee to accounts unpaid when the cutoff list is generated (regardless of whether the account is paid before service is actually disconnected).

Mrs. Kelly explained that processing software changes to the bills and notices will take two to three months and that time could be used for public notification of the policy changes.

Discussion on Former BB&T Building (Exhibit B)

Jim Powell, with ADW Architects, stated that his staff was asked to look at the building in Jonesboro, formerly used by Branch Banking & Trust Company (the “BB&T building”), and analyze whether there was a feasible and reasonable option for relocating the Financial Services (“Finance”) and Human Resources (“HR”) Departments to that facility. After reviewing the building, he does not feel that can happen due to the way those departments perform their daily work and the building layout. He noted that the building is approximately 62 years old and public buildings are typically designed for an average of 50 to 70 years. It was originally constructed as a supermarket, later used as a bank and was not built to public standards. After that determination was made, his staff developed two options:

- Option 3A uses a more minimalistic approach, with renovations to make the floor plan layout work efficiently and effectively, but the intent would be to minimize renovation cost and only replace finishes and systems where required. The overall estimate of time to implement this option is 45 months at an estimated cost of \$1,091,000, for a total of \$9,021,000, including renovations to existing City Hall.
- Option 3B includes renovations necessary to make the floor plan layout work efficiently and effectively, with finishes equal to the level of those found in City Hall, as well as upgrading the HVAC and electrical systems, upgrading lighting, adding windows, a new roof and other renovation and repairs to provide a facility that will hopefully last another 20 years. The overall estimate of time to implement this option is 51 months at an estimated cost of \$2,055,000, for a total of \$9,985,000, including renovations to existing City Hall.

Mr. Powell explained that his office considered how to reduce previous cost estimates. Since the proposed 2,000 square foot addition for detective and narcotics offices spaces would be very expensive, it was removed and the lower level reorganized, with priority given to needs for processing and interview areas, detectives’ offices and reducing exercise/locker areas and meeting rooms. The left side of the upper level, which will also be used by the Police Department, was slightly reduced with less space for future expansion. The largest part of the upper floor has been totally reorganized, since the previous concept included a separate facility for the Utilities Department, as well as Public Works Administration and Engineering, and the current proposal relocates only Finance and HR, with the other departments remaining at City Hall.

A summary of the steps for Options 3A and 3B was explained by Mr. Powell, describing the logical progression required in each option, including moves to swing space and the relocation of departments for each option.

Council Member Taylor questioned whether retrofitting the sally port had been considered. Mr. Powell confirmed that it had been and there were some possibilities but also some substantial

limitations, specifically with functional flow, which did not work well. Mr. Taylor expressed concern that the first space needs study was done in 2013 and the sally ports could have been retrofitted for interview areas in the meantime. Mr. Powell stated that he couldn't address that specific issue but there are many space issues in the Police Department and simply using the sally port is not a simple solution. There is an entire thought process behind the location of interview rooms and holding areas and how they interact; just because there is extra space in a given location doesn't necessarily mean that it can be upfitted to solve those problems. The relationship between processing and interview rooms, detective and patrol areas is complex, with a synergy in the way they flow together. Modern police departments are designed to incorporate that.

Mr. Powell reviewed a summary of all five options, including estimated time frames (27 to 51 months) and costs (\$9 million to \$14.4 million). City Manager Hegwer reminded everyone that Options 2A and 2B, which include construction of a building for the Utility Department, could be funded through the Utility Fund rather than the General Fund. He also noted that cost estimates were calculated by his firm but also verified by a professional cost estimator. Those figures were close but the professional's estimate was slightly higher.

Council Member Wyhof questioned how much of the BB&T building would be unused and whether completing a portion could be delayed. Mr. Powell stated that he would review the original space needs study but he did not think it was significant. He noted that this would not result in a substantial cost savings since they had taken a very cost effective approach, updating only where needed. The general floor plan layout likely wouldn't change very much and most of the work would still be needed in the initial phase. If the entire building was completely gutted and designed from scratch, a portion could be reserved; however, their approach was to work with the existing layout and to be very cost effective on renovations. Council Member Taylor requested a map showing existing needs and future needs, which Mr. Powell agreed to provide.

Mr. Powell noted that he has been in this business for 31 years, analyzing and renovating many older buildings, including factories from the 1920s. He cautioned Council that this is not an easy project: the BB&T building is 62 years old and it was never designed as a civic building. It can be done but it will not be simple and will be expensive to do properly.

Mayor Mann requested a short recess at 7:15 p.m. for Council members to review the drawings. The meeting was reconvened at 7:25 p.m.

Council Member Haire stated that this was the biggest gross interpretation of a project he had ever seen. The intent was for the building to be a facility where the public could pay water bills, housing ten employees from the Revenue Department and should cost nowhere near the estimates. City Manager Hegwer noted that the Finance Department would need to be relocated with the Revenue Department to accommodate the transactions (collecting cash, making deposits, etc.). HR was included since there was additional space available and in an effort to keep the HR and Payroll Departments together, since employees typically need to deal with both at the same time.

Mayor Pro Tem Gaskins stated that if the purpose was to provide a facility for the public to pay utility bills, the payment kiosks previously discussed were substantially less expensive than any option presented. Council Member Taylor stated that more services are currently needed along the Highway 87 corridor, where much of the recent growth has occurred, and the majority of customers paying bills on the last days of the cycle are located in the Jonesboro area. He also noted that

offering services at the BB&T building would be much more customer-friendly than the current system at City Hall (since the drive through window is no longer available and a long walk is required from the parking area to the Revenue Department).

Public Works Director Victor Czar stated that this process begin with the goal of providing additional space to the Police Department and making it a state-of-the-art facility. Providing a location for utility payments is a different matter. The hope was that these two goals could be merged, to create some synergy and to reduce costs.

Council Member Williams questioned when work should begin. City Manager Hegwer stated that we are not at a “critical mass” point but when considering the Police Department needs, it is not only about space, but how to make the space work for the next 30 years. Mr. Hegwer also noted that there are several options and when a decision involves this amount of spending, it is better to analyze and discuss all options in order to make the right decision. Mr. Williams also noted the need for another Fire Department and questioned whether there was a way to combine that with relocating the Revenue Department. Mayor Mann stated that we are not at the critical mass point for either and he would rather wait to see Sanford busting out of the seams before considering that.

Council Member Taylor stated that he sees great potential in the corner where the BB&T building is located: it has one of the highest traffic counts in the county; \$3,000,000 has been spent on revitalization in Jonesboro; three of the city’s electoral wards have boundaries very near that corner; many customers who make payments in person (rather than by mail or online) live near there; and that area is growing faster than any other in the community. He also noted that the Jonesboro Historical Society, which has raised funds privately, has expressed an interest in funding a mural project in Jonesboro. Council should not delay making decisions about purchasing this property or property for a future Fire Department in the southern portion of the City, because land prices have increased substantially and will likely continue to increase.

Council Member Haire reminded everyone that he had previously considered the old Southern National Bank building (at the corner of Wicker and Moore Street) but it has been sold and the current owner has no plans to sell. He also considered the bank building at the Lowe’s Spring Lane Shopping Center, but that is not an area convenient to the majority of customers who make walk-in payments. There are other properties previously used as banks in the Jonesboro area, but none of them appear to be as convenient or have the easy access that the BB&T building has.

Council Member Wyhof stated that while she does not want to rush into any decision before considering all options, it appears that this building could solve many problems and could be the cornerstone of the Jonesboro streetscape project, especially with its large parking area. It has generated conversation about what we want the character of our city and community to be in the future, and has renewed our sense of civic engagement. While the BB&T building may not be the answer, maybe the location is: perhaps a building should be constructed on that corner or in the Kendale Shopping Center. Mayor Mann agreed that this property has the potential to be the “Buggy Company of Jonesboro” and it could help bridge many needs.

Mayor Pro Tem Gaskins stated his opinion that considering an off-site location serves a totally different purpose than the Buggy Company since it would be removing services from a central location rather than consolidating them. The original priority was to build a police station to meet the needs of that department and we should build to address what is needed.

Mayor Mann acknowledged Council members' input and suggested developing a vision plan after additional discussion.

Discussion on Quotes to Demolish and Remove Houses Located on First Street and the Jaycee Hut (Exhibit C)

Public Works Manager Tim Shaw reviewed cost estimates to demolish property owned by the City at 809 Tryon Street (the "old Jaycee Hut"), property owned by the County at 807 Tryon Street and properties recently purchased by the City at 103 First Street, 105 First Street and 113 First Street. The total estimated cost is \$25,855 (including asbestos testing) or \$20,955 for the City's share. Prices do not include asbestos abatement, if any is found at the properties.

Fire Chief Wayne Barber explained that the Fire Department would like to conduct training on the First Street properties, including forcible entry, ventilation, search and rescue but no burning.

Mr. Shaw also received a cost estimate of approximately \$70,000 to move a house similar to those on First Street. A representative of Oldham Movers explained that they would need to be cut into two sections (due to their size), then the walls, roof and foundation would need to be rebuilt.

City Manager Hegwer stated that a budget amendment would be presented to Council for this expense, as well as approximately \$5,000 to \$8,000 for yard cleaning and maintenance.

Discussion on East Sanford Redevelopment Strategies (Exhibit D)

Community Development Director Marshall Downey reminded Council that former Community Development Director Bob Bridwell presented several strategies in 2010 for revitalizing East Sanford and that information has been incorporated into current strategies. A map defining the area for planning purposes was reviewed and Mr. Downey suggested a two-prong approach: (1) a long-term strategy to build on momentum from the downtown revitalization and (2) creating a specific land use/redevelopment plan for the area just east of downtown (the transition area between the core business district and the traditional residential areas of East Sanford).

