

MEMORANDUM

TO: Town Council

FROM: Bill Bruce

DATE: January 2, 2026

RE: Alcorn Road Speed Limit Reduction

During the public hearing for rezoning case #RZ-25-04 (7856 Alcorn Road), both the applicant and several residents expressed traffic safety concerns related to new residential development located along Alcorn Road. In consultation with NCDOT, the developer (Craig Fleming) has requested an analysis of the speed limit to determine whether a reduction from 45MPH to 35 MPH would be warranted. NCDOT requires Town of Oak Ridge concurrence to consider this request.

Requested Action: Approve Resolution R-2026-01, supporting a speed limit reduction on Alcorn Road.





RESOLUTION R-2026-01

RESOLUTION REQUESTING THAT THE NC DEPARTMENT OF TRANSPORTATION STUDY AND CONSIDER REDUCING THE SPEED LIMIT ON ALCORN ROAD IN OAK RIDGE

WHEREAS, the Town of Oak Ridge is responsible for the health, safety, and welfare of its citizens and those who travel in and around Oak Ridge; and,

WHEREAS, the speed limits assigned to the roads in and around the Town of Oak Ridge contribute to the said health, safety and welfare of its citizens and visitors; and,

WHEREAS, the Town of Oak Ridge recognizes that new development on Alcorn Road warrants consideration of a speed limit reduction on the portion of that road with the town limits of Oak Ridge; and

WHEREAS, the Town Council would support the reduction of the speed limit on Alcorn Road.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Oak Ridge requests that the NC Department of Transportation study and consider decreasing the speed limit on Alcorn Road in the Town of Oak Ridge from 45 mph to 35 mph.

Adopted, this 8th day of January, 2026.

James N. Harton
Mayor

ATTEST:

Sandra B. Smith, MMC, NCCMC
Assistant Town Manager/Town Clerk

Appendix A

Updated January 8, 2026

Local Contact Information for Oak Ridge Town Council and staff

Name	Work Contact Information	Home Contact Information
Name: James N. Harton Position: Mayor	n/a	Address: 5901 Pepper Road Oak Ridge, NC 27310 Phone: 609-510-8670 Email: jamesnharton@gmail.com
Name: Michael Greeson Position: Mayor Pro Tempore	n/a	Address: 8868 Cravenwood Drive Oak Ridge, NC 27310 Phone: 336-541-0154 Email: mrgreeson@yahoo.com
Name: Sandra Smith Position: Asst. Town Mgr./Town Clerk	Address: 8315 Linville Road Oak Ridge, NC 27310 Phone: 336-644-7009 Email: ssmith@oakridgenc.com	Address: 8451 Linville Road Oak Ridge, NC 27310 Cell: 336-706-7022 Email: ssmith@oakridgenc.com
Name: Bill Bruce Position: Town Manager	Address: 8315 Linville Road Oak Ridge, NC 27310 Phone: 336-644-7009 Email: bbruce@oakridgenc.com	Address: 2700 W. Market Street Greensboro, NC 27403 Cell: 336-549-6514 Email: bbruce@oakridgenc.com

Local Contact Information for Alternate Locations

Alternate Facility	Facility Name	Phone Number	Facility Point of Contact
Primary Alternate Facility	Oak Ridge Elementary School	336-643-8410	Chris Sciandra, principal
Secondary Alternate Facility	Oak Ridge Military Academy	336-643-4131	Dr. Steve Wilson, president
Tertiary Alternate Facility	Oak Ridge United Methodist Church	336-643-4690	Mike Carr, pastor

MEMORANDUM

TO: Town Council

FROM: Bill Bruce

DATE: January 2, 2026

RE: Heritage Farm Park Phase 2 Design Proposal

At its September 4, 2025 meeting, Town Council instructed staff to issue a Request for Qualifications (RFQ) for design of Heritage Farm Park Phase 2. The process to procure architectural, engineering, and surveying services is governed by N.C.G.S. 143-64.31, which requires local governments to procure these services by focusing on qualifications rather than price. Once the most qualified firm is selected, contract price can be negotiated (but not before).

Following this process, the Town received four proposals in response to the RFQ. Staff and the Parks and Recreation Advisory Board reviewed the proposals submitted, and the P&RAB unanimously selected Revington Reeves as the most qualified firm, not only through the expertise demonstrated in their proposal, but also through their previous work with the Town. Following this selection, Revington Reeves submitted the attached fee proposal for Council's consideration.

