REGULAR MEETING OF
THE VILLAGE OF CLEMMONS COUNCIL
July 25, 2016

The Village of Clemmons Council met on Monday, July 25, 2016, at 7 p.m. The meeting was held at the Village Hall, Clemmons, North Carolina. The following members were present: Mayor Pro Tem Combest, Council Members Cameron, Farmer, Rogers and Wrights. Attorneys Warren and David Kasper were also present. Mayor Nelson was absent.

Call to Order & Pledge of Allegiance
Mayor Pro Tem Combest called the meeting to order at 7:05 p.m. and led the Pledge of Allegiance.

Public Comments
There were nine citizens in attendance. There were no individuals signed in to speak.

Approval of the Minutes
Council Member Farmer moved to approve the minutes of the July 11, 2016 regular meeting as presented. The motion was seconded by Council Member Rogers and unanimously approved.

Approval of the Agenda
Council and Staff requested the order of Business items be rearranged. Council Member Rogers moved to approve the agenda as amended. The motion was seconded by Council Member Farmer and unanimously approved.

Announcements
There were no announcements.

Business

A. *Budget Amendment 17-G-1 for Purchase of Library Land* - Budget Amendment 17-G-1 for Purchase of Library Land in the amount of $506,000.00 was presented (attached hereto as Exhibit A and incorporated as part of the minutes).

Council Member Cameron moved to approve Budget Amendment 17-G-1 for Purchase of Library Land in the amount of $506,000.00 as presented. The motion was seconded by Council Member Rogers and unanimously approved.

B. *Marketing/Communications Director's Report*.

1. *Events Update* – Marketing/Communications Director Ford advised of upcoming events scheduled for the Village:

   Director Ford recapped recent events held in the Village. Coffee with a Cop held at the Food Pantry on July 20th had the most citizens in attendance to date. Movie night held at the YMCA on July 22 was attended by approximately 800 people. Upcoming events are the Ice Cream Festival on August 27th at Clemmons Elementary School and Movie Night on September 17th at the YMCA featuring "Zootopia".

C. *Update on Manager Search from PTRC Representative* – PTRC Assistant Director Matt Reece provided an update on the search process for a Manager. A

summary of requirements was discussed. A timeline with completion in December 2016/January 2017 was also presented. After a brief discussion Council decided a March/April 2017 completion date was more attainable. Mayor Pro Tem Combest suggested the search for a world class manager should include not only North Carolina but other states as well. Council would like the requirements to include residency in Clemmons within twelve months of employment; statement that Clemmons has a tax cap that is not negotiable; salary negotiable depending on qualifications; and position open until filled with hopes of completing by March/April 2017. Council thanked Mr. Reece for his time and efforts.

D. *Appointments to Various Village Boards.*

1. *Zoning Board of Adjustment* - The following applicant applied for a position on the Zoning Board of Adjustment: Robert Manak. By ballot, Council appointed Robert Manak to the Zoning Board of Adjustment as an Alternate. The term expires June 30, 2019. (Tally Sheet and Ballots are attached hereto as Exhibit B and incorporated as a part of the minutes.)

2. *Stormwater Advisory Board* - The following applicant applied for a position on the Stormwater Advisory Board: Josh McKinnon. By ballot, Council appointed Josh McKinnon to the Stormwater Advisory Board. The term expires June 30, 2019. (Tally Sheet and Ballots are attached hereto as Exhibit C and incorporated as a part of the minutes.)

E. *Babe Ruth League World Series Discussion* – Jon Marzano of 1820 Adare Drive, Clemmons, NC represented Southwest Athletics requesting a donation of $45,000 out of the Occupancy and Tourism Fund to cover the non-refundable fee to host the regional tournament in July 2017 and the Babe Ruth World Series in August 2017. Council asked several financial questions that could not be answered by Southwest Athletics. Council requested Southwest Athletics to attend a future council meeting with updated information.

F. *Attorney's Report* – Attorney Warren Kasper reported they are currently working with principals involved in the Jessie Lane Extension. Also working on a lease agreement that will be presented to Council in August or September regarding a 100 x 100 foot area owned by the Village at the end of Dillon Industrial Drive. The area is not being used by the Village at this time and Clemmons Fire Department would like to lease it as a training site. The library site is close to being completed with the exception of a stormwater issue. Topographical and stormwater design work should be completed in approximately four (4) weeks.

G. *Planner's Report.*

1. *Farmer's Market/Ice Cream Festival* – Planner Megan Ledbetter reported the Farmer's Market will be changing location. It will be held at Clemmons Elementary School on August 27th in combination with the Ice Cream Festival. Beginning September 3rd and throughout the remainder of the season the Farmer's Market will be held at Village Hall. The

change is necessary due to the new requirements and long term goals set by Tanglewood Park.