Mr. Downey explained there must be a vision: a strategy for implementation, including funding mechanisms (both public and private), potential partners (and their responsibilities), an agenda or time frame for making the project a reality. This includes the City playing a major role by purchasing property to reduce the private sector risk and by partnering with non-profit agencies to help solicit private investment. This will not be a simple or quick process but it has been the most successful tool in other areas for similar situations.

City Manager Hegwer suggested that this process will take many years unless the City considers public investment in those areas, through cooperating and partnering with property owners, especially those who own several properties. He noted that the Chatham Street revitalization began with public investment (a grant) and private investment came along later, spreading and changing the entire area around it. If Council has the will and the City has the financing, it can be a stimulus for revitalization.

Mayor Mann acknowledged work done by W.I.T.'s Construction on three houses along Charlotte Avenue and referenced work done in Rocky Mount, where an area of the dilapidated Mill Village was refurbished and transformed with a work/live/play concept and a park.

Mr. Downey suggested the focus should be on stabilizing and promoting infill, as well as promoting and protecting the existing community through some type of concentrated code enforcement and community policing. The intent is to build long-term relationships with residents, building self-pride, to work in conjunction with the strategy for the area between downtown and Third Street and to build on that success.

There has also been a clear shift in demographics and population in East Sanford, with a major upward trend in the Hispanic community in this segment of the city. Strategic Services Director Don Kavasckitz reviewed maps and data showing an increase in Hispanic-owned properties from 7.65 percent in 2000 to 26.2 percent in 2016; Hispanic owner-occupied homes increased from 14.7 percent in 2000 to 42.9 percent in 2016. Public school population in East Sanford is approximately 67 percent Hispanic, 24 percent black and 9 percent white. Mr. Downey noted that this data illustrates the importance of enhancing the relationship with the expanding Latino population and referenced the "Building Integrated Communities" project, which is helping bridge the gap and by reaching out to the Latino community.

Mr. Downey explained that the first step in implementation would be for staff to draft a land use/redevelopment plan and develop a realistic time table to complete an inventory. Additional tasks, such as identifying key partners from the non-profit and private sectors, along with identifying funding sources and mechanisms, may be more challenging. He noted that non-profit agencies are critical because of the contacts and relationships they have.

Other Business

Council Member Byron Buckels asked Council to seriously consider providing a center specifically for area youth and teens and presented a slide show illustrating potential concepts (Exhibit E).

Council Member Taylor stated that his church is constructing a new campus which will include a center to be used by the community and teens during the week and suggested that a facility could be a constructed locally through a public/private partnership. He also expressed condolences to those affected by violence against police officers in Dallas and urged continued support of our local law enforcement officers.

Council Member Wyhof echoed Mr. Taylor's sentiments and suggested that people are looking for leadership.

Council Member Williams stated that a Unity Rally is being planned for August.

Mayor Mann urged Council members to encourage all citizens to participate in the Unity rally and stated his desire that citizens, political leaders and clergy can discuss current issues in the hope of bringing everyone together.

Closed Session

Council Member Wyhof made the motion to go into closed session in accordance with NCGS 143-318.11(a)(5), to instruct the public body, staff or negotiating agent on the position to be taken on behalf of the public body in negotiating the price or other material terms of a contract or proposed contract for the acquisition of real property. Seconded by Council Member Buckels, the motion carried unanimously.

City Council Workshop
July 12, 2016

ADJOURNMENT

Council Member Taylor made the motion to adjourn the workshop. Seconded by Council Member Buckels, the motion carried unanimously.

**ALL EXHIBITS CONTAINED HEREIN ARE HEREBY INCORPORATED
BY REFERENCE AND MADE A PART OF THESE MINUTES.**

Respectfully Submitted,

T. CHET MANN, MAYOR

ATTEST:

BONNIE DAVIS, CITY CLERK

MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF SANFORD
SANFORD, NORTH CAROLINA

The City Council met at the Sanford Municipal Center, 225 E. Weatherspoon Street, on Tuesday, July 19, 2016, at 7 P.M., in the Council Chambers. The following people were present:

Mayor T. Chet Mann	Council Member James Williams
Mayor Pro Tem Sam Gaskins	Council Member Rebecca Wyhof
Council Member Jimmy Haire	Council Member Norman Charles Post, III
Council Member Charles Taylor	City Manager Hal Hegwer
Council Member Byron Buckels	City Attorney Susan Patterson
City Clerk Bonnie Davis	

Mayor Mann called the meeting to order. For the invocation, Council Member Buckels led the Council in The Lord's Prayer. The Pledge of Allegiance was recited.

PUBLIC COMMENT

No citizens requested to speak.

APPROVAL OF AGENDA

Mayor Pro Tem Gaskins made the motion to approve the agenda. Seconded by Council Member Wyhof, the motion carried unanimously.

CONSENT AGENDA

Approval of City Council Workshop Minutes Dated May 24, 2016– (Filed in Minute Book 87)

Approval of City Council Workshop Minutes Dated May 31, 2016 – (Filed in Minute Book 87)

Approval of City Council Meeting Minutes Dated June 7, 2016 – (Filed in Minute Book 87)

Approval of Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2016-2017 – (Demolition of 103 First Street, 105 First Street, 113 First Street); (809 Tryon Street - Jaycee Hut (City) and 807 Tryon Street (County) - (demolition of cost will be split 50/50 between City & County) – (Exhibit A)

Approval to Modify the Water and Sewer Disconnection Policy – (Exhibit B)

Mayor Pro Tem Gaskins made the motion to approve the consent agenda. Seconded by Council Member Buckels, the motion carried unanimously.

SPECIAL AGENDA

Mayor Mann recognized Vernon Tolliver and his son, Wesley Tolliver, with Boy Scout Troop 942, sponsored by St. Luke Methodist Church; Wesley is working on his Citizenship in the Community Badge.

Introduction of John Maxwell, New CEO for Duke Life Point (Central Carolina Hospital) –

John Maxwell, new CEO for Duke Life Point, gave a brief summary about the recent purchase of Central Carolina Hospital. One of the most impressive things that impressed Duke Life Point is the way Council and this community has portrayed the City and maintained its positive influence in Sanford. He praised the Council for the way it has grown this community in a manner that all the citizens of Lee County should be proud.

Mr. Maxwell informed Council that Duke Life Point started six years ago. Life Point is a hospital company that has 72 hospitals in 23 states. There are 15 Duke Life Point hospitals in that group; nine are in North Carolina. Central Carolina Hospital employs 825 employees, which work in the hospital and physician clinics that they own.

Life Point brings a long-term financial strength to any hospital they join. They have a very broad depth of operational and administrative resources that help navigate all of the operations of a hospital that help keep them compliant, to make sure the hospital can stay functioning for many years to come. They have access to capital. This is what sets Life Point and Duke Life Point apart from several other hospital groups. Duke Life Point does not look at how can we focus on making a difference by maybe saving salaries, or maybe looking at a service line or cutting a salary expense to make a dollar; that is exactly opposite of what Duke Life Point is about. Duke Life Point is about taking those capital resources, investing in the community and making sure they are growing to provide the needs of the community. Life Point and Duke were looking for partners several years ago. Duke was looking at how they could expand their patient safety and quality expertise; Life Point was looking at how they could have backup for clinical expertise to increase the quality at each of their hospitals. Duke brings the depth of their clinical resources; their ability to attract specialists; their patient safety and clinical quality in excellence, which is very much of what they strive for at Central Carolina Hospital. Their goal is when you are being treated at Central Carolina, you have the same quality of patient care that you would receive at Duke. Duke's quality coordinator was at the hospital today discussing different quality metrics on how they can, at Central Carolina Hospital, perform and exceed the expectations that Duke has on their campus in Raleigh. He explained several things they are doing to get involved in the community and also the renovations taking place at the hospital.

DECISIONS ON PUBLIC HEARINGS

Application by Wil-Kat Properties, LLC to rezone from Office & Institutional (O&I) to General Commercial (C-2) 6.5 ± acres off of NC Hwy 87. The subject property includes portions of two tracts of land with frontage on NC Hwy 87, opposite Commerce Drive, which are described as follows:

- Tract 1 is a 12.7 ± acre tract of land addressed as 4563 and 4599 NC Hwy 87 and identified as Tax Parcel 9660-59-1002 that currently has 2.2 ± acres zoned General Commercial (C-2) and 10.5 ± acres zoned Office & Institutional (O&I). The proposed rezoning would increase the area zoned General Commercial (C-2) from 2.2 ± acres to 8.0 ± acres and reduce the area zoned Office & Institutional (O&I) from 10.5 ± acres to 4.7 ± acres. The portion of this tract to be rezoned equals 5.8 ± acres. – (Exhibit C)

- Tract 2 is a vacant 11.4 ± acre tract of land identified as Tax Parcel 9660-58-2607 that currently has 2.0 ± acres zoned General Commercial (C-2) and 9.4 ± acres zoned Office & Institutional (O&I). The proposed rezoning would increase the area zoned General Commercial (C-2) from 2.0 ± acres to 2.7 ± acres and reduce the area zoned Office & Institutional (O&I) from 9.4 ± acres to 8.7 ± acres. The portion of this tract to be rezoned equals 0.7 ± acres. The property is the same as depicted on Lee County Tax Maps 9660.01 and 9660.02, a portion of Tax Parcels 9660-59-1002 and 9660-58-2607 Lee County Land Records. It is also portions of Tract 1 and Tract 2 on a survey map recorded in Plat Cabinet 2010, Slide 160, Lee County Registry of Deeds. (Exhibit C)

Community Development Director Marshall Downey explained that the Planning Board unanimously recommended that Council support this rezoning request. The 2020 Land Use Plan Map does not identify a specific land use for the subject property; therefore, when considering the zoning of this property, current development trends and the surrounding zoning of the neighborhood should be considered.,

- Consider Ordinance Amending the Official Zoning Map of the City of Sanford, North Carolina – (Exhibit D)

Council Member Taylor made the motion to approve the Ordinance Amending the Official Zoning Map of the City of Sanford, North Carolina. Seconded by Council Member Post, the motion carried unanimously.

