

**BOARD OF COMMISSIONERS WORKSHOP**

**May 19, 2020**

**6:30pm**

**Pledge of Allegiance**

**Moment of Prayer**

**New Business:**

1. Recommended Audit Services Contract for FY2021-23 **(Hans)**
2. Town of Angier Facility (Depot) Rental Policy **(Gerry)**
3. Former Town Limits Entrance Sign & Location (N. Raleigh St./N. Broad St. E.) **(Gerry)**
4. Discussion to Town-owned alleyway for outdoor seating **(Gerry, Sean & Christy)**
5. Downtown Advisory Board-Vacancy **(Christy)**
6. Library Update-Painting of Sign- ("Public Library") **(Gerry)**
7. Bike Fest to be Rescheduled-July 31<sup>st</sup>/Aug. 1<sup>st</sup>. **(Gerry)**

Item #1



## Board of Commissioners Agenda Report

55 N Broad Street W.  
PO Box 278  
Angier, NC 27501  
[www.angier.org](http://www.angier.org)

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**MEETING DATE:** May 19, 2020  
**PREPARED BY:** Hans Kalwitz  
**ISSUE CONSIDERED:** Audit Firm Proposal  
**DEPARTMENT:** Finance

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### **SUMMARY OF ISSUE:**

The Town is completing its' due diligence of bidding for audit services. After receiving three responses to the Towns request for proposals, one firm was chosen. Thompson, Price, Scott, Adams & Co, P.A. has illustrated significant experience with many North Carolina municipalities. Their bid is competitive, which is a three year contractual agreement.

### **FINANCIAL IMPACT:**

The expense of the audit will be less than prior years.

### **RECOMMENDATION:**

It would be wise for the Town of Angier to choose Thompson, Price, Scott, Adams & Co as their audit firm.

### **REQUESTED MOTION:**

Motion to approve Thompson, Price, Scott, Adams & Co. to complete the FY 2020, FY 2021, and FY 2022 audits; or until advised otherwise by the Town Manager.

### **REVIEWED BY TOWN MANAGER:**

This has been reviewed by the Town Manager.

**Attachments:** N/A

Item #2



# Town of Angier

Robert K. Smith  
Mayor

Gerry Vincent  
Town Manager

Date Submitted: ~~August 7, 2018~~

Date Adopted: ~~August 7, 2018~~

## TOWN OF ANGIER FACILITY RENTAL POLICY

### A. Introduction

The Town of Angier welcomes the public to use selected municipal facilities. These policies apply to anyone or company who rents town facilities and are designed to provide information to those wishing to use the facilities and the rules and regulations associated with the rental. Failure to adhere to policies and rental agreement may result in expulsion from the facility for the day and/or for an extended period of time. If you have any questions, please feel free to contact the Town Manager.

### B. Facilities Available for Rental Use

Crepe Myrtle Pavilion (located beside the depot),

Depot ~~Square~~/R.H. Ellington Grounds (located around the Depot and Stage),

~~Depot~~

Baseball Fields – Fields may be rented when not in use by the Parks & Recreation Department and may be rented as follows: \$25 per field per hour without lights; \$30 per field per hour with lights; \$200 per field per day. Shelters at the park are free to the public on a first come first serve basis.

### C. Rental Times and Rates

All facilities are available ~~in an initial rental of 4 hour block and 1 hour increments thereafter from 6am to 10pm.~~ In addition, the town will allow a total set up and/or clean time of up to 1 hour. ~~The maximum number of hours billed for a day's use will be 16 hours.~~

Rates will be established by the Board of Commisisoners. Requested waivers of these conditions or fees may be approved by the Town Manager.



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### D. Renter's Agreement – As a renter you agree to

1. Use the facility and not to allow activities which are a hazard to public safety or considered illegal.
2. Not allow the sale or use of alcoholic beverages.
3. Not allow the use of any tobacco products, including smoking except for areas on the sidewalk or street
4. Not allow the use of Illegal drugs, gambling, vulgar language, or solicitation are prohibited.
5. Not allow weapons of any kind on the premises except those carried by law enforcement or otherwise authorized by federal or state law.
6. Not allow the use of fireworks or other explosives except as authorized by the town.
7. Not allow games of chance. This does not apply to games that award prizes when there is no charge for participation.
8. Not allow open flames (except birthday candles), decorations that may be flammable or combustible, smoke or fog generating equipment or apparatus is prohibited
9. Recognize and agree that certain events may required the need for off-duty police officers, fire and/or EMS and as such the renter may be responsible for those costs.
10. Report problems discovered with any facilities as soon as practical to the designated staff as soon as practical.