The proposal includes comprehensive survey, design, and construction-ready documentation for eight lighted pickleball courts, two tennis courts, a basketball court, fitness stations, additional parking and sidewalks, and several shade structures, for a total fee of **\$133,974.00**. The proposed fee is considerably less than the \$199,509 design fee estimated by McGill Associates when presenting their Opinion of Probable Cost for the project.

Requested Action: Approve Revington Reeves' Heritage Farm Park Phase 2 design proposal for \$133,974.00.



12 December 2025

Bill Bruce, AICP
Town Manager
Town of Oak Ridge
8315 Linville Rd.
Oak Ridge NC 27310

Re: Engineering and Design Services for Phase 2 of Heritage Farm Park

Dear Bill,

Revington Reaves is pleased to submit this proposal to the Town of Oak Ridge to provide Engineering and Design Services for Phase 2 of Heritage Farm Park (HFP), located at 8515 Scoggins Road, Oak Ridge, NC 27310.

This project will follow the 2025 HFP Phase 2 Master Plan, and our team will provide comprehensive design and construction documentation services, including the design of eight lighted pickleball courts, two tennis courts, a basketball court, fitness stations, additional parking and sidewalks, and several shade structures.

Revington Reaves will serve as the prime consultant, with a team of licensed North Carolina subconsultants that includes Westcott Small & Associates for civil engineering, Consultant Engineering Service, Inc. for electrical engineering, Palacio Collaborative for cost estimating, Regional Land Surveyors for site survey, and Select Engineering for structural engineering as needed. In addition to the scope included within this proposal, our team is prepared to provide construction phase services when appropriate. Construction administration is excluded as it is understood the project will be bid at a future date pending funding.

Heritage Farm Park is an important community asset, and our team is committed to providing clear communication, responsive coordination, and high-quality construction documents that carry forward the approved vision for Phase 2.

Included within this proposal are:

- A. SCOPE OF SERVICES
- B. ESTIMATED FEES
- C. EXCLUSIONS
- D. TERMS & CONDITIONS

A. SCOPE OF SERVICES

TASK 1: SITE SURVEY (schedule TBD)

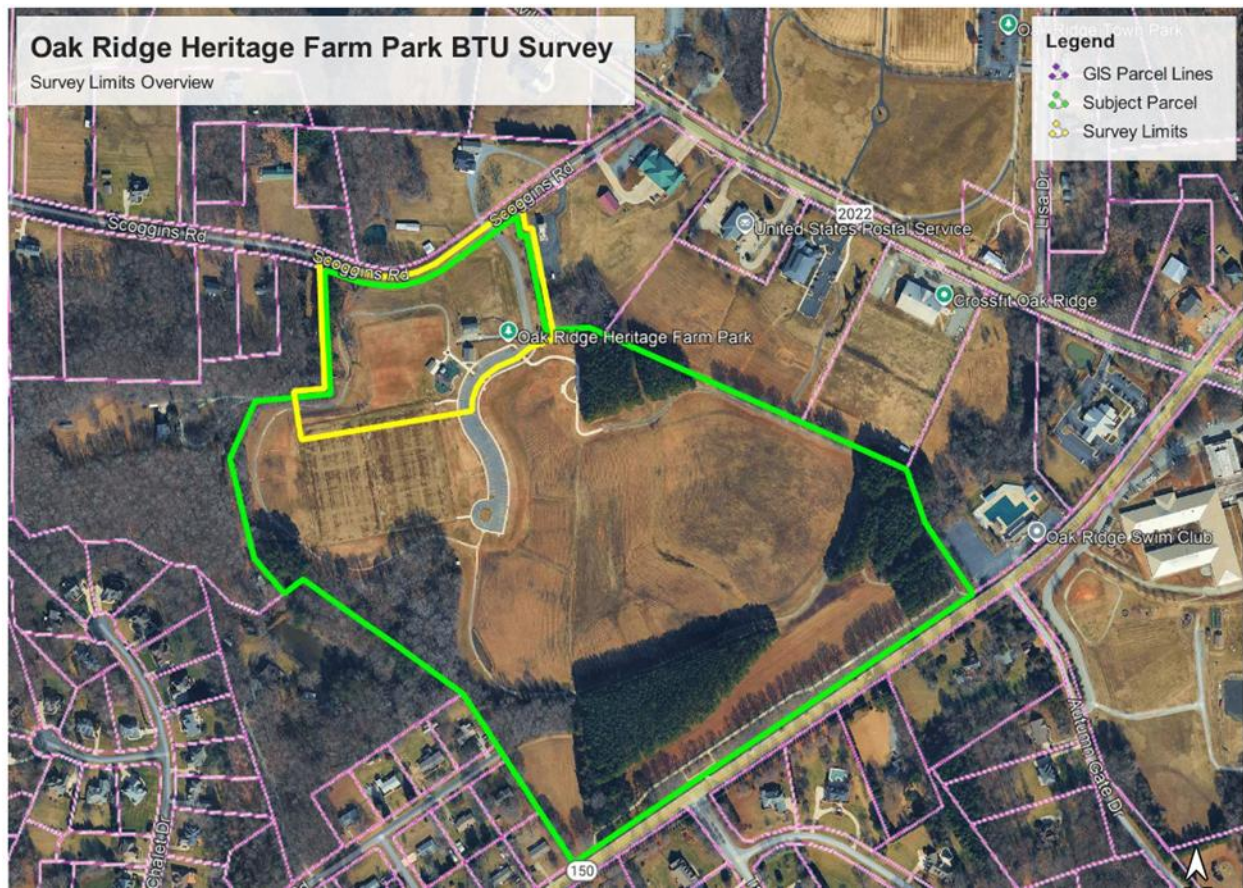
SCOPE: The design team will perform a partial boundary, topographic, and utility survey of approximately 8.2 acres at Heritage Farm Park (HFP). See extents below. This survey will document existing site conditions following Phase 1 construction and provide an accurate basis for all design phases.