REGULAR AGENDA

Consider Sale of Vacant Property off Daisy Street – (Exhibit E)

City Attorney Susan Patterson explained that an offer of \$600 was received by Wilian Leonel Guevara to purchase vacant property off Daisy Street. It is a sliver of land the City received from the Wilkins Corporation in 2007. Council declared it surplus and authorized the sale of the property using the offer, advertisement and upset bid process. Public notice was advertised and no increased bid was received. Mr. Guevara has agreed to pay all the advertising and closing costs as requested by Council. It is for Council's consideration to accept this bid and authorize the sale of the property to Mr. Guevara and for the execution of the documents.

Mayor Pro Tem Gaskins made the motion to accept this bid and authorize the sale of the property to Mr. Guevara and authorize execution of the documents. Seconded by Council Member Buckels, the motion carried unanimously.

Consider Offer Received to Purchase Block G Lot 8 Vance Street and Resolution Authorizing the Advertisement of an Offer to Purchase Lot 8 Block G Vance Street, Brick Capital Redevelopment Area No. 1 – (Exhibit F)

Community Development Manager Karen Kennedy explained that an adjoining property owner, David Percell and wife, Rose Percell, submitted an offer of \$3,400 (tax value) to purchase vacant property on Vance Street, which is in the Brick Capital Redevelopment Area. He would like to tie this property into his existing land. This resolution authorizes the advertisement of the offer to purchase Lot 8, Block G Vance Street in the Brick Capital Redevelopment Area No. 1.

Council Member Buckels made the motion to approve the Resolution Authorizing the Advertisement of an Offer to Purchase Lot 8 Block G Vance Street, Brick Capital Redevelopment Area No. 1. Seconded by Mayor Pro Tem Gaskins, the motion carried unanimously.

Consider Update on 109 South Third Street – (Exhibit G)

City Attorney Susan Patterson gave an update on the foreclosure of property located at 109 S. Third Street, owned by Larry Wayne Bowen, Jr., for the non-payment of taxes. A while back, she informed Council that a foreclosure had been conducted on this property and after the time for bidding on the process ended, the City and County were the highest bidders; meaning there were no other bidders on the property. Before they completed the foreclosure process, certain people contacted the County asking for the bid to be assigned to them. However, there were three people who offered different prices as if they were bidding on the property. The request was to assign the bid. In going through that process, we determined that we had not finished the foreclosure because once the request to assign the bid came in, that halted the process. Since there is interest in the property, it is the recommendation of the County and City Attorneys that we complete the foreclosure process. It will be up to Council's discretion if we want to go through the upset bid process or consider other options for the property.

It was the consensus of Council to proceed with the foreclosure process. Mr. Hegwer advised that we have several options with the property and staff will come back with suggestions for Council's consideration.

NEW BUSINESS – (Items for discussion and action will only be taken if necessary. Otherwise, these items will be placed on the next agenda for approval.)

OTHER BUSINESS

Council Member Buckels expressed concern regarding the senseless and unnecessary loss of lives. These senseless acts are affecting our community in a very traumatizing way, in particular, our youth. Young people are already trying to cope and deal with peer pressure, adolescence, and possibly, trying to deal with post traumatic disorders. If signs of the disorder are not identified and the symptoms are not treated, it can become a chronic issue. He appealed to Council and those actively involved in finding solutions to the problem to be aggressively proactive as City Council Members. He said we must continue to be aggressively proactive through our public safety department; through our Community Development Department; and as concerned citizens in our neighborhood; therefore, we need to invest in our young adults through educational, economic, spiritual, and social problematic change, if we are going to deal with the issues concerning our community.

Council Member Wyhof stated that U. S. Senator Robert Morgan passed away this weekend. She stated that he was an amazing person that she was honored to know and he had a real impact on her life personally, as she started her time in public service. He served our region and our state tremendously well and was a real statesman, setting an example for others. She was proud of the legacy he left on our community and extended condolences to the family.

Council Member Haire echoed Mr. Buckels and Ms. Wyhof's comments. He expressed appreciation to the Sanford Fire Department for their expertise in showing citizens how to install

car seats for infants. A firefighter attends 40 hours of class to become certified. Mr. Haire noted that his daughter had a baby and the Sanford Fire Department helped her with the installation of the car seat; she had nothing but praise for the Fire Department for this service.

Mayor Pro Tem Gaskins also praised the Fire Department (and Ken Cotten) on the article in the Sanford Herald describing the job they do.

Council Member Williams requested a presentation be done for the public on implementation of the new water and sewer reconnection policy.

Council Member Taylor commented that after the public hearing on the proposed soccer complex, it bothered him because you have an organization that is willing to put in a million-dollar private investment in our community for sports and that is exactly what we were aiming for with the sports complex. He hopes, that as a staff, that we can do what we can to help that process. They were very accommodating. Some of the emotional arguments were relative to traffic; if you look at the times the complex would be in operation, it is not going to interfere with the daytime traffic hours. One of the hiccups was the North Carolina Department of Transportation. He is hoping as a staff, that we could clear any hurdles from our standpoint to give them a fair shot to have an established facility in our community. Those type of investments are very rare; anybody willing to sink \$1 million into land and a complex.

Mr. Taylor asked for an update on drainage issues in Jonesboro and Downtown Sanford as well, because we may have some different patterns of water that we did not have in the past. He would like to have this issue added to a workshop, particularly Ms. Headen's property on Main Street and the property behind Joyner Dickens Heating & Air Conditioning on Globe Street.

Mr. Taylor noted that the NCDOT is doing a great job cleaning the culverts on Spring Lane.

Mr. Taylor expressed thank you to all the employees; Public Works has been out a lot lately in the 100 degree heat and to say thank you to the Police and Fire Departments as they continue to keep us safe.

Mayor Mann announced that on Thursday, July 21, 2016, at the Dennis A. Wicker Civic Center, from 4 PM to 7 PM, there will be a public input session on parks. The City has voted to take our \$2 million in bonds and direct them towards City parks. He invited the public to attend so staff can receive input as to what they want regarding parks.

Mayor Mann stated that we have had a lot of economic activity. Having Duke-Life Point in town, the brands we have attracted recently - Anytime Fitness, which is open 24 hours a day; to Starbucks; we are seeing housing starting to move; homes that have been on the market have now been sold; this says something about what is happening in Sanford.

Mayor Mann said his weekend has been full of calls and questions from people he knew and did not know. He stated that he has spoken with at least 45 people this weekend (half he did not know and half he knew) African-American, white, a couple of Hispanics, and not one of them

said they feel this city has a police problem. We can certainly improve on our police and community relations, as well as each one of us can improve our relationships with the citizens in our wards. He felt we are blessed to have a community that works together. When he needs help, the African-American community is one of the first to step up and help him and likewise, he is one of the first to help them also. He did not want the media and statistics quoted to dilute or distract those who like to live here from thinking anything negative about this town. He feels just as safe now as he did five years ago. We need to be careful about the world we live in and the things that happen around us as a community. The question he has been asked over and over is, "Are we prepared for an incident?" That is a separate question from what has happened to the things that Council Member Buckels has been talking about. It is two different things. The answer to the community is "yes." The police are prepared to the extent they can be for a tragic incident of deranged people who would take an opportunity to hurt someone in a time of civil unrest. The answer to that question is, "Are you prepared and what are you going to do for your community and neighborhood." The answer, in his opinion to the issues that we have had with young black males shooting and hurting other young black males, is that we help those communities regain their footing, their spirituality, and the sense of honor, values and morals that are instilled in young people when they are in school from a young age - preteen and up. Mayor Mann said that is the answer, in his opinion, to how we right that ship on those few people who have low regard for life. It is not a reflection of Sanford and it is not a reflection of our African-American community here; as you know it is a strong and vibrant community. He asked the public to pray for those who have been harmed in places like Baton Rouge and St. Paul. He would love to have ongoing discussions and proactive steps before a tragedy, rather than trying to get together after one. Mayor Mann encouraged everyone to stay together; pray together; work together, live together and have fun together.

Mayor Mann stated that he talked with the Police Chief and they are going to direct actions at places where things occur and we are going to take the proper steps to keep our police officers safe and our citizens safe. Police officers put their lives on the line every day and we need to rally around them, as well as the people that need protecting.

Mr. Hegwer reminded everyone that National Night Out is August 2. There have been several activities held already. We continue to work together to get to know each other and listen to what the public has to say. He said we need to move the time of the City Council meeting on August 2 to 1 PM, instead of 7 PM, so Council Members can attend the National Night Out activities that afternoon. It was the consensus of Council to meet at 1 PM on August 2.

Mayor Mann encouraged the public to attend and event this Friday night, at 7 PM, on the lawn of City Hall, to meet the police officers; fire fighters; there will be a lot of public safety vehicles; games, slides and hot dogs.

ALL EXHIBITS CONTAINED HEREIN ARE HEREBY INCORPORATED BY REFERENCE AND MADE A PART OF THESE MINUTES.

City Council Meeting
July 19, 2016

ADJOURNMENT

Council Member Williams made the motion to adjourn the meeting; seconded by Council Member Haire, the motion carried unanimously.

