

**STATE OF NORTH CAROLINA
COUNTY OF GASTON
TOWN OF CRAMERTON**

April 5, 2016

The Board of Commissioners for the Town of Cramerton met in a regular work session on Tuesday, April 5, 2016 at 7:00 p.m. in the G.M. Michael Room at the Cramerton Town Hall.

Board members present: Mayor Ronnie Worley; Mayor Pro Tempore Will Cauthen; Commissioners Houston Helms, Demetrios Koutsoupias, Susan Neeley, and Donald Rice.

Staff present: David Pugh, Town Manager; Bill Brown, Town Attorney; Chief Greg Ratchford; Kevin Krouse, Planning Director; Joel Lineberger, Finance Director; and Wilene Cunningham, Town Clerk.

Call to Order and Determination of Quorum: Mayor Worley called the meeting to order and determined a quorum was present.

Invocation: Given by Attorney Brown.

Pledge of Allegiance: Given by all.

Adoption of Agenda for this Meeting: A motion was made by Commissioner Helms to approve the agenda. The motion was seconded by Mayor Pro Tem Cauthen and approved by all.

Public Comment: Sarah Duncan, 2016 Pin Oak Place, stated she was the president of the Cramerton Oaks homeowners association. She stated that she would like for the Town to consider accepting Pin Oak Place and Old Chestnut Way for maintenance. Ms. Duncan stated Cramerton Oaks is preparing to be placed under a management company. The Planning Director asked Ms. Duncan to leave her contact information.

Agenda Items Not Requiring a Public Hearing:

Approval of the February 18, 2016 meeting minutes and March 1, 2016 meeting minutes: Commissioner Rice asked that a correction be made to the March 1, 2016 meeting minutes at the Parks and Recreation update regarding Central Park. He requested that the sentence read “if limiting renovations to only adding a trail system and storm restoration affect the town’s possibility of being awarded the grant”. Commissioner Rice asked that under the Commissioner Comment section that to add “a survey showed the residents were interested in these amenities” regarding Central Park. Commissioner Neeley made a motion to approve the February 18, 2016 meeting minutes and the March 1, 2016 meeting minutes as amended. The motion was seconded by Commissioner Helms and approved by all. The proposed corrections will be made to the March 1, 2016 meeting minutes.

Finance:

Capital Project Overview: The Town Manager presented a memo with updates based on the Board’s recent feedback as of March 2016. Discussion was held regarding grant monies. There is a \$20,000.00 matching grant for the construction of the Goat Island trailhead restrooms. The Cramer Mountain Road sidewalk project will receive funding from the stormwater fund. Commissioner Helms asked about the timeline for spending of these funds. Major projects include town street repaving, building repairs, purchase of police vehicles, and fire department grants. Commissioner Helms stated he would like to see what long term commitments the Town is making against the future general fund balance. He also asked to review the prior fund balances for the past five to seven years. Mayor Pro Tem Cauthen concurred and stated he would like to review this information. Commissioner Helms said he would like to see information as how doing the proposed capital projects affect the fund balance. The Board discussed what other costs are being incurred for Goat Island for upkeep along with the other parks. The Town Manager stated he would gather the requested information and provide an update to the Board.

Final Budget Workshop Session: Mayor Worley asked the commissioners to review their calendars for a date to hold a half-day budget workshop meeting. The Town Manager stated this meeting needed to be held in late April or early May. The Board decided to meet on Monday, April 25th, at 8:00 a.m. Attorney Brown stated notification of this meeting would be provided to the local newspapers.

Planning and Zoning:

Cramer Mountain Road Sidewalk: Review staff memo and consider approval of staff's recommendation of US Infrastructure of Carolina to perform PE services of Cramer Mountain Sidewalk and start to negotiate a fee with said firm. The Planning Director stated two motions will be needed for this project. NCDOT gave authorization to the Town to solicit private engineering firms to provide planning and design services for this project. Requests for proposals were submitted to the American Construction Journal, NCDOT's website, the Town's website, the Planners List-Serv, and the Gaston Gazette newspaper. Five responses were received. The Planning Director stated US Infrastructure was the best choice to provide the required PE services. Commissioner Helms asked if the sidewalk crosses Cramer Mountain Road at any point. The Planning Director stated no. A motion was made by Commissioner Neeley to approve staff to begin negotiations with US Infrastructure regarding PE services for the Cramer Mountain Sidewalk project. The Planning Director stated NCDOT determines the hourly rate that can be charged. The motion was seconded by Commissioner Helms and approved by all.