DELIVERABLES:

1. Survey plans suitable for design integration and coordination with civil, landscape, and site utilities.

MEETINGS

- N/A



TASK 2: SCHEMATIC DESIGN (schedule TBD)

SCOPE: Revington Reaves will develop schematic design documents based on the 2025 HFP Phase 2 master plan. This phase will be informed by a review of relevant project materials, site analysis, the site survey, and Town input. This phase will also include the submission of Sketch Plan Review drawings to Guilford County for comment.

DELIVERABLES

1. A SD level site plan
2. A SD level materials plan
3. A SD level utility plan
4. A SD level grading plan
5. A SD level lighting plan
6. A SD level electrical plan
7. SD phase cost estimate
8. Sketch Plan Review summary.

MEETINGS

- Kickoff meeting with the Town of Oak Ridge.
- SD Review meeting with the Town of Oak Ridge.
- Sketch Plan Review meeting with Guilford County.
- Site visits (up to 5).

TASK 3: DESIGN DEVELOPMENT (schedule TBD)

SCOPE: Revington Reaves will create design development documents based on owner feedback and Guilford County Sketch Plan Review comments from Task 2.

DELIVERABLES:

1. Coversheet
2. General notes and legends.
3. Existing conditions plan.
4. Preliminary demolition plan
5. Preliminary stormwater and erosion control plan
6. Grading plan.
7. Utility plan.
8. Overall site plan showing full scope of site improvements.
9. Site materials plan to include:
 - a. Site elements such as hardscapes, stairs, handrails, walls, shelters, fencing.
10. Site furnishings plan to include:
 - a. Trash receptacles, exterior seating and tables, etc.
11. Enlargement plans of select areas (sports observation areas, etc.)
12. Relevant site details (may include sections, elevations).
13. Planting plan with schedule.
14. Site construction details.
15. Lighting plan depicting fixture type and location with photometrics.
16. Electrical plan depicting power requirement and service.
17. DD phase cost estimate.

MEETINGS

- (1) DD progress review meeting with the Town of Oak Ridge
- (1) DD review meeting with the Town of Oak Ridge.
- Coordination meetings with the Town of Oak Ridge as needed.

TASK 4: CONSTRUCTION DOCUMENTATION (schedule TBD)

SCOPE: Revington Reaves will continue to refine the approved DD site plan. There will be a continued focus on collaboration with the entire design team to ensure continuity with other disciplines.

