



**OAK RIDGE TOWN COUNCIL MEETING
DECEMBER 6, 2018 – 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Spencer Sullivan, Mayor
Jim Kinneman, Mayor Pro Tem
George McClellan
Doug Nodine
Ann Schneider

Staff Present

Bill Bruce, Town Manager
Sam Anders, Finance Officer
Michael Thomas, Town Attorney
Sandra Smith, Town Clerk
Sean Taylor, Planning Director

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

Mayor Pro Tem Jim Kinneman made a motion to approve the meeting agenda. Councilman George McClellan seconded the motion, and it was passed unanimously (5-0).

3. APPROVE MINUTES

Councilwoman Ann Schneider made a motion to approve the minutes of the November 1, 2018 meeting. Councilman McClellan seconded the motion, and it was passed unanimously (5-0).

4. RESOLUTIONS, PROCLAMATIONS, ANNOUNCEMENTS

- None

5. REPORT FROM GUILFORD COUNTY SHERIFF'S OFFICE

- Detective C.A. Rogers from the District 1 office of the Guilford County Sheriff's Office reported that there were 77 calls for service in Oak Ridge in November. Two of those were for Part 1 crimes (which include breakings & enterings and violent acts such as arson, homicide and theft) – a theft of construction materials at a home

under construction and a break-in at Tractor Supply. Rogers said Part 1 crimes were down 37 percent from this time last year.

6. REPORT FROM OAK RIDGE FIRE DEPARTMENT

- Assistant Chief Sam Anders reported the department responded to 60 calls in November – 36 of a medical nature, and 24 of a fire/service nature. Department personnel received 188 hours of training in November. With the winter storm forecasted that weekend, Anders encouraged residents to restock batteries and candles, and to run water in case of a power loss.

7. TOWN MANAGER'S REPORT

A. Board appointments/reappointments.

Councilman McClellan made a motion to appoint John Garrett as a regular member of the Parks & Recreation Commission and to reappoint Nancy Stoudemire to the Board of Adjustment and Planning & Zoning Board. Mayor Pro Tem Kinneman seconded the motion, and it was passed unanimously (5-0).

B. 2019 meeting schedule.

Councilwoman Schneider made a motion to approve the 2019 meeting dates. Councilman Doug Nodine seconded the motion, and it was passed unanimously (5-0).

C. 2019 holiday schedule.

Mayor Pro Tem Kinneman made a motion to approve the 2019 holiday schedule. Councilman McClellan seconded the motion, and it was passed unanimously (5-0).

D. Town attorney contract.

Mayor Sullivan announced that the proposed Resolution R-2018-07, which is hereby incorporated by reference and made a part of the minutes, was a modification to the current attorney's contract and would allow the Town Attorney to take a wider range of continuing education courses than previously allowed.

Councilwoman Schneider made a motion to approve the modification to the attorney's contract. Councilman McClellan seconded the motion, and it was passed unanimously (5-0).

E. Allocation for Downtown Revitalization Grant.

Town Manager Bruce presented a proposal to use a grant from the state for costs associated with the recently approved sidewalk construction project on N.C. 150. The money could be combined with \$8,333 of grant funding that was unused last fiscal year.

Councilman McClellan made a motion to authorize the staff to request approval of the North Carolina Department of Commerce grant of \$50,000 to be used for the Town's downtown

revitalization on the N.C. 150 sidewalk project. Mayor Pro Tem Kinneman seconded the motion, and it was passed unanimously (5-0).

F. Budget amendment requests.

Councilwoman Schneider made a motion to approve the budget amendment to allow for the contract for \$12,000 with Carolina Mulching Company to do maintenance on the Whitaker property with the stipulation they follow all applicable standards within the Design Guidelines for the Historic District, including the ANSI (American National Standards Institute 300) standards that are referenced therein. Councilman McClellan seconded the motion, and it was passed unanimously (5-0).

Mayor Pro Tem Kinneman made a motion to approve the allocation of \$2,000 for a volunteer recognition dinner. Councilman McClellan seconded the motion, and it was passed unanimously (5-0).

G. Voluntary annexation report.

In response to a request from Council, Bruce reported that the estimated cost to allow voluntary annexation in the Extraterritorial Jurisdiction (ETJ) area would be around \$1,000. The cost would include printing and postage; legal costs might be covered in the monthly retainer. Council agreed by consensus to proceed.

10. DISCUSSION/ADOPTION OF STRATEGIC PLAN

After discussion, Councilwoman Schneider made a motion to adopt the Strategic Plan developed by Town Council to help guide the Town for the next 5-10 years. Mayor Pro Tem Kinneman seconded the motion, and it was passed unanimously (5-0).

Mayor Sullivan said staff would present an implementation schedule for the Strategic Plan in January.