Review and Consider Approval of Cramer Mountain Road Sidewalk Capital Project Ordinance: A motion was made by Commissioner Rice to approve the capital project ordinance for the Cramer Mountain Sidewalk. The motion was seconded by Commissioner Helms and approved by all.

Parks and Recreation:

Central Park: Review memo and consider approval of budget for Central Park Parks and Recreation Trust Fund (PARTF) application and direct staff to move forward. Cam Carpenter stated smaller projects are being considered by PARTF for this year's funding. The grant application due date is May 1st. The PARTF grant application contains certain elements that must be included in order for this project to be given consideration for funds. Mr. Carpenter he considers Central Park as a neighborhood park and includes about ten acres of hilly topography with two main gulleys running through it. The original funding for this park used LWCF funds and the Town is responsible for maintaining and utilizing this park for life. Mr. Carpenter stated \$34,000.00 is being proposed for the upcoming budget for repair and/or replacing shelter bathroom doors, installation of a pickle ball court using the old tennis court area, and cleaning of gulley areas. The tennis court will need to be used for some type of amenity per LWCF requirements. Annual cleanup of the stream bank areas and gulleys would cost around \$1,000.00 per year. Commissioner Rice asked about additional costs for maintenance. Mr. Carpenter stated Dixie Lawn Service's contract covers mowing. Shelters will need to be painted approximately every four years. The natural walking trail could be fixed with the skid steer and paving of the parking area could be done in the future. Mr. Carpenter stated this would be a passive park and would encourage biking and walking. Pickle ball is really popular at this time and would be a great amenity for this park. Mayor Worley stated he feels this proposed plan is what the Board envisioned for Central Park. The Board agreed that this funding be added to the proposed budget.

Trailhead/Bathrooms for Goat Island: Presentation of Trail Head Bathroom Building Designs. The trail head bathrooms for Goat Island would be placed at the parking lot next to the river at the Fire Department. Several designs were presented to the Board. The Parks and Recreation Advisory Board reviewed the possible options and they liked the Denali design with a stone front. The bathrooms would face Eighth Avenue. The drop zone parking space for the canoe launch would need to be used for this project. The structure is a pre-cast building and pre-wired. All utilities will be installed prior to placement of the structure. Mr. Carpenter stated this same style of bathroom is being placed at Poston Park this week. Commissioner Rice asked about the effect on parking for the Fire Department and the use of the portage. Mr. Carpenter stated this would not affect

the parking for the Fire Department and most kayakers are able to carry their kayak across the street from the Masonic Lodge parking lot. A contract is being considered for installation of a concrete sidewalk to the kayak launch. The bathrooms will have automatic locks for set times to open and close. Water fountains can be added on the outside of the structure. Mr. Carpenter stated the provider of this product can provide a rendering with the options the Board chooses for review. There would be a six to eight week timeframe for delivery once the order is placed. Funding for this project also includes additional parking at Lakewood as part of the \$100,000.00 grant. Porta-jons will remain on the Lakewood side of Goat Island. Extra porta-jons will be utilized during special events.

Centennial:

Centennial Plaque Design: Review final draft of Centennial Plaque and approve for staff direction to move forward with final design. Cam Carpenter asked that the Board and staff review the names to be placed on the Centennial plaque. The cost is \$1,500.00 for an 18"x24" of the plaque. A proof will be provided before the final product is ordered. Mayor Worley asked about the placement of this plaque as there are already multiple plaques located at Goat Island Bridge. He stated he did not want his name on both the committee list and as an elected official. Commissioner Koutsoupas recommended the plaque possibly be placed on a building. Commissioner Rice stated the plaque could be placed at a site specific to the Centennial event. Mr. Carpenter stated possible placement could be placed with the mural.