DELIVERABLES:

1. Coversheet.
2. General Notes and Legends.
3. Existing conditions plan.
4. Demolition plan.
5. Stormwater and erosion control plan.
6. Grading plan.
7. Utility plan.
8. Overall site plan showing full scope of site improvements.
9. Site Materials Plan to include:
 - a. Site elements such as hardscapes, stairs, handrails, walls, shelters, fencing.
10. Site Furnishings Plan to include:
 - a. Trash receptacles, exterior seating and tables, etc.
11. Enlargement Plans of select areas (sports observation areas, etc.).
12. Site Layout Plan of select areas (sports observation areas, etc.).
13. Relevant site details (may include sections, elevations).
14. Planting Plan with plant schedule.
15. Site construction details with full structural engineering as required.
16. Lighting plan depicting fixture type and location with photometrics and sheet specifications.
17. Electrical plan depicting power requirement and service and sheet specifications.
18. Project manual with specifications.
19. Construction plans and associated calculations submitted to Guilford County Technical Review Committee (TRC) for review.
20. CD phase cost estimate.

MEETINGS

- (1) CD progress review meeting with the Town of Oak Ridge
- (1) Review of 100% construction documents with the Town of Oak Ridge.
- Coordination meetings with the Town of Oak Ridge as needed.

TASK 5: PERMITTING (schedule TBD)

SCOPE: The design team will submit final construction documents to Guilford County Technical Review Committee (TRC) and NC Department of Environmental Quality (Land Quality Section) for review. As part of this process, the design team will promptly address review comments and resubmit for approval in a timely fashion. Additional permitting scope may include:

- Prepare and submit the Financial Responsibility Form with erosion control plans and calculations to the NC Department of Environmental Quality (Land Quality Section) for review and comment.
- Assist the owner in completing the Stormwater Certificate of Coverage Application.
- Prepare and submit the driveway permit application to the NCDOT for approval.
- If required for approval, develop profiles for storm drainage.

DELIVERABLES:

1. One set of signed and sealed approved plans upon TRC and NCDEQ approval

MEETINGS

- Coordination meetings with the Town of Oak Ridge as needed.

B. ESTIMATED FEES + PRICING

TASK 1	Site Survey	\$17,946.00
TASK 2	Schematic Design	\$20,776.00
TASK 3	Design Development	\$38,926.00
TASK 4	Construction Documentation	\$53,426.00
TASK 5	Permitting	\$2,900.00
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	Total	\$133,974.00

PAYMENT TERMS

Invoices will be prepared monthly. Payment is due within thirty (30) days after the invoice is rendered.

C. EXCLUSIONS

1. Illustrative renderings and plans
2. 3D modelling
3. Design of water features
4. Detailed irrigation design
5. Signage
6. Stormwater Control Measure Design
7. Traffic Impact Analysis
8. Geotechnical/Environmental Engineering/Testing
9. Sanitary sewer forces main and/or pumps station, Septic system design
10. Zoning Fees, Review Fees, Inspection Fees, Impact Fees, Meter Fees, Capacity Use Fees, etc.
11. Downstream studies (storm and sanitary sewer) and flood studies
12. Off-site improvements, including turn lanes
13. Water and sewer design and permitting
14. As-built/record drawings and construction certifications
15. Fire Alarm, data wiring and telephone.
16. Parking Lot lighting (provided by and coordinated with Duke Energy).
17. Audio/visual equipment and speakers.
18. Security camera, with the exception of raceways.

D. TERMS AND CONDITIONS

- Services and fees for the completion of additional work outside of the aforementioned scope are not included in this proposal. Should the Client request further design and contract administration, this work will fall under a different contract.
- Revington Reaves shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among Revington Reaves' promotional and professional materials. Revington Reaves' materials shall not include Client's confidential or proprietary information. Client shall provide professional credit for Revington Reaves in the promotional materials for the Project, if such materials utilize Revington Reaves' name.
- Laws, Rules and Regulations: Revington Reaves will use its best professional efforts to identify laws, rules and regulations which apply to the Project, to interpret the same in a reasonable manner, to seek the advice of governmental officials and/or legal counsel when questions of interpretation and/or applicability arise, and to produce reports, plans, and other documents which are consistent therewith. At the Client's request, Revington Reaves will furnish certificates to lenders or others regarding compliance with laws, rules and regulations provided that such certificate is consistent with the above and that the requested form of such certificate is furnished to Revington Reaves at no less than five business days before the date on which it is required by the Client.
- Liability: Revington Reaves shall be liable to Client for negligent errors or omissions in the provision of services, and for other breaches by Revington Reaves of the Agreement, provided that the aggregate amount of such liability shall in no event exceed the amount of any insurance coverage available under Revington Reaves' professional liability insurance policy at the time such claim is satisfied. Neither party shall be liable to the other for any indirect, special, or consequential damages.
- Invoices will be prepared monthly. Payment is due within thirty (30) days after the invoice is rendered. Payment not made within thirty (30) days from the end of the calendar month to which the invoice applies will bear interest from the end of such month at the rate of one-and-one-half percent (1.5%) per month until paid. Failure of the Client to make payments when due shall be cause for suspension of services. Revington Reaves shall be entitled to reimbursement of all costs actually incurred by Revington Reaves in collecting overdue accounts under this contract including, without limitation, legal fees.