Respectfully Submitted,

T. CHET MANN, MAYOR

ATTEST:

BONNIE DAVIS, CITY CLERK

MINUTES OF SPECIAL MEETING OF THE
CITY COUNCIL OF THE CITY OF SANFORD
SANFORD, NORTH CAROLINA

The City Council met at the Sanford Municipal Center, 225 E. Weatherspoon Street, on Tuesday, August 2, 2016, at 1 P.M., in the Council Chambers. The following people were present:

Mayor T. Chet Mann	Council Member James Williams
Mayor Pro Tem Sam Gaskins	Council Member Rebecca Wyhof
Council Member Jimmy Haire	City Manager Hal Hegwer
Council Member Charles Taylor	City Clerk Bonnie Davis
Council Member Byron Buckels	City Attorney Susan Patterson
(Arrived at 8:07 PM)	
Absent: Council Member Norman Charles Post, III	

Mayor Mann called the meeting to order and delivered the invocation. The Pledge of Allegiance was recited.

PUBLIC COMMENT

No citizens requested to speak.

APPROVAL OF AGENDA

Council Member Charles Taylor made the motion to approve the agenda. Seconded by Mayor Pro Tem Gaskins, the motion carried unanimously.

REGULAR AGENDA

Consider Resolution in Support of the Temporary Closure of Carthage Street Between Moore Street and Steele Street for the Purpose of the Sounds on Steele Street Music Festival Contingent Upon Receiving all Necessary Paperwork – (Exhibit A)

Transportation Administrator Kris Fumage explained that Chris deLambert, spokesperson for the Temple Theatre's "Sounds on Steele" music festival, is requesting a temporary closure of Carthage Street, between Steele Street and Moore Street on Saturday, September 10, 2016, between the hours of 10 AM and 10 PM. Mr. Fumage asked for approval to temporarily close this street contingent upon receiving the Certificate of Liability from Chris deLambert. His insurance company will not release the Certificate of Liability until the City approves the street closure. The Department of Transportation has approved the street closing.

Council Member Taylor made the motion to approve the Resolution in Support of the Temporary Closure of Carthage Street Between Moore Street and Steele Street for the Purpose of the Sounds on Steele Street Music Festival contingent upon staff receiving all the necessary paperwork. Seconded by Mayor Pro Tem Gaskins, the motion carried unanimously.

(Council Member Buckels arrived at this point in the meeting).

Consider Resolution in Support of the Temporary Closure of Several Streets for the Purpose of the People Loving People Unity & Prayer Walk Contingent Upon Receiving all Necessary Paperwork – (Exhibit B)

Transportation Administrator Kris Furmage explained that Mr. Daniel Owens is requesting a street closure on behalf of the People Loving People Unity and Prayer Walk for the safety of the participants in the walk. The closure will occur on Saturday, August 6, 2016, between the hours of 10 AM and 12 PM, which include Wicker Street, Chatham Street, Short Street, Rose Street, Horner Boulevard and Elm Street. The Department of Transportation has given approval to close the portion of state-owned streets. All the necessary paperwork has been received.

Mayor Pro Tem Gaskins made the motion to approve the Resolution in Support of the Temporary Closure of Several Streets for the Purpose of the People Loving People Unity & Prayer Walk. Seconded by Council Member Wyhof, the motion carried unanimously.

Consider Sale of Lot 18 Block P, Boykin Avenue, PIN #9642-66-7469 – (Exhibit C)

City Attorney Patterson explained that we received an offer of \$1,000.00 by Ernest Murchison and his wife, to purchase Lot 18, Block P, Boykin Avenue. The Council declared the property surplus and authorized the sale using the upset bid process. Public Notice of the offer was advertised on July 10 and no increased bid was received within the time allowed by law. The Murchison's have agreed to pay the advertising and all closing costs. Since there have been no upset bids received, Mr. and Mrs. Murchison's bid is being reported to Council for either acceptance or rejection in accordance with the resolution authorizing sale.

Council Member Buckels made the motion to accept the offer of \$1,000.00 for Lot 18, Block P, on Boykin Avenue, with the Murchison's paying the advertising and all closing costs. Seconded by Mayor Pro Tem Gaskins, the motion carried unanimously.

Consider Resolution Temporarily Closing Several Streets in Support of National Night Out – (Exhibit D)

Public Information Officer Kelly Miller stated that this year we have 31 sites within the City. One event was held last night at the Enrichment Center. The resolution closes several streets in support of National Night Out.

Council Member Wyhof made the motion to approve the Resolution Temporarily Closing Several Streets in Support of National Night Out. Seconded by Mayor Pro Tem Gaskins, the motion carried unanimously.

Consider Local Funding Match Requirement for Bicycle and/or Pedestrian Projects for Broadway Road Widening Project (R-3830) – (Exhibit E)

Long Range Planner David Montgomery stated that he is seeking commitment from Council for a possible pedestrian and bike improvements for the Broadway Road widening project. Any type of bike and pedestrian improvements that we do with NC Department of Transportation federal funds, require a 20 percent local match. Staff has identified both sidewalk and bike lane improvements for that road within the City limits. The project would include installing new sidewalk on the north side of Broadway Road from Horner Boulevard to Thornwood Drive and on a small portion of the south side from Horner Boulevard to Rosser Road. In addition, if Council

so chooses, improvements will need to be made under the 421 Bypass to accommodate that sidewalk, which is included in the estimates. Also, bike lanes on both sides of the road from Horner Boulevard to the City limits would be a 5-foot bike lane, not 4 foot as stated in the memo. The cost estimate to the City for the project is \$172,971 (sidewalk-\$86,940; 1' widening for bike lanes-\$44,614; modification under US 421 Bypass-\$41,417). This funding is not required immediately; it is based upon when the project is completed. The City at that time, will provide a lump sum reimbursement to the NC Department of Transportation. At the earliest, it would be 2018, but probably would be completed in 2019. Mr. Montgomery stated these are just estimates; when they go through the design process, then staff will have a better understanding of what the actual costs will be.

Council Member Wyhof asked when Council receives the actual figures, if future Council will be able to address whether or not it makes sense, given how much the costs may have increased over time; if there will be an out at that time. Mr. Hegwer replied yes.

Mr. Montgomery spoke about the Department of Transportation's schedule on the widening. He said the DOT has been surveying for the last several months; they are going to start the design work in August. A public informational meeting was held at Shallow Well Church. This will be one of the busiest top five roads in Sanford, after it is improved. He felt all the work that Council has funded, as part of the bond package with the sidewalk, shows that delaying these sort of things ends up being more costly in the long run. If you complete sidewalk on Nash Street, you will be able to walk from O. T. Sloan Park to East Lee School.

Mr. Haire asked if the affected property owners have been notified of the widening. Mr. Montgomery replied that those people were notified, for which a public meeting was held at the church.

Mayor Pro Tem Gaskins made the motion to approve the Local Funding Match Requirement for Bicycle and/or Pedestrian Projects for Broadway Road Widening Project (R-3830). Seconded by Council Member Wyhof, the motion carried unanimously.

Presentation of New Water and Sewer Disconnection Policy – (Exhibit F)

Customer Service Manager Karen Atkinson explained the new water and sewer disconnection policy as shown on Exhibit F. The new policy will become effective November 1. With the new policy, a second notice will be generated one day after the due date. If the date falls on a non-business day, then the notices will be generated the next business day. A late fee of \$5 will be applied at 5 P.M., five days after the due date, and if that date falls on a non-business day, then that fee will be assessed the next business day. Also, the cut-off list will then be generated on the morning of the 11th day after the due date and a \$15 administration fee will be applied at that time; if that date falls on a Friday or non-business day, then the cut-off list will be generated the next business day. She displayed an example of a cycle bill from one month with the new process. She reiterated that this new policy will become effective with the first bill that come out in November.

Council Member Taylor asked what are our means of communication to our customers about the new policy. Mrs. Atkinson replied that staff is working on changing the memo section

City Council Meeting
August 2, 2016

on the bills themselves. Public Information Officer Kelly Miller is working with staff to generate fliers to be inserted into the bills; they plan to send the fliers out with each billing cycle for August, September, and October. It has been on the City's newsletter, Facebook, posted on the website and they plan to place the inserts on the counters where the utility bills are paid. There are a lot of walk-in customers.

He asked if there are any plans to show grace to any customers as the policy is transitioned. Mrs. Atkinson replied that staff is getting the information out for three months and it will not become effective until November 1.

NEW BUSINESS – (Items for discussion and action will only be taken if necessary. Otherwise, these items will be placed on the next agenda for approval.)

OTHER BUSINESS

Community Development Director Marshall Downey introduced Nicky Quinones; she is a recent graduate of the School of Science and Math and served as an intern this summer with the Community Development Department. She is the younger sister of Kelly Miller. She will be attending East Carolina University. Ms. Quinones is fluent in English and Spanish. Ms. Quinones stated that she worked specifically with the Building Integrated Communities translating public documents from English into Spanish. She enjoyed working with the City.

Mayor Mann mentioned that National Night Out is very significant and timely. He hopes Mr. Owen's endeavor with the People Loving People Unity & Prayer Walk will lead into what he has been talking about – to solve some crime issues in selected areas with isolated individuals. We need to take these group efforts and take them to the neighborhoods. If every church could get five to ten strong, young deacons in their church to volunteer to mentor and to be on call when a family is having an issue with a young man or woman in their neighborhood, then they could be there for the parent and child. It would certainly fill the need that Police cannot fill. Council Member Buckels and he have been working hard to integrate into these families and get their arms around people. He hopes it will lead to future discussions on a youth center and some other outlets for young people – primarily for the age group of 14 to 22 years of age. We have to work together to make these issues go away.

