Morrisville Town Council

Business Session
June 28, 2011

Pre-Meeting Events

None Scheduled

1. **Call to order**

   Mayor Holcombe called the meeting of the Town Council to order at 6:30 p.m. Also present for the meeting were Mayor Pro-Tem Martin and Council Members Diehl, Lyons, Johnson and Broadwell. Present staff included Frank Gray/Town Attorney, John Whitson/Town Manager, Diana Davis/Town Clerk, Tim Gauss/Senior Director of Development Services, Julia Ketchum/Senior Director of Business Management, Ben Hitchings/Planning Director, Jerry Allen/Parks, Recreation and Cultural Resources Director, Rodney Wadkins/Senior Planner, Amanda Boone/Engineer, Lauri Shedlick/Human Resources Manager, Stephanie Smith/Public Information Officer and Stacy Wachtel/Staff Accountant.

2. **Invocation by Council Member Margaret Broadwell**

   Council Member Broadwell said the prayer.

3. **Pledge of Allegiance - Please Stand**

   Everyone stood in participation of the Pledge of Allegiance.

4. **Adoption of Agenda**
   Call for any conflicts of interest on agenda items to be stated at this time. There were none noted.

   ACTION: Mayor Pro-Tem Martin made a motion to adopt the agenda as presented. *Council Member Diehl* seconded the motion that passed unanimously.

5. **Adoption of Minutes**
   - **May 10**

     ACTION: *Council Member Lyons* made a motion to adopt the minutes as presented. *Mayor Pro-Tem Martin* seconded the motion that passed unanimously.

   - **May 24**

     ACTION: *Council Member Lyons* made a motion to approve the minutes as presented. *Council Member Broadwell* seconded the motion that passed unanimously.

6. **Presentations**

   - Recognition of Ernest Dollar, Historian

Mayor Holcombe noted that Mr. Dollar had had a long standing interest in the history of Morrisville. Over the past five years, Ernest has conducted a number of collaborative projects with the Town, including: Preparing a Guide to Historic Morrisville, conducting walking tours of the Historic Crossroads Village, preparing historical reports on several of the historic structures, preparing videos on the History of the Town, and on the Civil War skirmish that took place here; and most recently, designing and installing the exhibits for the Morrisville History Center, which opened to a capacity crowd this past Friday. Ernest Dollar was then presented a Town of Morrisville Challenge Coin.

- Diana R. Davis, Certified Municipal Clerk Designation

  Mayor Holcombe presented Ms. Davis with the CMC Certification, noting the five years of service and that this time was taken to earn that certification.

- New Employee – Scott Knox, Fitness Specialist (Filling Vacancy)

  Jerry Allen, Parks, Recreation and Cultural Resources Director introduced Mr. Knox from Kannapolis, NC. Mr. Knox graduated from UNC with a degree in Exercise and Sport Science. He was also a member of the US Team Handball group that competed in Germany in 2009.

- New Employee – James Worsdale, Cultural Resources Specialist (Filing Vacancy)

  Jerry Allen, Parks, Recreation and Cultural Resources Director introduced Mr. Worsdale who was originally from Northport, New York. He attended American University in Washington, DC and has worked with the Town for two years as a part-time youth program counselor and center aide. He is proficient in French and Spanish and has 10 years experience in Irish dance.

- New Employee – Stephen Lindsay, Administrative Support Specialist (Filling Vacancy)

  Jerry Allen, Parks, Recreation and Cultural Resources Director introduced Mr. Lindsay from Charlotte, NC, who graduated from NC State in 2010 with a degree in International Studies, has worked part-time for the Raleigh Parks and Recreation department, and is proficient in both Spanish and Arabic.

7. Public Input/Public Hearing Sessions

2011-045 2011 Parks and Recreation Master Plan

Mayor Holcombe opened the public input session, which was closed when no comments were submitted. Action would occur at the July 26th Business Session Meeting.

8. Public Address

There were no comments submitted.

9. Action Items – Old Business

2011-050 FY2012 Annual Operating Budget and LRFM/CIP

MOTION: *Council Member Diehl* made a motion to approve resolution 2011-050. *Council Member Lyons* seconded the motion.