AGREED AND ACCEPTED

If this proposal and associated terms and conditions are acceptable, please sign in the space provided below and return one copy of the document to Revington Reaves. If you should have any questions or comments regarding this proposal, please do hesitate to contact me at 978-793-2297.

Sincerely,

Anna Reaves
Principal

Authorized signature for
Town of Oak Ridge

Date



12 December 2025

Authorized signature for
Revington Reaves Landscape Architecture and Planning, PLLC

Date



R-2026-02

**RESOLUTION OF INTENT
TO HOLD A PUBLIC HEARING TO CLOSE A PUBLIC TRAIL EASEMENT**

WHEREAS, G.S. 160A-299 authorizes the Town Council to close streets and public alleys; and

WHEREAS, the same closing procedure outlined in G.S. 160-299 is applied to the closing of easements including public trail easements; and

WHEREAS, the Town Council considers it advisable to conduct a public hearing for the purpose of giving consideration to the closing of the trail easement in the Ashford subdivision; and

WHEREAS, a map of the proposed closing is available for public inspection with the Town Clerk at Oak Ridge Town Hall;

NOW, THEREFORE, BE IT RESOLVED, that it is the intent of this Council to hold a public hearing on the possible closure of said trail easement, and that a public hearing on this question will be held on the 22nd day of January, 2026, at 7:00 p.m. in the Town Hall, Oak Ridge, North Carolina, at which time the Planning & Zoning Board will hear all interested citizens and make a recommendation to Town Council as to whether the trail easement shall be closed and removed from dedication. The Town Council will then hold a public hearing on the 5th day of February, 2026, at 7:00 p.m. in the Town Hall, Oak Ridge, North Carolina, at which time a final determination of the trail easement closing will be made.

Adopted this the 8th day of January, 2026.

James N. Harton
Mayor

Attest:

Sandra B. Smith, MMC, NCCMC
Assistant Town Manager/Town Clerk

**Town of Oak Ridge
Financial Summary
Years Ended June 30, 2025 and 2024**

	Fiscal Year Ended June 30, 2025	Fiscal Year Ended June 30, 2024	\$ Increase (Decrease)	% Increase (Decrease)
I. Cash and investments - all funds	<u>\$ 3,009,580</u>	<u>\$ 2,729,509</u>	<u>\$ 280,071</u>	10.3%
II. General fund available fund balance	<u>\$ 2,018,579</u>	<u>\$ 2,192,478</u>	<u>\$ (173,899)</u>	-7.9%
III. General fund revenues and other sources (budgetary basis):				
-Ad valorem taxes	\$ 1,276,132	\$ 1,194,563	\$ 81,569	6.8%
-Unrestricted intergovernmental	1,021,184	1,019,873	1,311	0.1%
-Restricted intergovernmental	622,697	300,975	321,722	106.9%
-Permits and fees	28,956	48,187	(19,231)	-39.9%
-Investment earnings	92,639	117,223	(24,584)	-21.0%
-Miscellaneous	80,747	80,504	243	0.3%
	<u>\$ 3,122,355</u>	<u>\$ 2,761,325</u>	<u>\$ 361,030</u>	13.1%
IV. General fund expenditures and other uses (budgetary basis):				
-General government	\$ 1,031,662	\$ 1,107,839	\$ (76,177)	-6.9%
-Cultural and recreational	1,475,295	1,464,629	10,666	0.7%
-Water	81,987	-	81,987	100.0%
-Debt service	306,051	313,932	(7,881)	-2.5%
	<u>\$ 2,894,995</u>	<u>\$ 2,886,400</u>	<u>\$ 8,595</u>	0.3%
V. Percentage of available fund balance to budgetary basis expenditures and other uses	<u>69.73%</u>	<u>75.96%</u>		
Property Tax Collection %	<u>99.80%</u>	<u>99.79%</u>		