Mayor Mann noted that Triangle J Council of Governments will host the Mayors and County Commissioners Chairs' Regional Meeting in Sanford, on September 1, at the Buggy Company. It is not a public event; 15 mayors and 15 county commissioner chairs from our regional will be in Sanford that day.

Mayor Mann spoke to the Siler City Town Commissioners on Monday night regarding the Building Integrated Communities (BIC) project. Siler City is considering applying for a grant that Sanford received. He spoke on the benefits and what he saw happening with this program.

ALL EXHIBITS CONTAINED HEREIN ARE HEREBY INCORPORATED BY REFERENCE AND MADE A PART OF THESE MINUTES.

City Council Meeting
August 2, 2016

ADJOURNMENT

Mayor Pro Tem Gaskins made the motion to adjourn the meeting; seconded by Council Member Wyhof, the motion carried unanimously.

Respectfully Submitted,

T. CHET MANN, MAYOR

ATTEST:

BONNIE DAVIS, CITY CLERK

CITY COUNCIL WORKSHOP MINUTES OF THE
CITY OF SANFORD, SANFORD, NORTH CAROLINA
Tuesday, August 9, 2016

The City Council held a workshop meeting Tuesday, August 9, 2016, at 5:30 p.m., in the West End Conference Room, of the Sanford Municipal Center, located at 225 East Weatherspoon Street, Sanford, North Carolina. The following people were present:

Mayor T. Chet Mann
Council Member Byron Buckels
Council Member Charles Taylor
Council Member James G. Williams
City Manager Hal Hegwer
City Attorney Susan Patterson

Mayor Pro Tem Sam Gaskins
Council Member Jimmy Haire
Council Member Norman C. Post, III
Council Member Rebecca Wyhof
City Clerk Bonnie Davis

Mayor Mann called the meeting to order and noted that although Public Comment isn't typically allowed at Council Workshop meetings, he would allow it since the topic the speakers wish to address is on the agenda (storm water issues).

Bob Smith stated that his mother, Carrie Lynn Smith (of 208 West Globe Street) has had problems with flooding in her rear yard from storm water runoff. The problem appears to be the result of problems with a pipe located nearby on private property, as well as geographical changes and the construction of apartments nearby. He requested that Council review the situation and help find a resolution.

Fannie Headen (of 2663 Colon Road, Sanford) stated that she has also had flooding problems at 104 West Main Street in Jonesboro, a commercial property she owns.

Consider Update on Downtown Streetscape
No Parking – Payment Kiosks

City Manager Hal Hegwer stated that the Parking Committee (which includes Mayor Mann, Mayor Pro Tem Gaskins, Council Member Williams and Council Member Post) had several meetings with members of Downtown Sanford and after much discussion, makes the following recommendations:

- Reinstate two-hour parking, from 9:00 a.m. until 8:00 p.m., Monday through Saturday;
- Increase the fine for violations from \$5 to \$25;
- Implement these policies immediately (August 17, if approved by Council on August 16);
- Issue warning tickets through August 31;
- Designate a loading zone in front of the Temple Theatre, along with one space for loading on Moore Street.

Jennifer St. Clair, speaking on behalf of Downtown Sanford, Inc., echoed these recommendations and reiterated DSI's request to acquire additional sites to provide off-street parking for merchants and employees.

Mr. Hegwer stated that using a parking service company for enforcement has been discussed (rather than using police officers). Mayor Mann noted that long-term plans are still being developed, including the possible use of payment kiosks. Public Works Director Victor Czar confirmed that handicapped-accessible parking spaces will soon be restriped and the remaining spaces will be marked when the Streetscape project repaving is complete.

Council Member Byron Buckels questioned how residents of the Wilrik Building would be affected by these recommendations, specifically handicapped residents. Mr. Czar stated that the Cole Street parking lot includes spaces designated for Wilrik residents and that all eleven spaces designated for handicapped parking prior to the Streetscape project would be returned, along with one or two temporary spaces on Steele Street. Steve Brewer, a local merchant and member of the Parking Committee, noted that there had been problems with Wilrik residents parking on Steele Street rather than the Cole Street lot (especially after work hours), and that if Wilrik residents and event guests use Steele Street parking for long periods of time, it would stifle business downtown. He felt that the committee's recommendations had been developed in an attempt to be fair to all parties.

Mayor Mann stated that the committee wanted to develop an immediate strategy and also to continue with a plan for off-street parking to create an improved environment and accommodate future growth in the downtown area.

Option of Paving Alleys (Exhibit A)

City Engineer Paul Weeks explained that a large portion of the Streetscape project was converting to underground utilities and this involved a great deal of cutting through parking lots and alleyways. While the original plan was to only patch those disturbed areas, repaving them to improve appearance has also been discussed. The paving contractor has estimated that it will cost approximately \$250,000 to mill, resurface and restripe those lots and alleyways that were disturbed (both public and private). Mr. Weeks noted that the cost is somewhat higher due to the relatively small size of the area, which will require special milling and hand work which can't be done by larger equipment. He also confirmed that no repaving is needed in Jonesboro, since that work was mostly to streets and sidewalks. Since the project is nearing completion, this decision must be made soon.

Mayor Mann noted that the Streetscape project has been a large investment and asked Council to consider whether it is complete if these areas are not repaved. He also stated that an alleyway plan has been discussed, which would include outdoor dining and amenities, and leaving those areas unpaved would affect those plans. Council Member Wyhof questioned whether funds should be spent to repave areas which may be affected in future projects and whether those funds would be better used to acquire additional property for parking. Mayor Mann stated his opinion that if a choice is required, the city should take care of what it has before acquiring additional property.

Mayor Pro Tem Gaskins questioned whether the City should fund improvements on private property, suggesting they be deeded to the City first. He noted they would require maintenance over time and if they are city owned, they could be used for additional parking. Ms. Wyhof questioned whether private owners would be willing to share costs. Manager Hegwer

stated that many owners acknowledge that their property was not in excellent condition prior to the project, but construction has made them much worse. Council Member Taylor suggested that they be returned to their state prior to construction.

Manager Hegwer explained that the cost of repaving could be funded through Installment Purchase financing. Financial Services Director Beth Kelly estimated the annual debt payment on \$250,000 would be approximately \$30,000, based on a ten-year term and current interest rates.

Consensus was reached to take action at the next Council meeting on August 16

Discussion Regarding Depot Park Building

City Manager Hal Hegwer informed Council that he has received several inquiries from individuals interested in renting the Depot Building, which the Sanford Board of Realtors rented to the public when they owned the property. DSI has rented the outdoor space occasionally and is helping to manage the property. Plans to use the facility for a Visitors' Center have been postponed since the occupancy tax (which would have funded the project) was not addressed by the State Legislature during the most recent session. Mr. Hegwer suggested that Council may want to consider a policy to address renting the building to the public, since it would benefit the downtown area and generate income.

Overview of Storm Water Issues in Jonesboro and Storm Water Management Options **Storm Water Issues in Jonesboro (Exhibit B)**

City Engineer Paul Weeks displayed maps of the Jonesboro area, including property owned by Carrie Smith and the drainage area around it. Staff recently investigated this area and ran a camera line through a 24-inch reinforced concrete pipe located nearby on private property which has partially collapsed and filled with silt. The runoff flows to a 30-inch pipe at Lee Avenue, a state-maintained street, and that pipe appeared to be working properly. When the 24-inch pipe cannot handle water flow, it backs up to Ms. Smith's property, since it is lower in elevation. It is not known who installed the 24-inch pipe, which appears to be located on the site currently used by Joyner & Dickens Heating and Air. City Manager Hegwer noted that he observed drainage problems on the site approximately twenty years ago, and Mrs. Smith confirmed that she has had problems for at least 50 years.

In response to questions of whether the City has authority to intervene in situations where a pipe is located on private property, Public Works Director Victor Czar explained that if a "downstream pipe" collapses and is causing a problem on a city-owned street, the City has authority to remove it for public safety purposes; however, that does not appear to apply to this particular situation.

City Attorney Susan Patterson explained that under North Carolina law, a dispute involving private pipes and private property requires the owners to work together, make an insurance claim or resolve it through litigation; the city has no authority to intervene. State law for drainage rights is "reasonable use", meaning that owners have the right to pipe, channel or ditch drainage around their property to make reasonable use of the property, but the water should enter and exit at the same natural points. Other states allow owners to do whatever is needed to

allow use, regardless of the effect on others. Mrs. Patterson also noted that storm water management is handled at the state level - not locally - and the City has no authority on storm water issues. It appears that this particular issue is between private parties and if the 24- inch pipe is creating the problem, it appears that the owner of the pipe is responsible for repairing or replacing it.

Bob Smith stated that even if the 24-inch pipe is repaired, there will still be flooding on his mother's property due to geographical changes in the area, primarily due to construction of the Autumn Oaks apartments which substantially increased the impervious surface area. He suggested installing gradients at the apartment entrances and increasing the size of the retention pond. He also stated that funding is available through the Powell Bill for the cost of a survey and a culvert. Council Member Taylor suggested that the property where the 24-inch pipe is located be surveyed to determine on whose property it is located.

Regarding drainage problems in Jonesboro, City Engineer Paul Weeks explained that some storm drainage was added on Main Street and Trade Street, in connection with the Streetscape project; however, funds were not available to completely refurbish and rehabilitate the entire storm water system. If Council wants to consider additional improvements, staff can research the issue.

