

NOT APPROVED



**Agenda Packet - DRAFT
Village of Clemmons Council
Regular Meeting**

July 26, 2021

**AGENDA
REGULAR MEETING OF THE
VILLAGE OF CLEMMONS COUNCIL
JULY 26, 2021 at 6:00 p.m.**

- I. Call to Order & Pledge of Allegiance – Mayor Wait
 - II. Public Comments
 - III. Minutes - Approval of Minutes – July 12, 2021 Regular Meeting
 - IV. Changes and/or Approval of the Agenda
 - V. Announcements
 - VI. **Business – Action Items for Consideration**
 - A. Budget Amendments
 1. 22-S-1 to Amend Stormwater Revenue Fee to ERU Calculation and Cost-Share Contribution/Match
 2. 22-G-1 to Amend for Manager Salary Increase
 - B. Call for Public Hearing
 1. Zoning Map Amendment for real property owned by Kakewalk, LLC from PB-S (Pedestrian Business-Special) to PB-S (Pedestrian Business – Special) for property addressed 1415 River Ridge Drive, PIN 5884-89-5783, consisting of 1.05± acres (**Zoning Docket C-241**)
 - Business – Information and Presentation of Review Items for Future Action or Immediate Consideration****
 - C. Marketing & Communications Director's Report / Events Update
 - Clemmons' Farmers Market – Saturdays from 8:30am-11:30am (Jerry Long YMCA – runs thru October 24, 2021) – several special events upcoming
 - Movie Night in the Village – Saturday, September 18, 2021 - "Night at the Museum" (Jerry Long YMCA at sunset) – sponsored by Wake Forest Baptist Davie Medical Center
 - Dirty Dozen & Clemmons Bash – Saturday, September 25, 2021 (Jerry Long YMCA)
 - D. Manager's Report
 1. Financial Summary Report for June 2021
 2. Per Budget Ordinance Re-appropriation of Encumbrances as of June 30, 2021
 - E. Attorney's Report
 - F. Planner's Report
 1. Draft Planning Board Meeting Minutes from July 20, 2021
 - G. Council Comments
- VII. Adjournment



DRAFT

REGULAR MEETING OF THE VILLAGE OF CLEMMONS COUNCIL July 12, 2021

The Village of Clemmons Council met on Monday, July 12, 2021, at 6 p.m. The meeting was held at the Village Hall, Clemmons, North Carolina. The following members were present: Mayor Wait, Council Members Barson, Binkley, Cameron and Rogers. Council Member Wrights was absent. Attorney Elliot Fus was also present.

Call to Order & Pledge of Allegiance

Mayor Wait called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Public Comments

There were two citizens in attendance. There were no individuals signed up for public comments.

Approval of the Minutes

Council Member Rogers moved to approve the minutes of the June 28, 2021 regular meeting as presented. The motion was seconded by Council Member Barson and unanimously approved.

Approval of the Agenda

Mayor Wait requested the addition of Business Item C. 5. c. "Cooper Ford – Pickup Truck" and Business Item C. 6. "Sidewalk Discussion" under Manager's Report.

Council Member Barson moved to approve the agenda as amended. The motion was seconded by Council Member Cameron and unanimously approved.

Announcements

- A. Mayor Wait and Council recognized the service of the following Citizen Board members: Martin Majorel (in attendance) and Edee Wilcox (Planning Board); and Connor Groce (Alternate – Zoning Board of Adjustment). Each received a certificate of appreciation and a numbered Hattie Butner Stagecoach print.

Business – Action Items

- A. *Bid Proposals – Market Center Drive – Phase IB* – Assistant Manager Gunnell updated Council that Yadkin Valley Paving, Inc. was the only bidder again of the Market Center Drive Phase IB Project. He advised this project will take place at night. Their bid initially came in at \$553,315.95 which was over the engineer's estimate. In order to bring the project closer to budget, there were some items that were able to be deleted. Public Works employees can be utilized to perform some of the removed items. Yadkin Valley Paving, Inc. was agreeable and has provided a letter accepting those changes.

Council Member Rogers made a motion to accept the bid from Yadkin Valley Paving, Inc. for Market Center Drive Phase IB in the amount of \$469,451.73 (attached hereto as Exhibit A and incorporated as a part of the minutes). The motion was seconded by Council Member Cameron and unanimously approved.

Business – Information and Presentation of Review Items for Future Action or Immediate Consideration**

- B. Marketing & Communications Director's Report/Events Update.
-Clemmons Farmers Market – Saturdays from 8:30am-11:30am (Jerry Long YMCA – runs through October 24, 2021)
- Peter Clemmons' House Historic Marker Presentation – Wednesday, July 21, 2021 at 10am
-Movie Night in the Village – Friday, July 23, 2021 (The Sandlot) at Jerry Long YMCA sponsored by Wake Forest Baptist Health Davie Medical Center begins at sunset (the following food trucks will be setup at 7:30pm: Abbot's Frozen Custard, Dash City Dogs, KingPop, State Fair Donuts and Uptown Pizza)

Details are available on the Village website and Facebook page regarding all of our events.