### E. Procedure and Policies for Renting Town Facilities

1. To rent a town facility, the applicant should complete and submit an application form to the ~~front office staff~~ **Town Clerk**. Once the application has been submitted and deposit has been made the requested dates will be noted as **reserved tentative**. ~~Once the application is approved and all fees and other requirements met, the date will be noted and confirmed.~~ Reservations may be made up to a year in advance **provided the calendar is available**. Reservations are confirmed on a first come first served basis. Recurring reservations will be made on a case by case basis and will require approval by the **Town Manager** ~~Board of Commissioners~~.

2. Once the **contract reservation** has been **made approved**, ~~the Town Clerk will notify the applicant to coordinate the collection fees which will consist of a minimum of a nonrefundable 50% of the total rent and equipment fees and 100% of the~~ a security deposit of \$200 must be made to secure the date. ~~A pre-rental walkthrough and checklist will be completed.~~ Lessee is required to pay the remaining **50% balance of** rental fee and equipment fees **14 calender days 24 hours** prior to use of the facility. If lessee does not pay all fees in full, the contract becomes invalid ~~14 days before~~ **prior to** the scheduled event.





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3. Cancellations made with at least ~~7~~ 14 days' notice are entitled to the full security deposit refund. Any cancellation made with less than ~~7~~ 14 calendar days' notice results in forfeiture of all monies, both rent and security deposit. The Town of Angier will process refunds for security deposits immediately following the event and return a full deposit by the next available check date but not later than 30 days after use of the facility, provided guidelines have been adhered to and no damage results from use of the facility.

**Note:** Security deposits are refundable unless the ~~event extends beyond reserved area;~~ facility or equipment is damaged; fights, vandalism, or improper conduct occur or the facility is not left clean. Excessive cleaning by the Town of Angier includes any cleanup beyond basic trash removal or restroom cleaning after the event ~~and will be charged an hourly rate of \$30.~~

4. The Town of Angier has first priority of dates and the use of its facilities and in the event the town cancels a prescheduled event, the town will refund the rental and security deposit.

5. The renter may use existing town tables, chairs and miscellaneous items. ~~These requests should be noted at the time of application. Sound equipment, tents, tables, or chairs are not available from the Town of Angier. The leasee shall acquire departmental approval before bringing additional equipment into the rental area. All equipment brought in by the leasee should be listed on the lease application. All electric cords and other trip hazards must be taped down and secured prior to the start of any event.~~ Staff will inspect areas before and after events to ensure property is clean and to its proper order.

6. Renter shall restore all Town owned equipment used to its proper order. The renter ~~and/or their sound or equipment rental companies are~~ is responsible for removing all equipment, food, trash, etc., from the leased space and depositing of it in the canisters provided.

7. Renter shall be responsible for the orderly behavior of their guests using the facility and must conform to all Town policies, facility and Town rules and regulations.

8. Depending upon the event and size of crowd, the Town may require additional safety measures including but not limited to additional law enforcement, fire or EMS. These additional costs will be the responsibility of the renter.

8. Renter shall be responsible for all claims, damage or accidents occurring in any part of the facility damaged by any act, omission, default, subcontractor, employees, patrons, guests admitted to facility by lessee, or negligence of the lessee. Renter will pay the



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Town, upon demand, a sum equal to the cost of repairing and restoring the facility to its condition as of the commencement of this lease; or, at the option of and with the approval of the Town, will make such restoration and repairs at their own expense. Lessee agrees to indemnify and hold harmless the Town of Angier from any such actions and damages. Furthermore, the Town of Angier shall have no responsibility for injuries to any persons using the facility or to any vehicles parked outdoors.