Mayor Mann stated that he wanted to consider all options available, noting that there were no quick answers to the problems that Mrs. Smith and Mrs. Headen are having. Among the options discussed were: lifting the 24-inch pipe to remove the silt; replacing that pipe with a larger pipe; and running another pipe parallel to that pipe. Mr. Weeks estimated the 24-inch pipe is approximately 140 feet long. Mr. Czar pointed out that decisions must be made regarding which properties will be protected and how many should be protected, since the City cannot install enough piping to prevent all flooding. Council Member Taylor noted that there are many contributing factors, and decisions must be made as to how they can be mitigated from a public standpoint.

Recess

Mayor Mann requested a recess at approximately 7:00 p.m., and reconvened the meeting at approximately 7:20 p.m.

Storm Water Management

Public Works Director Victor Czar explained that one option to provide revenue for comprehensive storm water management would be a fee system similar to what is already being used in nearby areas. Properties would be evaluated to establish an "equivalent residential unit", based on the lot size and impervious surface area to ensure that properties contributing to higher water runoff pay a larger share than those with less runoff or using on-site mitigation. The fee would be included on property tax bills, administered through an Enterprise Fund and used only for storm water management and related issues. Fees in other communities are typically between \$50 and \$200 per household.

Questions were raised as to whether funds collected through this system could be used to resolve flooding issues on private property. Mr. Czar replied that they likely could, but not on

DOT owned property. The current policy is that the City pipes its own ditches and is responsible for maintaining and repairing its own pipes. Mayor Pro Tem Gaskins questioned whether the City should assume the responsibility for repairing pipes located on private property.

Council Member Taylor expressed concern about charging residents another fee and questioned what could be done that isn't already being done through the Utility Fund. City Manager Hegwer explained that a Storm Water Fund would be a completely separate fund, dedicated solely to storm water management (both quality and quantity related), rather than using funds collected from all taxpayers for general use. Mayor Pro Tem Gaskins questioned how much is currently spent on storm water management, which Director Czar agreed to have researched by staff.

Council Member Williams questioned whether the city should increase fees and services, but noted that there has been an increase in storm water related issues. Mr. Czar agreed this is not a new problem and reminded Council that Mrs. Smith acknowledged flooding problems for more than 50 years. If Council chooses to address this issue, there must be funding and it should be available to all residents on an equal basis.

Mayor Mann requested additional information for Council's consideration.

Discussion Regarding National Night Out (Exhibit C)

Public Information Technology Officer Kelly Miller explained that she has received survey responses from the 31 area National Night Out ("NNO") coordinators, including whether they prefer holding the event on the first Tuesday in August or the first Tuesday in October (the two dates offered by the National Association of Town Watch). Of the 19 responses she has received so far, 13 prefer October and 6 prefer August. Those who support October cite the cooler weather, while those who prefer August cite longer daylight hours, being able to include water activities for kids, and being able to collect school supplies before the new school year begins.

Council Member Taylor questioned what ties our community to the NNO program and whether we could hold an event not affiliated with it. He noted that staff and local coordinators organize the event and that \$10,000 in merchandise is purchased in Pennsylvania instead of our local area. Council Member Wyhof noted that the NNO is a branded program, recognized by many people, including those new to our area. City Manager Hegwer stated that when the program was first held here, NNO provided the template but there is nothing binding us to them. Staff could purchase the materials and merchandise locally, and organize and plan the event independently. Mayor Mann acknowledged the event has been hugely successful here and suggested staying with the program.

Ms. Miller explained that the City pays \$35 annually for membership in the National Association of Town Watch (the NNO sponsor) and that membership is not required to participate. She also described the merchandise purchased for approximately \$10,000: 40 banners (approximately \$10 each); 250 extra-large tee-shirts and 150 "2X" tee-shirts (approximately \$6.50 per shirt); 450 caps (approximately \$5 each); miscellaneous basketballs, footballs, fans, balloons, pencils, and temporary tattoos; aprons, tote bags and sports packs to be

given away by coordinators at the sites; and golf shirts for Council members, the Mayor, and the City Manager. Mayor Pro Tem Gaskins questioned whether materials could be purchased for less and noted that staff would be responsible for the logistics of ordering the merchandise. Council Member Taylor stated that his point is to use local vendors and to promote the local brand. Mr. Hegwer confirmed that staff could have the merchandise priced for comparison purposes.

Mayor Mann observed that there appeared to be no consensus on changing NNO, but asked Council members to consider that option. Mr. Hegwer noted that the event has been a huge success, as evidenced by the fact that so many citizens come out to participate on a day with temperatures in the 90s, to meet and interact with members of the police and fire departments.

Closed Session

City Manager Hegwer stated that no closed session meeting was needed.

Other Business

City Manager Hegwer informed Council that bids on the Federal Building were to be opened on August 23.

Council Member Haire questioned whether any maintenance or repair work would be required at the Depot Building if Council elects to offer it for rental. Mr. Hegwer responded that this would depend on how Council decides the building can be used. If the kitchen will be available for use, electrical upgrades will be necessary; however, if the kitchen is not available for use, the electricity must be shut off.

Council Member Taylor reported that the problem with large tractor trailers at the roundabouts appears to be the result of outdated GPS programs, which do not include them on digital maps. Previous requests for signage (“no trucks allowed”) were denied by DOT but with this new information, another request for signs will be made.

ADJOURNMENT

Council Member Post made the motion to adjourn the workshop. Seconded by Council Member Taylor, the motion carried unanimously.

**ALL EXHIBITS CONTAINED HEREIN ARE HEREBY INCORPORATED
BY REFERENCE AND MADE A PART OF THESE MINUTES.**

Respectfully Submitted,

T. CHET MANN, MAYOR

ATTEST:

BONNIE DAVIS, CITY CLERK

**AN ORDINANCE AMENDING THE ANNUAL OPERATING BUDGET
OF THE CITY OF SANFORD FY 2016-2017**

BE IT ORDAINED by the City Council of the City of Sanford, North Carolina in regular session assembled.

Section 1: The following amounts are hereby amended to ordinance 2016-24 per G. S. 159-15 for the continued operation of the City of Sanford, its government, and activities for the balance of the fiscal year 2016-2017

**GENERAL FUND
APPROPRIATION OF FUNDS**

REVENUES			EXPENDITURES		
100045 54000	Appropriated Fund Balance	25,950	10025100 00000	Police	25,950
100120 50325 F1601	Fire Grant	2,500	10025300 67339 F1601	Fire	2,500
Total Appropriation		<u>\$ 28,450</u>			

**UTILITY FUND
APPROPRIATION OF FUNDS**

REVENUES			EXPENDITURES		
300045 54000	Retained Earnings	31,439	30098130 00000	Distribution and Collection	31,439
Total Appropriation		<u>\$ 31,439</u>			

**UTILITY FUND
TRANSFER OF FUNDS**

Transfer from the Following Accounts:

Transfer to the Following Accounts:

30096650 69900	Contingency	9,274	30098130 00000	Distribution and Collection	9,274
Total Appropriation		<u>\$ 9,274</u>			

Section 2. This ordinance shall be in full force and effective from and after the date of its adoption.

ADOPTED this, the 6th day of September, 2016.

T. Chet Mann, Mayor

ATTEST:

Bonnie Davis, City Clerk

Susan C. Patterson, City Attorney

2016-2017 BUDGET ORDINANCE AMENDMENT**GENERAL FUND****Appropriation of Funds - results in increasing of budget****Revenues**

Appropriated Fund Balance	25,950	To appropriate revenue received from insurance company in prior year for damaged or total loss vehicles
Fire Grant	2,500	To appropriate grant revenue received from Firefighters Charitable Foundation (\$300); and JP Morgan (\$2,200)

Expenditures

Police	25,950	To budget funds for the replacement of a patrol vehicle
Fire	2,500	To budget funds for the purchase of smoke detectors

UTILITY FUND**Appropriation of Funds - results in increasing of budget****Revenues**

Retained Earnings	31,439	To appropriate revenue received from insurance company in prior year for damaged or total loss vehicle
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Expenditures

Distribution and Collection	31,439	To budget funds for the replacement of one ton truck
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UTILITY FUND**Transfer from the Following Funds - results in decreasing of budget**

Contingency	9,274	To transfer contingency funds required to offset expenditures as described below
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Transfer to the Following Funds - results in increasing of budget

Distribution and Collection	9,274	To budget additional funds required for the replacement of one ton truck
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2016-

AN ORDINANCE TO AMEND SECTION 36-115, 36-146 and 36-147
OF THE CITY OF SANFORD CODE OF ORDINANCES
CHAPTER 36, TRAFFIC

WHEREAS, the Sanford City Council enacted Ordinance 2016-41 on the 16th day August 2016 amending various sections of Chapter 36 of the Sanford Code of Ordinances; and

WHEREAS, Section 36-115(d) provided for the towing of vehicles when parked in a 2 hour parking space for longer than 5 hours; and

WHEREAS, Section 36-146 should be amended to just authorize towing of vehicles; and,

WHEREAS, Section 36-147 should be amended to clarify the amount of civil penalty for overtime parking and other parking regulations.

NOW, THEREFORE, BE IT ORDAINED, that the Sanford City Code is amended as follows:

1. By deleting Section 36-115(d).
2. **36-146 Right of City to tow vehicles.**
Illegally parked vehicles may be towed away when authorized by this Code.
3. **36-147 Amount of penalty.**
 - (a) The following amounts shall be imposed for violations in those cases in which payment is made within the provided 48 hour period:
 - (1) For Sec. 36-104(c), (d), (e), (f), and (g): \$100.00
 - (2) For Sec. 36-102(b)(11): \$50.00
 - (3) For Sec. 36-115: \$25.00
 - (4) For each other violation of division 1 of this article: \$5.00

Adopted this _____ day of September 2016.