- C. Manager's Report.
1. FCSO Report for May June 2021 – report was presented.
Sgt. Gieger introduced Cpl. Handy to Council. He advised Cpl. Sutton has been promoted to Sergeant.
2. Resolution 2021-R-09 Authorizing the Advertisement for Upset Bids for the Sale of Certain Municipal Property - Manager Buffkin presented Council the resolution for the sale of the Harper Road Property (~14.7 acres) owned by the Village of Clemmons for consideration. This will formally advertise the property for sale. The purpose of the resolution is to solicit bids for that process. He advised the Village paid approximately \$593k in 2007-2008 for the property. Council Member Rogers inquired if there was an in-kind bid for a trade of comparable property, could that also be considered. Attorney Fus and Manager Buffkin will look further into how the statutes address the scenario for real property trade.

Council Member Cameron moved to adopt Resolution 2021-R-09 Authorizing the Advertisement for Upset Bids for the Sale of Certain Municipal Property (Harper Road Property owned by the Village of Clemmons) with a minimum bid set of \$600,000.00 (attached hereto as Exhibit B and incorporated as a part of the minutes). The motion was seconded by Council Member Barson and unanimously approved.

3. OSHA Comprehensive Inspection Report – Public Work Director Gearren presented the comprehensive inspection report for the OSHA inspection that was performed in April 2021 (attached hereto as Exhibit C and incorporated as a part of the minutes).

4. *First Amendment to the Intergovernmental Agreement between City of WS and Village of Clemmons – Lewisville-Clemmons Road Interchange/Kinnamon Bridge Study & Project* – Manager Buffkin presented the First Amendment to the Intergovernmental Agreement between City of WS and Village of Clemmons – Lewisville-Clemmons Road Interchange/Kinnamon Bridge Study & Project for Council’s consideration. He advised this was initially a grant for \$100,000 (80/20 match) and after further consideration, this amount likely would not be enough for a comprehensive study. This amendment would increase the grant amount to \$200,000 (80/20 match would make the Village’s portion \$40,000). Mayor Wait advised this project was approved initially by the previous Council.

Council Member Cameron moved to approve First Amendment to the Intergovernmental Agreement between City of WS and Village of Clemmons – Lewisville-Clemmons Road Interchange/Kinnamon Bridge Study & Project (attached hereto as Exhibit D and incorporated as a part of the minutes). The motion was seconded by Council Member Barson and unanimously approved.

5. *Request for POs* – Public Works Director Gearren requested Council’s consideration of the following POs (all of which are on national contracts):
 - a. Carolina Industrial Equipment – Leaf Truck (attached hereto as Exhibit E and incorporated as a part of the minutes)

Council Member Barson moved to approve the PO for Carolina Industrial Equipment for a leaf truck in the amount of \$219,126.00 as presented. The motion was seconded by Council Member Cameron and unanimously approved.

- b. James River – Loader - (attached hereto as Exhibit E and incorporated as a part of the minutes)

Council Member Barson moved to approve the PO for James River for a loader in the amount of \$105,628.00 as presented. The motion was seconded by Council Member Cameron and unanimously approved.

- c. Cooper Ford – Pickup Truck - (attached hereto as Exhibit E and incorporated as a part of the minutes)

Council Member Barson moved to approve the PO for Cooper Ford for a pickup truck in the amount of \$39,377.00 as presented. The motion was seconded by Council Member Cameron and unanimously approved.

6. *Sidewalk Discussion* – Council Member Rogers suggested Council consider getting the sidewalk project started between Fair Oaks Drive and Morgan Elementary. He stated it is a fairly flat area with a minimal number of homes to be impacted if rights-of-way is needed.

Council Member Rogers made a motion to direct Manager Buffkin to move forward post-haste with the sidewalk project from Fair Oaks Drive to Morgan Elementary. The motion was seconded by Council Member Cameron and unanimously approved.

D. Attorney's Report

1. Update on Shipley Property - Attorney Fus reported to Council that the rights-of-way dedication was recorded this afternoon on the Shipley property. Council Member Rogers thanked Attorney Fus for his diligence with getting this completed.

Attorney Fus advised he is still working on the rights-of-way dedication from the owners of the former Kmart property and is scheduling a conference call with their counsel and press upon them this needs to get moving.

- E. Planner's Report – nothing to report. Council Member Cameron commended Planner Rahimzadeh on the presentation and training session he led for the ZBOA.

F. Village Engineer's Report.

1. Quarterly Stormwater Update - Village Engineer Kimbrell provided Council with a quarterly stormwater update (attached hereto as Exhibit F and incorporated as a part of the minutes).

