



**OAK RIDGE TOWN COUNCIL MEETING
DECEMBER 7, 2017 – 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Spencer Sullivan, Mayor
George McClellan
Jim Kinneman
Mike Stone
Doug Nodine
Ann Schneider

Staff Present

Sam Anders, Finance Officer
Tom Medlin, Sitting in for Town
Attorney Michael Thomas
Bill Bruce, Planning Director/Interim
Co-Town Manager
Sandra Smith, Town Clerk/Interim
Co-Town Manager
Ashley Royal, Deputy Clerk

1. CALL TO ORDER

Mayor Spencer Sullivan called the meeting to order at 7:00 p.m.

A. Invocation.

Pastor Roy Carter of Central Baptist Church offered the invocation.

B. Pledge of Allegiance.

2. APPROVE AGENDA

Councilman Jim Kinneman made a **motion** to approve the meeting agenda. **Councilman Doug Nodine** seconded the motion, and it was passed unanimously (5-0).

3. APPROVE MINUTES

Councilman Mike Stone made a **motion** to approve the minutes of the November 2, 2017 meeting. **Mayor Pro Tem George McClellan** seconded the motion, and it was passed unanimously (5-0).

4. RESOLUTIONS, PROCLAMATIONS, ANNOUNCEMENTS

None

5. REPORT FROM GUILFORD COUNTY SHERIFF'S OFFICE

Sgt. Latoya Howell reported that District 1 received 630 calls during the month of November, with 91 of those from Oak Ridge. The District received 27 calls for Part 1 crimes, which include breakings & enterings and violent acts; three of those were from Oak Ridge. Howell reported that there had been several vehicle breakings & enterings at Oak Ridge Town Park in previous months, but they had slowed down. She said at this time of year, thieves are looking for gifts and valuables in vehicles and deliveries left on porches, and she advised residents to beware.

6. REPORT FROM OAK RIDGE FIRE DEPARTMENT

Assistant Chief Sam Anders reported there had been 61 calls in November, with 26 of a medical nature and 35 of a fire/service nature. The department had received 255.5 man-hours of training. Anders advised residents to water cut Christmas trees daily and to avoid overloading electrical outlets, and wished them a happy and safe holiday season.

7. ANNUAL FINANCIAL AUDIT

Chad Cook of Dixon Hughes Goodman presented the annual financial audit, which is hereby incorporated by reference and made a part of the minutes, for the period ending June 30, 2017. He said cash and investments were up nearly \$537,000, or 22 percent, and said the general fund balance was up about the same amount. He said general fund revenues were up by 4.2 percent. Cook explained that the debt service figure was now 0 because the Town had paid off the loan on the park property last year. He said the property tax collection rate was 99.61 percent. The firm issued the Town a clean audit for the year.

Councilman Kinneman made a **motion** to approve the annual financial audit. **Mayor Pro Tem McClellan** seconded the motion, and it was passed unanimously (5-0).

8. RECOGNITION OF OUTGOING COUNCIL

Mayor Sullivan read aloud a proclamation of appreciation to Councilman Mike Stone, which is hereby incorporated by reference and made a part of the minutes, and thanked him for his service.

9. OATH OF OFFICE FOR NEWLY ELECTED/RE-ELECTED MEMBERS OF COUNCIL

The Honorable Susan Bray, Superior Court judge, issued the oath of office to Councilwoman Ann Schneider and Councilman Jim Kinneman.

10. ELECTION OF MAYOR

Town Clerk/Interim Co-Town Manager Sandra Smith opened the floor for nominations for the office of mayor.

Councilwoman Schneider nominated Sullivan for the position. With no other nominations, a vote was taken, and Sullivan was elected to the office of mayor unanimously (5-0).

11. ELECTION OF MAYOR PRO TEMPORE

Smith opened the floor for nominations for the office of mayor pro tem.

Councilman McClellan nominated Kinneman for the position. With no other nominations, a vote was taken, and Kinneman was elected mayor pro tem unanimously (5-0).

12. TOWN MANAGERS' REPORT

A. Reapproval of 2018 meeting schedule.

Smith reported that there was an error in a committee date approved at the November meeting.

Mayor Pro Tem Kinneman made a **motion** to approve the meeting schedule for 2018. **Councilman McClellan** seconded the motion, and it was passed unanimously (5-0).

B. Approval of 2018 holiday schedule.

Councilman McClellan made a **motion** to approve the meeting schedule for 2018. **Councilwoman Schneider** seconded the motion, and it was passed unanimously (5-0).

C. Approval of 2018 ORYA usage agreement of Oak Ridge Town Park.

Councilman McClellan made a **motion** to approve the 2018 usage agreement. **Councilman Nodine** seconded the motion, and it was passed unanimously (5-0).

D. Approval of change in rental rates at Oak Ridge Town Park.

Smith explained that the change only applied to all-day field rental rates for tournaments.