T. Chet Mann, Mayor

ATTESTED BY:

Bonnie Davis, City Clerk

APPROVED AS TO FORM:

Susan C. Patterson, City Attorney



ENGINEERING DEPARTMENT

CITY OF SANFORD

P. O. BOX 3729

FAX 919-774-8179

North Carolina 27331-3729

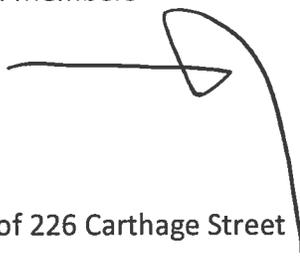
TELEPHONE 919-777-1122

OR 919-777-1118

 Paul M. Weeks, Jr., P.E.
 City Engineer

MEMORANDUM

TO: Mayor Mann and Council Members

FROM: Paul M. Weeks Jr., P.E. 

DATE: September 2, 2016

SUBJECT: Bid opening for the sale of 226 Carthage Street

On July 9, 2016 the City advertised in the Sanford Herald regarding the acceptance of sealed bids for the sale of the property at 226 Carthage Street, more commonly known as the Federal Building. The advertisement ran on July 16 and August 6 as well. Color ads were run on August 6 and 16 and postings were made to social media.

On August 23, 2016 at 2 pm the City opened one bid, received from Patterson Group Services, Inc. in the amount of \$72,837.

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SANFORD

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction and planning of improvements of wastewater and drinking water systems, and
- WHEREAS, The City of Sanford has need for and intends to complete an asset inventory and assessment of its water systems described as the Sanford Water Asset Inventory, Condition Assessment and Asset Management Planning project, and
- WHEREAS, The City of Sanford intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF SANFORD:

That City of Sanford, the Applicant, will arrange financing for all remaining costs of the project including required matching funds, if approved for a State grant award.

That the Applicant will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the Applicant will provide for efficient operation and maintenance of the project on completion of construction thereof.

That **T. Chet Mann, Mayor**, the Authorized Official, and successors so titled, is hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a grant to aid in the completion of the planning project described above.

That the Authorized Official, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the ____ day of September, 2016 at Sanford, North Carolina.

T. Chet Mann, Mayor

Bonnie D. Davis, City Clerk

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting City Clerk of the City of Sanford does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the City Council of the City of Sanford duly held on the _____ day of _____, 20____; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

Bonnie Davis, City Clerk



ENGINEERING DEPARTMENT

CITY OF SANFORD

P. O. BOX 3729

TELEPHONE 919-777-1122

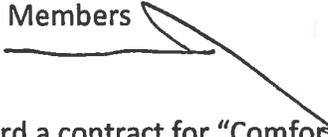
FAX 919-774-8179

North Carolina 27331-3729

OR 919-777-1118

Paul M. Weeks, Jr., P.E.
City Engineer

MEMORANDUM

TO: Mayor Mann and Council Members
 FROM: Paul M. Weeks Jr., P.E. 
 DATE: August 17, 2016
 SUBJECT: Recommendation to award a contract for "Comfort First Water Line"

Bidding for the "Comfort First Water Line" project opened on August 1st at 2:00 PM. Six bidders submitted responses. The results were reviewed, and the tabulation is as follows:

	Contractor	Bid Bond	Bid Amount
1	Frank Horne Construction Co	yes	\$99,086.00
2	ELJ, Inc.	yes	\$103,250.00
3	Sandhills Contractors, Inc.	yes	\$108,319.50
4	Thomas Construction Co.	yes	\$133,260.00
5	Nall Contractors, LLC	yes	\$160,620.00
6	Pipeline Utilities, Inc.	Yes	\$193,600.00

The apparent low bidder is Frank Horne Construction Co. out of Fair Bluff, NC. Their bid documents and references have been checked and an E-Verify form has been received. The City has had positive experiences working with this contractor in the past.

Funding for this project is a combination of a Rural Economic Development grant and City match funds. Since the low bid exceed the funds available for the project, staff entered into negotiations with the contractor and a revised amount of \$88,136 was agreed upon and is within the budgeted amount.

Therefore, Staff recommends the award of the contract to Frank Horne Construction Co. in the negotiated amount of \$88,136.00.

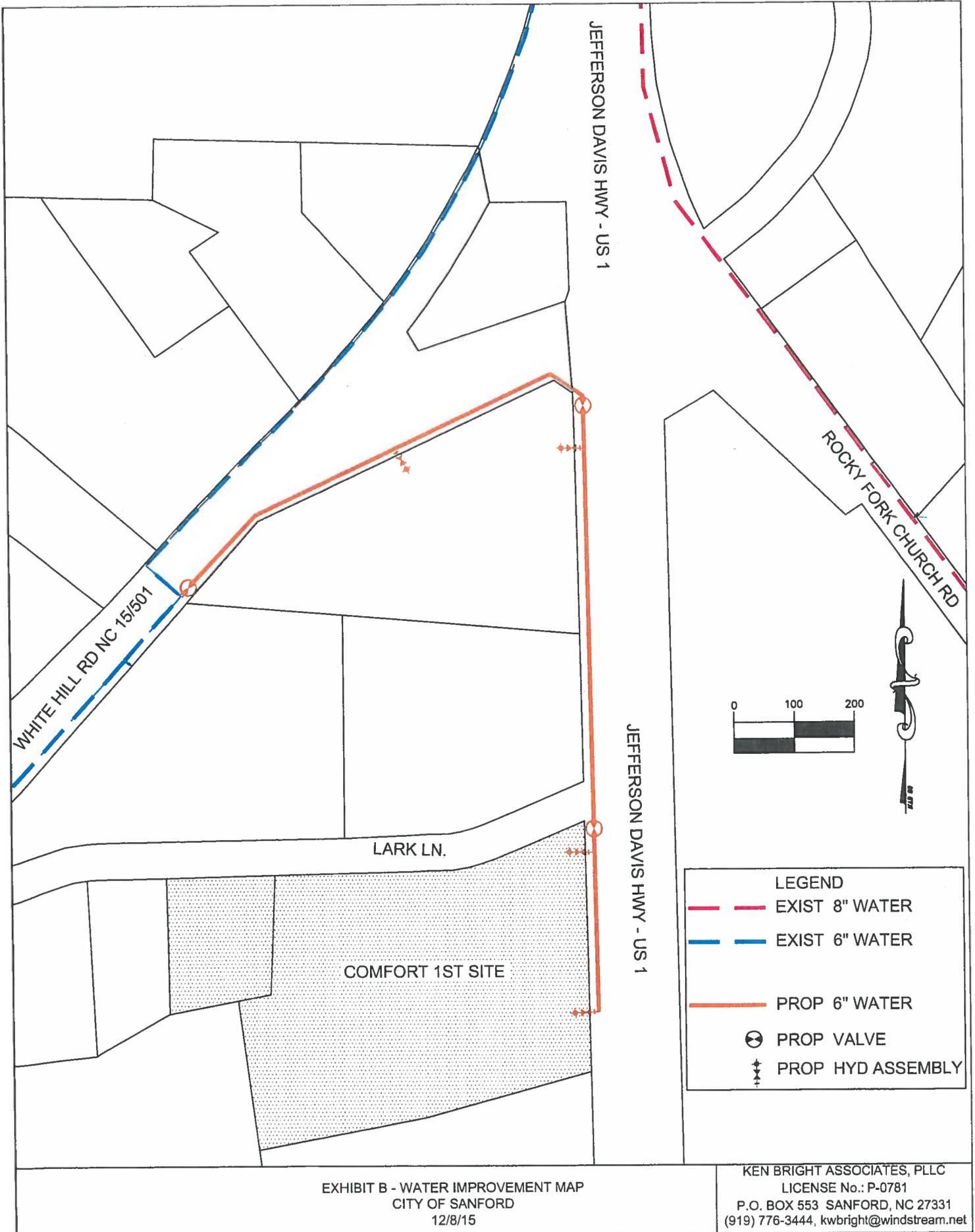


EXHIBIT B - WATER IMPROVEMENT MAP
 CITY OF SANFORD
 12/8/15

KEN BRIGHT ASSOCIATES, PLLC
 LICENSE No.: P-0781
 P.O. BOX 553 SANFORD, NC 27331
 (919) 776-3444, kwbright@windstream.net

**Resolution Authorizing Sanford ABC Board's
Adoption of the Travel Policy
Of the City of Sanford as the Travel Policy of the
Sanford ABC Board**

WHEREAS, the City of Sanford has an officially adopted Travel Policy; and

WHEREAS, the General Manager of the Sanford ABC Board has requested that the City authorize and approve the Sanford ABC Board's adoption of the Travel Policy of the City of Sanford as the Travel Policy of the Sanford ABC Board; and

WHEREAS, this authorization and approval will ensure that the Travel Policy of the Sanford ABC Board conforms to the Travel Policy of the City of Sanford and that adoption of such policy has been authorized and approved by the City of Sanford as specified under North Carolina General Statute 128B-700 (g2).

NOW, THEREFORE, BE IT RESOLVED by the Sanford City Council in open session that:

- The Sanford City Council hereby authorizes and approves the Sanford ABC Board's adoption of the travel policy of the City of Sanford as the Travel Policy of the Sanford ABC Board, in accordance with North Carolina General Statute 18B-700(g2).
- This resolution shall become effective upon approval by the Sanford City Council.

ADOPTED this 6th day of September, 2016.