- G. Council Comments – Council Member Rogers advised of the Clemmons West HOA hosting National Night Out on Tuesday, August 3, 2021 from 6pm-8pm at the Clemmons West Recreation Association. He stated Sheriff Kimbrough has been invited and requested the presence of the Mayor, Council and Manager. He thanked Andrew Wild (HOA President) for use of the facilities.

- H. Closed Session to Discuss Personnel Matter in accordance with NCGS 143-318.11(a)(6) - Council Member Cameron moved to go into closed session to Discuss Personnel Matter in accordance with NCGS 143-318.11(a)(6) at 6:54 p.m. The motion was seconded by Council Member Barson and unanimously approved.

At 8:21 p.m., Mayor Wait stated that by unanimous vote Council chose to reconvene the open session with no action taken.

Council Member Barson made a motion to increase Manager Buffkin's salary by 3% effective immediately. The motion was seconded by Council Member Cameron and unanimously approved.

Adjournment

Council Member Cameron moved to adjourn the meeting at 8:22 p.m. The motion was seconded by Council Member Barson and unanimously approved.

John Wait
Mayor

ATTEST:

Lisa Shortt, NCCMC
Village Clerk

DRAFT

VILLAGE OF CLEMMONS
BUDGET AMENDMENT
FOR THE FISCAL YEAR ENDING JUNE 30, 2022

BE IT ORDAINED by the Village Council of the Village of Clemmons, North Carolina at a regular meeting on July 26, 2021 to adjust Stormwater Fee Revenue to the ERU's calculated, to appropriate funds wet pond and fencing at library and to adjust cost share to \$200,000; \$100,000 from Village and \$100,000 matched from citizens.

	Original	Increase	Decrease	Amended
Revenues				
Stormwater Fee	1,412,600	-	(11,008)	1,401,592
Fund Balance Appropriated	-	58,915	-	58,915
Total Revenues		<u>58,915</u>	(11,008)	
Expenditures				
Contingency	\$ 42,850	\$ -	\$ (42,850)	\$ -
Capital Improvement Plan	613,585	58,915	(68,158)	604,342
Cost Share Program	100,000	100,000	-	200,000
Total Expenditures		<u>\$ 158,915</u>	<u>\$ (111,008)</u>	
For Information Total Budget				
Total Revenues	\$ 1,528,450	\$ 47,907		\$ 1,576,357
Total Expenditures	\$ 1,528,450	\$ 47,907		\$ 1,576,357

Attest:

Adopted 26th day of July

 Lisa M. Shortt, NCCMC

 John L. Wait, Village Mayor

VILLAGE OF CLEMMONS
BUDGET AMENDMENT
FOR THE FISCAL YEAR ENDING JUNE 30, 2022

BE IT ORDAINED by the Village Council of the Village of Clemmons, North Carolina at a regular meeting on July 26, 2021 to the general fund budget for Manager raise approved at July 12, 2021 meeting.

	Original	Increase	Decrease	Amended
Revenues				
Fund Balance Appropriated	977,853	4,065	-	981,918
Total Revenues		<u>4,065</u>	-	
Expenditures				
Administrative Salaries	\$ 408,100	\$ 3,277	\$ -	\$ 411,377
Administrative FICA	31,590	252	-	31,842
Administrative Retirement	46,325	372	-	46,697
Administrative 401K Match	18,865	164	-	19,029
		<u>\$ 4,065</u>	<u>\$ -</u>	
Total Expenditures				
For Information Total Budget	\$ 10,010,485	\$ 4,065	\$ -	\$ 10,014,550
Total Revenues	<u>\$ 10,010,485</u>	<u>\$ 4,065</u>	<u>\$ -</u>	<u>\$ 10,014,550</u>
Total Expenditures				

Attest:

Adopted 26th day of July

 Lisa M. Shortt, NCCMC

 John L. Wait, Village Mayor

Village of Clemmons
 For Your Information
 Per Budget Ordinance Re-appropriation of Open Encumbrances as of June 30, 2021
 July 26, 2021

Stormwater:

Fund Balance Appropriated	<u>242,178</u>	
Total		<u><u>242,178</u></u>
LJB Contract CIP Review	<u>8,800</u>	
Professional Services		8,800
Dreambuilt Wash Bay	<u>15,008</u>	
Capital Outlay		15,008
LJB Tanglebrook Tr	8,653	
LJB Doublegate	32,153	
LJB Springside	797	
North State Water & Sewer, Inc Greenbrook	<u>176,767</u>	
Capital Improvement Plan		<u>218,370</u>
Total re-appropriations		<u><u>242,178</u></u>

These are contracts entered into and the budget encumbered in Fiscal Year June 30, 2021, however the contract was not completed by the year end. Therefore, the contract has to be re-appropriated in the Fiscal Year Ending June 30, 2022.