Council Member Diehl stated that this was an excellent budget prepared by staff as requested by Council. There was quite a bit of discussion and interchange that took place in getting to this point. The staff should be complimented for providing a budget with no property tax increase, returning merit increases to staff and maintaining the maximum level of fund balance.

Mayor Pro-Tem Martin stated that staff did a good job putting the direction of the Council into the budget. It would have been good to see some of the unfunded items removed from that list.

Mayor Holcombe asked about the traffic calming item that was removed from the unfunded list.

Jeanne Hooks, Budget Manager, stated that the traffic calming funding for Breckenridge and Preston Subdivisions were the only two items removed from the unfunded list and added to the budget.

Council Member Johnson thanked staff for handling another difficult year and a difficult budget well.

Council Member Broadwell stated that staff received direction from Council and handled it very well. Staff was advised to take $400,000 from the general fund to balance the budget. But after that advisement from Council, staff was able to work it out so that those funds did not have to come from the general fund. There was never a budget that would please everyone, but this was a good combined effort. The time and effort put into this by staff was appreciated.

Mayor Holcombe stated that there had been significant and lengthy discussions where the fund balance and tax rate were hashed out and viewed comparatively against other municipalities. Staff delivered what was asked and there could not have been a better one year budget. However, this approach was not sustainable long-term since it relied on non-recurring revenue. There were residents that wanted to see more sidewalks, growth of the Town Center. There were those that wanted staff to have raises and those that did not. There were also those that wanted more parks and recreation offerings and more police officers. The Town heard from peer reviewers during the Fire Department Accreditation Process that more firemen were needed. The Council heard about maintenance improvement of infrastructure that was needed. This budget was supported as it would serve through next year. But in order to approach this with fiscal responsibility, there was a need to take a longer view of the financial situation. It was important to look at preventative programs that were fully funded and make sure the infrastructure was maintained to make the community desirable. The location was good, but there also needed to be curb appeal. When next year budget is considered it would be best to take a multi-year approach.

VOTE: The motion passed unanimously.

10. Action Items – New Business

2011-059 Town Hall Terraces and The Gardens Ph. I and II Street Acceptance

Amanda Boone, Engineer stated that approval of Town Hall Terraces and the Gardens PH 1 and PH 2 Street Acceptance was on a tight time frame to make sure it was accepted and able to be included with the mileage total on the Powell Bill Map that was eligible for Powell Bill funds.

MOTION: *Council Member Lyons* made a motion to approve. *Council Member Johnson* seconded the motion.

Mayor Pro-Tem Martin asked if there were any vacant lots along the roads proposed for acceptance.

Ms. Boone stated that there was not.

Council Member Diehl asked if the one year maintenance period was waived with this acceptance.

Ms. Boone stated that the Gardens Ph 1 and PH 2 would have the one year maintenance period waived. However the roads were already built and had already been under maintenance for a full year. Town Hall Terraces would have a one year maintenance period that included typical maintenance.

VOTE: The motion passed unanimously.

11. Consent Agenda

ACTION: *Council Member Lyons* made a motion to approve the consent agenda as presented. *Council Member Johnson* seconded the motion that passed unanimously.

2011-052 Voluntary Annexation - ANX 11-01 – Duke Realty land located at 771 Slater Road (Durham County) (with briefing)

- Resolution 2011-052A: Directing the Town Clerk to Investigate the Sufficiency of the Petition
- **Resolution 2011-052B: Setting the Public Hearing Date**
- Ordinance 2011-052: Approving ANX 11-01 Voluntary Annexation Petition Request

2011-053 Voluntary Annexation - ANX 11-02 – Tri-Properties owns two (2) parcels of land located at the northwest corner of Church Street and McCrimmon Parkway

- Resolution 2011-053A: Directing the Town Clerk to Investigate the Sufficiency of the Petition
- **Resolution 2011-053B: Setting the Public Hearing Date**
- Ordinance 2011-053: Approving ANX 11-02 Voluntary Annexation Petition Request

2011-058 Approve Records Disposition pursuant to the Adopted Records and Disposition Policy

2011-055 Reappoint Citizen Budget Performance Assessment Panel (CBPAP) Members

2011-026 Consider *Subdivision Ordinance* and *Zoning Ordinance* text amendments (AMN 11-02) allowing Light Emitting Diode (LED) fixtures

1. Act on Resolution to Approve Consistency Statement; and
2. Act on Ordinance to Approve the use of LED fixtures (AMN 11-02)

2011-038 General Obligation Bond – Extension of Sale

12. Items Removed from the Consent Agenda

No items were removed from the Consent Agenda.