2. *Contract with NCDOT for Preemption Device* – Planner Ledbetter advised that NCDOT requires a signed agreement by the Village of Clemmons and Clemmons Fire Department for the installation of a traffic signal emergency actuated device at the newly created intersection of Village Club Lane and Peace Haven Road.

Council Member Rogers made a motion to approve the Agreement between the Village of Clemmons, Morgan Development and the Clemmons Fire Department for Installation of Traffic Signal Emergency Actuated Device for NCDOT records (attached hereto as Exhibit D and incorporated into the minutes). Council Member Farmer seconded the motion which was unanimously approved.

3. *Library Update* – A meeting is scheduled for Wednesday, July 27th to select the architectural firm for design of the library.

H. *Manager's Report*.

1. *Records Disposition* – A summary of records being disposed of per the Records Retention and Disposition Schedule was provided (attached hereto as Exhibit E and incorporated into the minutes).

2. *Financial Summary Report for June 2016* – The report was provided.

I. *Council Comments* – Council Member Cameron advised that thirteen (13) individuals have signed up for Clemmons 101. Ms. Cameron encouraged other council members to talk to friends and neighbors regarding the upcoming class.

By consensus, Council decided to rearrange future agendas for Council meetings. Council would like to see the Marketing/Communications Director's Report and the Manager's Report as items A and B under the Business section.

Adjournment

Council Member Farmer moved to adjourn the meeting at 9:00 p.m. The motion was seconded by Council Member Wrights and was unanimously approved.

Michael Combest, Mayor Pro Tem

ATTEST:

Patricia A. Fife, Senior Administrative Assistant

EXHIBIT A

17-G-1

VILLAGE OF CLEMMONS
BUDGET AMENDMENT
FOR THE FISCAL YEAR ENDING JUNE 30, 2017

BE IT ORDAINED by the Village Council of the Village of Clemmons, North Carolina at a regular meeting on July 25, 2016 that the following Budget Amendment is adopted to amend the budget for re appropriation of library land purchase less earnest deposit paid in June.

	Original	Increase	Decrease	Amended
Capital Outlay	$ 484,500	$ 506,000	$ -	$ 990,500
Fund Balance Appropriated	$ 883,165	$ 506,000	$ -	$ 1,389,165
Revenues	$ 6,609,096	$ 506,000	$ -	$ 7,115,096
Expenditures	$ 6,609,096	$ 506,000	$ -	$ 7,115,096

Michael Combest, Mayor Pro-Tem

K. Ann Stroud

K. Ann Stroud, CPA
Village Finance Officer

Attest:

Patricia Fife

Patricia Fife

EXHIBIT B

TALLY SHEET FOR
ZONING BOARD OF ADJUSTMENT
APPOINTMENTS
July 25, 2016

One (1) appointment for **Alternate** seat – term ends 6/30/2019.

		COUNCIL MEMBERS					TOTALS
		Mary Cameron	Mike Combest	Lanny Farmer	Mike Rogers	Chris Wrights	
APPLICANTS	**Robert Manak**	*	*	*	*	*	**5**

* Appointed term ends 6/30/2019

BALLOT FOR ZONING BOARD OF ADJUSTMENT APPOINTMENT
July 25, 2016

Need one (1) appointment for vacancy, which is **Alternate** – term expires 6/30/2019.

Choose **1**:

Place an "x" at your choice	Applicants
X	Robert Manak

Mary L. Cameron
Signature of Council Member

BALLOT FOR ZONING BOARD OF ADJUSTMENT APPOINTMENT
July 25, 2016

Need one (1) appointment for vacancy, which is **Alternate** – term expires 6/30/2019.

Choose **1**:

Place an "x" at your choice	Applicants
X	Robert Manak

Signature of Council Member

BALLOT FOR ZONING BOARD OF ADJUSTMENT APPOINTMENT
July 25, 2016

Need one (1) appointment for vacancy, which is **Alternate** – term expires 6/30/2019.

Choose **1**:

Place an "x" at your choice	Applicants
X	Robert Manak

Signature of Council Member

BALLOT FOR ZONING BOARD OF ADJUSTMENT APPOINTMENT
July 25, 2016

Need one (1) appointment for vacancy, which is **Alternate** – term expires 6/30/2019.

Choose **1**:

Place an "x" at your choice	Applicants
X	Robert Manak

Signature of Council Member

BALLOT FOR ZONING BOARD OF ADJUSTMENT APPOINTMENT
July 25, 2016

Need one (1) appointment for vacancy, which is **Alternate** – term expires 6/30/2019.