11. PUBLIC COMMENTS

- Mike Stone, 8112 Hunting Cog Road, spoke representing the Old Mill Homesteads Homeowners' Association. He said a rezoning public hearing was scheduled to be heard by the Planning & Zoning Board on December 20 and by the Council on January 3. Stone said holding the public hearings on those dates would require neighboring property owners to spend their holidays preparing their case. He said citizens could not request something be removed from the agenda, but developers could. He asked the Council to intervene, not on the outcome of the case, but to allow citizens to be granted a continuance.

12. MONTHLY FINANCIAL UPDATE

Finance Officer Sam Anders presented the financial report, which is hereby incorporated by reference and made a part of the minutes. He also asked for approval of budget adjustments as discussed previously in the meeting.

Councilwoman Schneider made a motion to approve budget adjustments as described for Special Events to authorize expenditure of all raised proceeds of approximately \$6,000 in addition to the \$2,000 for the volunteer appreciation event. Mayor Pro Tem Kinneman seconded the motion, and it was passed unanimously (5-0).

Councilman McClellan made a motion to accept the finance officer's report as presented by the Chief Financial Officer. Councilwoman Schneider seconded the motion, and it was passed unanimously (5-0).

Mayor Pro Tem Kinneman made a motion to direct staff to start accepting credit cards and debit cards for online payments for fees such as fields and shelters, not to include Planning & Zoning Fees, and to direct staff to draft a policy to allow for such payments. Councilman McClellan seconded the motion, and it was passed unanimously (5-0).

13. COMMUNITY UPDATES

A. Historic Preservation Commission.

Chair Debbie Shoenfeld reported that no regular meeting was held in November, but the Commission was working on adding photographs to its Historic Architectural Inventory. Shoenfeld noted that Preservation Oak Ridge had donated money to St. James AME Church to assist them with restoration efforts associated with a grant awarded by the Town.

B. Special Events Committee.

Chair Patti Dmuchowski reported that the Committee held a workshop at Town Hall for the Community Trees Display and decorated the Chester Redmon House for the holidays. She said the next event is a Volunteer Recognition Dinner to be held in January.

C. Parks & Recreation Commission.

No meeting

D. Finance Committee.

Annual budget meetings to begin in February.

E. Planning & Zoning Board.

No meeting

F. Mountains-to-Sea Trail Committee.

Co-chair Martha Pittman reported two trail workdays had been held in November, with a total of 26 volunteers participating. She said the Committee will be working with the Friends of the Mountains-to-Sea Trail in officially rerouting the trail through Oak Ridge. In the next few months, they hope to complete the spur trail and begin planning the trail from Pepper Road to Linville Road, and they hope to have a "name that trail" contest to help boost awareness.

G. Merchants of Oak Ridge.

No report

H. Board of Adjustment.

No meeting

14. PUBLIC COMMENTS

- Sandra Smith, 8451 Linville Road, expressed appreciation to all who helped with the Light Up the Night event. Although rain prevented the lighting of 5,000 luminaries in the park, festivities were moved to Town Hall and included live music, refreshments and an opportunity to talk to Santa.
- Mike Stone, 8112 Hunting Cog Road, spoke again about the upcoming rezoning hearings. Stone said that by saying nothing, the Council's silence was deafening. He again requested the Council provide assistance to citizens. Mayor Sullivan said it would be inappropriate for Council to respond during the Public Comments portion of the meeting, but he would speak about Stone's request during Council Comments.

15. COUNCIL COMMENTS

- Councilman McClellan said articles had been written in the local newspaper about traffic circles in Oak Ridge, but he said the Council has not seen any plans at this time. He said NCDOT planned to have public meetings in January or February, and that would be the time for people to view the plans and comment.
- Councilman Nodine said he knew the Town was limited by statute on when it could notify citizens about rezonings and the amount of time allowed, and said he was not sure what the correct answer was. Nodine said he appreciated the citizens' position, but said it was difficult for the Council to call for a continuance. He said he was also bothered by the fact that developers can withdraw a rezoning application if it appears it will be defeated. He said he would like for staff to consider how changes might be made.
- Councilwoman Schneider said Planning & Zoning Board schedules are published well in advance so everyone could rely on the schedule. She said she thought the Town had to be fair and even-handed in enforcing the ordinances that are on the books.
- Mayor Sullivan addressed Stone's comments, said that the Planning & Zoning Board is an independent advisory board and said it would be inappropriate for the Council to give them advice before a case is heard. He said the process is the same as it has been for 20 years in Oak Ridge, and that citizens have two opportunities to request a continuance – at the Planning & Zoning Board meeting and at the Town Council meeting. He added that the Planning & Zoning Board cannot approve a rezoning, but can only make a recommendation. He said the Planning & Zoning Board is fully aware of the procedure and its authority to continue a case for good cause shown. He encouraged

email Board members, and said perhaps staff could look at whether the notification time might be lengthened.

16. ADJOURNMENT

Mayor Pro Tem Kinneman made a motion to adjourn the meeting at 8:19 p.m. Councilman Nodine seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:

Sandra B. Smith, NCCMC, CMC
Town Clerk

Spencer Sullivan
Mayor