Centennial Mural: Review staff memo, the latest draft of the mural and price quote options. The Town Manager stated Tim Stiles was a local artist and presented a rendering for a mural to be placed on the BB&T wall. Discussion was held regarding installation of a digital print. Mayor Pro Tem Cauthen stated usage of some of the vintage ads of the Cramerton khaki pants could be utilized. An updated cost was requested by the Board. Discussion was held regarding cost of maintaining a hand painted mural vs. the lifespan of a vinyl mural. Cam Carpenter stated the BB&T wall was prepped last year and it is already showing signs of chipping. The artist's proposed cost for the mural is \$6,750.00. Mayor Pro Tem Cauthen stated the Board may want to consider a smaller mural without anyone needing to travel down the alleyway. Commissioner Rice asked about the legality of using the Cramerton khaki ads. Cam Carpenter stated the artist for the mural was paid \$600.00 for design creation. Commissioner Helms stated he would prefer something that could be removed and relocated if necessary. Commissioner Neeley asked if the historical society could assist with this project. The Town Manager stated the historical society is not an advisory board for the Town.

Manager's Report:

Veterans Memorial Information – Presentation of Location Concepts: A meeting was held with Richard Atkinson to discuss possible locations per the Board's previously discussed parameters for the Veterans Memorial such as connectivity and an area for reflection. Sites reviewed included the flag pole area at Town Hall, the garden area in front of Town Hall, the green space below Town Hall, the area near the downtown clock, and the area in front of Goat Island Bridge. Areas could be designed as a plaza area to create places to sit. The downtown area was the main focus as it is considered the hub and provided connectivity, signage, and safety. The next step would be to find a site and determine what elements that could be placed there and to hire a professional architectural firm to begin the design process. Commissioner Helms asked if the downtown area was the only location to be evaluated or if other areas should be considered. He said the downtown area was a foot traffic area but he did not think that it would offer an area for reflection. The Town Manager stated other areas could be evaluated. The Board discussed the Veterans Memorial maintaining its own identity and accessibility for parking. Commissioner Rice stated the grassy area below Town Hall near the river offers accessibility and a view of the river along with parking. The Board asked if this site would be affected by any FERC permits. Mayor Worley stated a list of pros and cons could be created for proposed locations. Mayor Pro Tem Cauthen stated other sites could be considered depending on accessibility and infrastructure costs. Commissioner Neeley stated the site would need to be accessible to veterans and older adults. Commissioner Rice stated the location of the site and a budget needs to be determined prior to presenting

this to the subcommittee for fundraising. Commissioner Helms asked that further sites be investigated with additional discussion to be held at the next workshop session.

Cramer Mountain Road: The repair to the culvert has been made and the road is open at this time. Limited lane closures will be expected until the road work is fully complete.

Street Paving and Resurfacing: The Town Manager stated that he and Rodney Baker, Public Works Director, traveled to Statesville regarding creative road solutions. Draft bid information should be available by April 21st for discussion.

General Staff Reports:

Update from Two Rivers Utilities: Mr. Mike Bynum from TRU stated they had responded to fourteen water meter related requests, one sewer related call, relocated four water services at four locations for new construction, repaired five water leaks, completed twenty-five lift station inspections, and installed one new irrigation service. Water quality samples were taken at seven locations and all were in compliance with state drinking water quality standards. Mr. Bynum stated inspection of pressure reducing valves will be conducted over the next two weeks. Residents will be notified via the Blackboard Connect system regarding affected neighborhoods and there should be a minimum interruption of water service.

Town Attorney: Nothing to report.

Town Clerk: Nothing to report.

Police Chief: Chief Ratchford stated the parked car on Old Lakewood Road will be moved by next week. The Thirteenth Street parking issue is being reviewed by the Planning Director for other possible options. Chief Ratchford stated closing of Patterson Road Extension would create the loss of right of way. This right of way is needed for a future trail and to also allow access for Two Rivers Utilities. Attorney Brown stated the land would be given back to the property owners per State statute.

Planning Department: A public information meeting will be held on April 13th for conditional rezoning for the property located at Peach Orchard and Wilkinson Boulevard. This meeting will be held at South Fork Village by William Ratchford with Southwood Realty. Attorney Brown stated a community meeting is required to be held. The proposed project contains apartments and commercial development.