Councilman McClellan made a **motion** to approve the rental rate change. **Mayor Pro Tem Kinneman** seconded the motion, and it was passed unanimously (5-0).

E. Request to add Bar Court to the NC State Maintenance System.

Councilman McClellan made a **motion** to approve a resolution to add Bar Court to the NC State Maintenance System. **Ann Schneider** seconded the motion, and it was passed unanimously (5-0).

F. Door-to-door solicitation issue.

Smith reported that staff had solicited applications for volunteers to serve on a committee by posting it on the Town website, on the Town and Town Clerk's

Facebook pages, and by sending out a blast email to residents. In addition, the Northwest Observer had published a front-page article on the matter. Per Council's direction, the committee would have a minimum of five members from different areas of the Town. In addition, staff was to research the issue to determine what other towns are doing. Smith said a total of five applications were received, but they were from only three neighborhoods. Staff asked direction on how to proceed.

After discussion, Council agreed by consensus to direct staff to continue to research the issue and report to Town Council at the January meeting.

G. Finance committee.

Smith reported that there was a vacancy on the finance committee and said the Town would be accepting applications.

H. Proposal for streetscape plan.

Planning Director/Interim Co-Town Manager Bill Bruce reminded Council that the Town had been awarded a state grant in the amount of \$33,333 for downtown revitalization. He presented a proposal from Piedmont Triad Council of Governments in the amount of \$24,750 to prepare a streetscape plan to include lighting, landscaping/planters, sidewalk and crosswalk design, and safety enhancements in the NC 150 and NC 68 corridors in the town core. The remainder of the money could be spent on sidewalk construction.

Councilman McClellan made a motion to approve the proposal for a streetscape vision plan with PTRC. **Mayor Pro Tem Kinneman** seconded the motion, and it was passed unanimously (5-0).

13. PUBLIC COMMENTS

- Danny Yanusz, 7807 Grey Fox Road, the Town's lighting consultant, said in consulting with the Town of Summerfield recently on lighting issues, it had become apparent that newer technology now available was not mentioned in the Town's lighting ordinance. He suggested the Town consider updating the ordinance, and he volunteered to either be a member of a committee or to offer guidance on possible changes.
- Rita Lewandowski, 5006 Golden Acres Road, encouraged the Town to form a committee to encourage people to use the Mountains-to-Sea Trail.
- Martha Pittman, 8018 Fogleman Road, said she was a regular walker and hiker, and she saw the health, conservation and environmental benefits of having the Mountains-to-Sea Trail come through Oak Ridge. She said she had recently walked the trail from the Cascades Preserve to Oak Ridge Town Park, but said few people would walk along the road as she had done. She encouraged Council to move past the concept phase and form a committee to work with the Town on the trail's construction.

10. MONTHLY FINANCIAL UPDATE

Finance Officer Sam Anders was called away from the meeting. Sullivan asked the Council to return to this portion of the meeting when Anders returned.

11. COMMUNITY UPDATES

A. Parks & Recreation Commission.

Vice Chair Phyllis Anders reported that the Commission met on November 16. Among other items, it discussed 2018 events in the park. She said the Light Up the Night luminary event was a great event again this year.

B. Finance Committee.

None

C. Planning & Zoning Board.

None

D. Merchants of Oak Ridge.

Patti Stokes reported that the organization had a great year, which included several very successful events such as RidgeFest and the Glow Run and the Great Pumpkin Event. Membership was increased by about 15 percent in 2017. Local business professionals are invited to meetings, and the organization looks forward to working with the Town in 2018, Stokes said.

E. Board of Adjustment.

No meeting

F. Historic Preservation Commission.

Vice Chair Debbie Shoenfeld reported that HPC met on November 15. She thanked former Councilman Mike Stone for his support in the past, and congratulated Councilwoman Schneider and Mayor Pro Tem Kinneman. HPC also met on November 29 and held a training session/mock COA hearing; it was good training for the new members and a good refresher for current HPC members.

12. FINANCE UPDATE

Since Finance Officer Anders had not returned to the meeting, Mayor Sullivan presented three time-sensitive issues for Council's approval.

Mayor Pro Tem Kinneman made a **motion** to terminate the 457 Plan for employees. **Councilman McClellan** seconded the motion, and it was passed unanimously (5-0).

Councilman McClellan made a **motion** to establish a Simple IRA with Edward Jones to replace the 457 Plan for employees. **Councilman Nodine** seconded the motion, and it was passed unanimously (5-0).

Mayor Pro Tem Kinneman made a **motion** to approve a resolution required by BB&T to open a new account. **Councilman McClellan** seconded the motion, and it was passed unanimously (5-0).

13. PUBLIC COMMENTS

None

14. COUNCIL COMMENTS

15. ADJOURNMENT

Mayor Pro Tem Kinneman made a **motion** to adjourn the meeting at 8:11 p.m. **Councilwoman Schneider** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:

Sandra B. Smith, NCCMC, CMC
Town Clerk

Spencer Sullivan
Mayor