13. Discussion

- **Appointment, Reappointment, Vacancy Notice of Advisory Committee and Board Membership**

  Diana Davis, Town Clerk stated Council Member Johnson has asked to discuss the advertising of Advisory Committee advertising. This provided an opportunity to discuss perceptions and provide desires or additional guidance. It was noted that advertising and vacancies responded to the economy to some extent and that at times there is more participation. The practice for staff had been that if a Committee had less than a quorum amount of members, then

advertisement for applicants should occur. Staff had recently met and was updating Charters and the Attendance Policy as well with minor typographical type changes.

Council Member Diehl stated that the attendance was kept up to date. It would be good to add a waiting period for those that were dismissed from lack of attendance before they could reapply.

Council Member Johnson stated that it was important to advertise openings, not just rely on applications on file. The public should know about openings as they occur or at the very least, two to three times a year have an open enrollment process for folks to apply for the various Committees and Boards. If there were extra applications submitted, then those applications could be retained on file. The process needed to be fair to all with everyone given equal opportunity to serve.

John Whitson, Town Manager stated that regarding reappointments there was no policy for advertising. Typically staff brought those that desired to continue serving to Council for reappointment without advertising the positions. Staff would include this for discussion and decide what procedure to follow.

Mayor Holcombe asked about the Planning and Zoning Board Extraterritorial Jurisdiction (ETJ) vacancy.

Ms. Davis stated that no applications had been received yet.

Mayor Holcombe asked about options for eliminating that seat.

Frank Gray, Town Attorney noted that if there were no ETJ positions, there would no longer be jurisdiction over the ETJ.

14. For the Good of the Order

- Administrative Reports

  There were not administrative reports.

- Council Comments

  Council Member Johnson stated that the History Center Grand Opening went very well. There were several to thank for that and almost every Town department helped in some way. The Fire Chief and the Fire Department should be thanked as well for their recent peer review assessment, one of the final steps in the accreditation process for the Fire Department. She also noted the positive changes to the Fire Department since moving here in 1997. She extended her thanks tot he Fire Department staff for their professional and dedication to Morrisville.

  Mayor Pro-Tem Martin asked about research that had been requested for a moratorium on cell towers.

  Mr. Gray stated that he was working on this matter and would be providing a report.

Council Member Diehl asked about the raised building on the Yardnique property. It was an eyesore. This should be removed or demolished. People think it belongs to the Town.

Ben Hitchings, Planning Director, stated that this was the old Maynard Store. It was a historic structure in Town and staff was working diligently to get it properly permitted to set on a foundation. Six months ago a contractor lined up and it was now on the cusp of being moved to its new location.

Council Member Diehl asked about the Tree Preservation Ordinance that a group had been working on. It was one step away from being finalized and that was quite a while ago. Folks that had helped on that Committee were asking what happened.

Mr. Hitchings stated that it was 90% done. They The group had difficulty reaching agreement on how to structure some of the technical procedures, incluidn a process for conducting tree surveys in an accurate and cost effective manner. At about the same time, Planning Staff became inundated with other work including work on the Unified Development Ordinance. It was a challenge to get to with the current work load.

Council Member Diehl stated that the group that working on this needed to be updated on what had happened.

Mayor Holcombe thanked everyone for their work on the History Center. It was great to be part of that event.

15. Announcements

- Next meetings
  - July 12, Briefing Session
  - July 26, Business Session

16. Adjournment

ACTION: *Mayor Pro-Tem Martin* made a motion to adjourn. *Council Member Diehl* seconded the motion that passed unanimously.

Mayor Holcombe adjourned the meeting at 7:17 pm

Adopted this the 26th day of July, 2011.

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J. S. Holcombe, Mayor

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Diana R. Davis, Town Clerk