Choose **1**:

Place an "x" at your choice	Applicants
X	Robert Manak

Signature of Council Member

EXHIBIT C

TALLY SHEET FOR
STORMWATER ADVISORY BOARD
APPOINTMENT
July 25, 2016

One (1) appointment – term ends 6/30/2019.

		COUNCIL MEMBERS					TOTALS
		Mary Cameron	Mike Combest	Lanny Farmer	Mike Rogers	Chris Wrights	
APPLICANTS	**Josh McKinnon**	*	*	*	*	*	**5**

* Appointed – term ends 6/30/2019

BALLOT FOR STORMWATER ADVISORY BOARD APPOINTMENT
July 25, 2016

Need one (1) appointment for one vacancy – term expires 6/30/2019.

Choose **1**:

Place an "x" at your choice	Applicants
X	Josh McKinnon

Mary L. Clement
Signature of Council Member

BALLOT FOR STORMWATER ADVISORY BOARD APPOINTMENT
July 25, 2016

Need one (1) appointment for one vacancy – term expires 6/30/2019.

Choose **1**:

Place an "x" at your choice	Applicants
X	Josh McKinnon

Signature of Council Member

BALLOT FOR STORMWATER ADVISORY BOARD APPOINTMENT
July 25, 2016

Need one (1) appointment for one vacancy – term expires 6/30/2019.

Choose **1**:

Place an "x" at your choice	Applicants
X	Josh McKinnon

Signature of Council Member

BALLOT FOR STORMWATER ADVISORY BOARD APPOINTMENT
July 25, 2016

Need one (1) appointment for one vacancy – term expires 6/30/2019.

Choose **1**:

Place an "x" at your choice	Applicants
X	Josh McKinnon

Signature of Council Member

BALLOT FOR STORMWATER ADVISORY BOARD APPOINTMENT
July 25, 2016

Need one (1) appointment for one vacancy – term expires 6/30/2019.

Choose **1**:

Place an "x" at your choice	Applicants
X	Josh McKinnon

Chris Wright
Signature of Council Member

EXHIBIT D

Agreement Between
The Village of Clemmons, Morgan Development and the Clemmons Fire Department
For Installation of
Traffic Signal Emergency Actuated Device

WHEREAS, the Village of Clemmons (the Village), Morgan Development (the Developer) and the Clemmons Fire Department, in an effort to expedite responses to emergency situations, have agreed to a request and support the effort to upgrade the actuated emergency vehicle traffic signal pre-emptive device at the new intersection of Village Club Lane and Peace Haven Road; and

WHEREAS, the Village has agreed to expand the pre-emptive device in accordance with its adopted agreement with NCDOT; and

WHEREAS, the Developer agrees to participate in the funding for the purchase and installation of the preemptive device associated with the signal design and construction at the newly created intersection of Village Club Lane and Peace Haven Road; and

NOW, THEREFORE, the parties hereto, do hereby covenant and agree, each with the other as follows:

1. The Developer will design and construct the signalization as required by the conditions of the development and shall purchase and install the pre-emptive device in accordance with all NCDOT requirements
2. The estimated cost for the upgrade of the signal is $4,000
3. Upon completion of the project, the preemption equipment installed will remain property of the Village of Clemmons

IN, WITNESS WHEREOF, this agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Village and the Department by authority duly given

WITNESS:

BY: Patricia A. Fife
TITLE: Senior Administrative Assistant

VILLAGE OF CLEMMONS

BY: _____
TITLE: MAYOR PRO TEM

Date: 7-25-2016

Federal Tax Identification Number: 56-1552511

This instrument has been pre-audited in the manner required by the Local Government Budget Fiscal Control Act

K. Ann Stroud
Finance Officer

WITNESS:

BY: Deborah K Corbin
TITLE: Administrative Assistant

CLEMMONS FIRE DEPARTMENT

BY: Jerry A. Brooks
TITLE: Chief of the Department

Date: 7-26-16

EXHIBIT E

For Council Information Regarding Records Destruction

Records destroyed in compliance with the Village's Record Retention Policy

To be recorded in minutes of July25, 2016 Council Meeting

Paper records where shredded July 2016 by Shred IT

Accounts Payable for Fiscal Year Ending 6/30/2011 Standard 4 Item 34
All Journals for Fiscal Year Ending 6/30/2011 AP, PR, GJ, PO Standard 4 Item 34
Cash Receipts Fiscal Year Ending 6/30/2011 Standard 4, Item 8 & 27
Monthly Tax Collection Reports Fiscal Year Ending 06/30/2008 Standard 23 Item 25

Scanned Records were deleted from server

Scanned bank statements 2003 per Standard 4 Item 8
Scanned bank statements 2005 per Standard 4 Item 8

Employee

K. Ann Strand

7/8/2016