T. Chet Mann, Mayor

ATTEST:

Bonnie Davis, City Clerk

CITY OF SANFORD
APPLICATION FOR
BOARDS/COMMISSIONS/COMMITTEES

NAME OF APPLICANT: Jane J. Smith

COMPLETE ADDRESS (including zip code): 1502 Gormly Circle, Sanford x/c 27330

DAYTIME PHONE: 919-770-1994 EVENING PHONE: 919-776-8083

MARITAL STATUS: M. SPOUSE'S NAME: Dr Lynn H. Smith

E-MAIL: janes10@windstream.net

I AM A REGISTERED VOTER IN PRECINCT NUMBER D-2 WHICH IS LOCATED IN: () SANFORD CITY LIMITS OR () SANFORD'S EXTRATERRITORIAL JURISDICTION per Karen Marobites 8/29/16

I WISH TO BE CONSIDERED FOR APPOINTMENT TO THE FOLLOWING BOARD/COMMISSION/COMMITTEE: (list only one) Sanford planning Board, alternate

LIST ANY EXPERIENCE/QUALIFICATIONS YOU HAVE RELEVANT TO THE ABOVE BOARD/COMMISSION/COMMITTEE:

I have served for 20 years on the Environmental Affairs Bd, both City and County. I helped write the original CDD, tho. it has been changed many times as needed.

LIST BELOW YOUR SECOND CHOICE BOARD/COMMISSION/COMMITTEE, IF APPLICABLE: (list only one)

LIST ANY EXPERIENCE/QUALIFICATIONS YOU HAVE RELEVANT TO THE SECOND PREFERENCE:

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE. THIS THE 27 DAY OF August, 2016.

Jane J. Smith
(Signature of Applicant)

(Please return completed application via one of the following: Mail to City Clerk, P. O. Box 3729, Sanford, NC 27331-3729; fax to 919-775-8205; or email to bonnie.davis@sanfordnc.net). If you have any questions, please call City Clerk Bonnie Davis at 919-777-1111.

CITY OF SANFORD
APPLICATION FOR
BOARDS/COMMISSIONS/COMMITTEES

NAME OF APPLICANT: Zac West

COMPLETE ADDRESS (including zip code): 2110 Wimberly Woods Dr
Sanford, NC 27330

DAYTIME PHONE: 919-815-6989 EVENING PHONE: 919-815-6989

MARITAL STATUS: M SPOUSE'S NAME: Nicole West

E-MAIL: ZAC.west@ymcatriangle.org

I AM A REGISTERED VOTER IN PRECINCT NUMBER 9 WHICH IS LOCATED IN: () SANFORD CITY LIMITS OR () SANFORD'S EXTRATERRITORIAL JURISDICTION per Karen Marosites- 8/29/16

I WISH TO BE CONSIDERED FOR APPOINTMENT TO THE FOLLOWING BOARD/COMMISSION/COMMITTEE: (list only one) Planning Board

LIST ANY EXPERIENCE/QUALIFICATIONS YOU HAVE RELEVANT TO THE ABOVE BOARD/COMMISSION/COMMITTEE:

YMCA Director here in Sanford for the last 7 yrs.
Manage YMCA board of 24 members & 3 subcommittees

LIST BELOW YOUR SECOND CHOICE BOARD/COMMISSION/COMMITTEE, IF APPLICABLE: (list only one)

LIST ANY EXPERIENCE/QUALIFICATIONS YOU HAVE RELEVANT TO THE SECOND PREFERENCE:

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE. THIS THE 16 DAY OF Aug, 20 16.


(Signature of Applicant)

(Please return completed application via one of the following: Mail to City Clerk, P. O. Box 3729, Sanford, NC 27331-3729; fax to 919-775-8205; or email to bonnie.davis@sanfordnc.net). If you have any questions, please call City Clerk Bonnie Davis at 919-777-1111.

CITY OF SANFORD
APPLICATION FOR
BOARDS/COMMISSIONS/COMMITTEES

NAME OF APPLICANT: GREG STOCH

COMPLETE ADDRESS (including zip code): 220 N GOLF
Sanford, NC 27330

DAYTIME PHONE: 218 225 2379 EVENING PHONE: 919 292 2015

MARITAL STATUS: M SPOUSE'S NAME: Jocelyn Stoch

E-MAIL: GREGORY@STOCH.COM

I AM A REGISTERED VOTER IN PRECINCT NUMBER A4, WHICH IS LOCATED IN: SANFORD CITY LIMITS OR () SANFORD'S EXTRATERRITORIAL JURISDICTION

I WISH TO BE CONSIDERED FOR APPOINTMENT TO THE FOLLOWING BOARD/COMMISSION/COMMITTEE: (list only one)
Planning

LIST ANY EXPERIENCE/QUALIFICATIONS YOU HAVE RELEVANT TO THE ABOVE BOARD/COMMISSION/COMMITTEE:

Former member of Board of Adjustment
Current member of Historic Preservation

LIST BELOW YOUR SECOND CHOICE BOARD/COMMISSION/COMMITTEE, IF APPLICABLE: (list only one)
N/A

LIST ANY EXPERIENCE/QUALIFICATIONS YOU HAVE RELEVANT TO THE SECOND PREFERENCE:

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE. THIS THE 29 DAY OF August, 2016.

[Signature]
(Signature of Applicant)

(Please return completed application via one of the following: Mail to City Clerk, P. O. Box 3729, Sanford, NC 27331-3729; fax to 919-775-8205; or email to bonnie.davis@sanfordnc.net). If you have any questions, please call City Clerk Bonnie Davis at 919-777-1111.

CITY OF SANFORD
APPLICATION FOR
BOARDS/COMMISSIONS/COMMITTEES

NAME OF APPLICANT: Tracy Brown Hughes

COMPLETE ADDRESS (including zip code): 1420 Fire Tower Rd.

Sanford NC 27330

DAYTIME PHONE: 919 498 5696 EVENING PHONE: 919 498 5696

EMPLOYER: EPA Strother Real Estate TYPE OF WORK: Broker in Charge

MARITAL STATUS: M SPOUSE'S NAME: Leroy Hughes

E-MAIL: tbhughesbroker@gmail.com

I AM A REGISTERED VOTER IN PRECINCT NUMBER 4, WHICH IS LOCATED IN:

- SANFORD CITY LIMITS OR
- SANFORD'S EXTRATERRITORIAL JURISDICTION

I WISH TO BE CONSIDERED FOR APPOINTMENT TO THE FOLLOWING BOARD/COMMISSION/COMMITTEE: (list only one)

Historic Preservation Commission

LIST ANY EXPERIENCE/QUALIFICATIONS YOU HAVE RELEVANT TO THE ABOVE BOARD/COMMISSION/COMMITTEE:

Sanford Area Association of Realtors - President 2016
~~Sanford Area Association of Realtors - Board of Directors, 2013, N. 15~~
~~Sanford Resident 42 yrs.~~

LIST BELOW YOUR SECOND CHOICE BOARD/COMMISSION/COMMITTEE, IF APPLICABLE: (list only one)

Planning

LIST ANY EXPERIENCE/QUALIFICATIONS YOU HAVE RELEVANT TO THE SECOND PREFERENCE:

Real estate broker
Sanford resident 42 years

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE, AND I UNDERSTAND AND AGREE THAT THIS APPLICATION SHALL BE ACTIVE UNTIL _____ . THIS THE 22 DAY OF April, 2016.



(Signature of Applicant)

(Please return completed application to: City Clerk, P. O. Box 3729, Sanford, NC 27331-3729, or fax it to 919-775-8205.) If you have any questions, please call City Clerk Bonnie Davis at 919-777-1111.

CAPITAL PROJECT ORDINANCE AMENDMENT
SIDEWALK IMPROVEMENT BOND PROJECT (NO. B1401)

BE IT ORDAINED by the City Council of the City of Sanford, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance numbers 2014-08, 2014-46, 2014-54, 2014-58, 2015-07, 2015-09, 2015-52 and 2015-65 are hereby amended:

Section 1: The project authorized is for the costs of acquiring, constructing, reconstructing, extending or improving sidewalks, including without limitation, curbs, gutters, drains, bridges, overpasses, underpasses, and grade crossings and providing traffic controls, signals and markers and acquiring land, rights-of-way and easements required for any of the foregoing.

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the bond proceeds and the budget contained herein.

Section 3: The following transfer is required:

Transfer of Funds

Transfer from the Following Accounts

Transfer to the Following Accounts

Sidewalk Improvements	5,026	Engineering Services	5,026
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Section 4: The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of the bond agency, and state regulations.

Section 5: Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement request should be made to the bond agency in an orderly and timely manner.

Section 6: The Finance Officer is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and on the total revenues received and claimed.

Section 7: The Finance Officer is directed to include in the annual budget information projects authorized by previously adopted project ordinances which will have appropriations available for expenditure during the budget year.

Section 8: Copies of this capital project ordinance shall be furnished to the Clerk to the City Council and the Finance Officer for direction in carrying out this project.

ADOPTED this, the 6th day of September, 2016.

T. Chet Mann, Mayor

ATTEST:

Bonnie Davis, City Clerk

Susan C. Patterson, City Attorney

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SANFORD

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction and planning of improvements of wastewater and drinking water systems, and

WHEREAS, The City of Sanford has need for and intends to complete an asset inventory and assessment of its water systems described as the Sanford Water Asset Inventory, Condition Assessment and Asset Management Planning project, and

WHEREAS, The City of Sanford intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF SANFORD:

That City of Sanford, the Applicant, will arrange financing for all remaining costs of the project including required matching funds, if approved for a State grant award.

That the Applicant will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the Applicant will provide for efficient operation and maintenance of the project on completion of construction thereof.

That **T. Chet Mann, Mayor**, the Authorized Official, and successors so titled, is hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a grant to aid in the completion of the planning project described above.

That the Authorized Official, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the ____ day of September, 2016 at Sanford, North Carolina.

T. Chet Mann, Mayor

Bonnie D. Davis, City Clerk