Mr. Krouse stated resurfacing of Cramer Mountain Road is scheduled to take place in this fiscal year's NCDOT budget. He recommended delaying the resurfacing until after the sidewalk project has been completed. A ribbon cut will be done at the time of installation of the sidewalk for curb and guttering. Mr. Krouse stated he recommends delaying the resurfacing of Cramer Mountain Road by NCDOT until after completion of the sidewalk project. He stated there would be coordination between the Town and NCDOT regarding these projects. The Town would remain on the resurfacing projects list. The Board agreed and Mr. Krouse stated he would contact NCDOT regarding coordination of the projects and delaying of the resurfacing of Cramer Mountain Road.

The Planning Director stated he would present pedestrian counts for Goat Island at the next Board meeting.

Finance Department: A discussion was held with Rob Collis of Collis and Associates regarding bidding for auditing services with other vendors. Five potential auditors have been contacted and a request for proposal is being prepared. Additional discussion will be held with the Town Manager.

Parks and Recreation Department: Cam Carpenter stated he was officially resigning as the director of the parks and recreation department as of April 23rd. He thanked the Board and staff both now and in the past for all the support he received while employed with the Town. Mayor Worley thanked him and wished him the best. Mayor Pro Tem Cauthen stated Goat Island had been a great accomplishment. He stated Cam had been a great influence on thousands of people in this area. Commissioner Koutsoupas stated Cam

helped ensure that the parks and recreation department had top notch facilities and programs and he wished him the best. Commissioner Neeley thanked Cam and said he had done a lot of great things for the Town and saved the Town a lot of money. Commissioner Rice stated that he sees the product of Cam's hard work every day as it improves the quality of life for a lot of people and kids in this area. Mr. Carpenter stated this had been a difficult decision for him. Cristy Busler and Stephen Craft will be able to take care of their areas of the parks and recreation department in his absence. A transition report is being prepared for the Town Manager and Board. The Board thanked Cam for all his years of service to the Town.

Jeff Ramsey stated he remembered when Cam was hired. At that time there were no teams in the Town and Ray McKenney moved his sponsorship back to the Town. Mr. Ramsey thanked Cam for his 23 years of service and the passion he brought to his job. Sandra Ware thanked Cam for all the support he gave to the Parks and Recreation Department.

Committee Reports:

Parks and Recreation Advisory Board: Commissioner Koutsoupas stated the Parks and Recreation Advisory Board met last night. There are 39 teams registered with over 350 children. Fields are being maintained along mowing of the disc golf course. Spraying for mosquitoes will begin on Fridays. Summer camps are listed in the current newsletter. Shelter rentals and pool party reservations are filling up fast. The Arbor Day celebration is scheduled for Saturday, April 23rd, with a tree dedication and the band Whitewater will be playing. A Bark in the Park event is scheduled for May 6th. A movie will be provided on May 27th and is a free event to the public. Tyler Smith, Eagle Scout, is help with landscaping around the down town amphitheater for his scout project.

Topics of Discussion for Each Commissioner:

Mayor Pro Tem Cauthen stated the Cramerton Merchants Association is scheduled to meet on April 19th at 8:00 a.m. here at Town Hall. He stated he would not be able to attend. Commissioner Koutsoupas stated he would attend this meeting. Mayor Pro Tem Cauthen stated a meeting regarding the branding and steering will be held next week and an update will be given to the Board at the next meeting.

Commissioner Koutsoupas asked about the Town of McAdenville Bridge in front of the fire station being taken offline. Chief Ratchford stated no date has been set.

Commissioner Rice asked how many people were signed up for the Community Committee. The Town Clerk stated three.

Commissioner Neeley had nothing to report.

Mayor Worley had nothing to report.

A motion was made by Commissioner Neeley to enter into closed session to discuss a personnel matter. The motion was seconded by Commissioner Koutsoupas and approved by all.

ADJOURNMENT: On return from closed session and there being no further business, a motion was made by Commissioner Helms to adjourn the meeting at 9:24 p.m. The motion was seconded by Mayor Pro Tem Cauthen and approved by all.

Mayor Ronnie Worley

ATTEST:

Wilene Cunningham, Town Clerk