9. Renter will obtain and provide proof of any required licenses, permits, and insurances, trade organization clearances required by any public body or by contract at their own expense. If applicable, such items may include, but are not limited to:

- a. Zoning compliance permit issued by the planning and zoning department
- b. If cooking under tent, a permit might be required by the Angier-Black River Fire Department.
- ~~c. Valid public liability bond or general liability insurance for personal injury or property damage at a minimum of \$1,000,000 with the Town added as an additional insured. (check with the the NC League of Municipalities on this)~~
- ed. Selling of food prepared on site may require a permit from Harnett County Health Department.

10. The following requires approval of the Town Manager or designee:

- a. Charging for admission, selling tickets, or taking subscriptions or collections
- b. Dances or bands – sound level shall comply with the Town's ordinance and sound amplification permit requirements
- c. Selling or offering of merchandise.

11. The Town Manager or designee reserves the right to cancel any activity in case of extreme necessity and has final authority in scheduling decisions, including the right to deny use of any facility where such use is not in the Town of Angier's best interest. In the event of cancellation, deposit refunds will be considered on a case-by-case basis.

12. The Town of Angier reserves the right to deny , interrupt, terminate, or cancel an event when in the judgement of the Town Manager or designee, law enforcement, or fire department, such action is necessary in the interests of public safety and/or the user is in violation of this policy. User waives any claims for damages or compensation should the event be interrupted, terminated or cancelled.

13. The Town of Angier is not responsible for any lost or stolen property during the time stated in the rental agreement.





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14. Events may begin at 6:00 am and conclude by 10:00 pm and all activities including janitorial must cease and the facility vacated by 11:00 pm unless previously approved by the Town Manager or designee. Events beginning before 8:00 am shall not produce loud and/or excessive noise which would disturb the public.

15. Renter must clearly state the sponsor of the event and their local contact telephone number in all advertising/promotion of events, meetings, programs, etc. Promotional materials, press releases, etc., must be worded so it is clear to the general public the event is not sponsored by the Town. Non-compliance with this policy may lead to immediate cancellation of the event and forfeiture of rental fees and deposit paid.

16. No flyers, banners or event information may be posted outside the building advertising events within the facility, except as permitted by the Town's sign ordinance and with approval of the Town Manager or designee.

### F. Rate Structure

The Angier Board of Commissioners shall establish the fees associated with the rental of its facilities.

a. There is a \$200 deposit required for all rentals along with the rental fee. Deposits are refundable in accordance with the rules and regulations set forth. Payment may be made by credit/debit cards, money orders, or cash.

b. Renter living inside the town of Angier – Shall be \$ 200.00 per day ~~four hours (not including 1 hour set up and 1 hour tear down) and \$ 50.00 for each hour thereafter~~. This is known as the "In-Town" rate. Non-Profit Groups 501(c)(3), Religious Organizations, Churches etc. headquartered within the town of Angier shall pay 50% of the In-Town rate.

c. Renter living outside the town of Angier – Shall be \$ 300.00 per day ~~four hours (not including 1 hour set up and 1 hour tear down) and \$ 60.00 for each hour thereafter~~. This is known as the "Out of Town" rate. Non-Profit Groups 501(c)(3), Religious Organizations, Churches etc. headquartered outside the town of Angier shall pay 50% of the Out of Town rate.

d. Renters wishing to rent multiple facilities such as the depot/grounds and stage grounds for an event shall receive a 10% discount.

e. Renters wishing to rent the facility for multiple consecutive days shall receive a 25% rental reduction rate for those consecutive days. The facilities may be rented for up to three consecutive days.



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f. Additional rate clarification issues will be decided by the Town Manager.

### **G. Effective Date and Adoption**

This policy is adopted into the Town of Angier Policy by reference.

This policy shall be effective ~~October 1, 2018~~.

*Adopted by the Angier Board of Commissioners on this the 7<sup>th</sup> day of August, 2018.*

ATTEST:

\_\_\_\_\_  
Robert K. Smith, Mayor

\_\_\_\_\_  
Veronica Hardaway, Town Clerk

Item #3









# Harnett GIS



GIS/E-911 Addressing

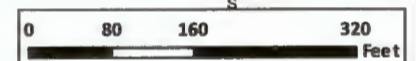
March 10, 2020

- Recycle Center
- Landfills
- Surrounding County Boundaries
- Federal Property

- City Limits
- Harnett County Boundary
- Address Numbers
- Airport

- Major Roads**
- Interstate
  - NC
  - US
  - Roads

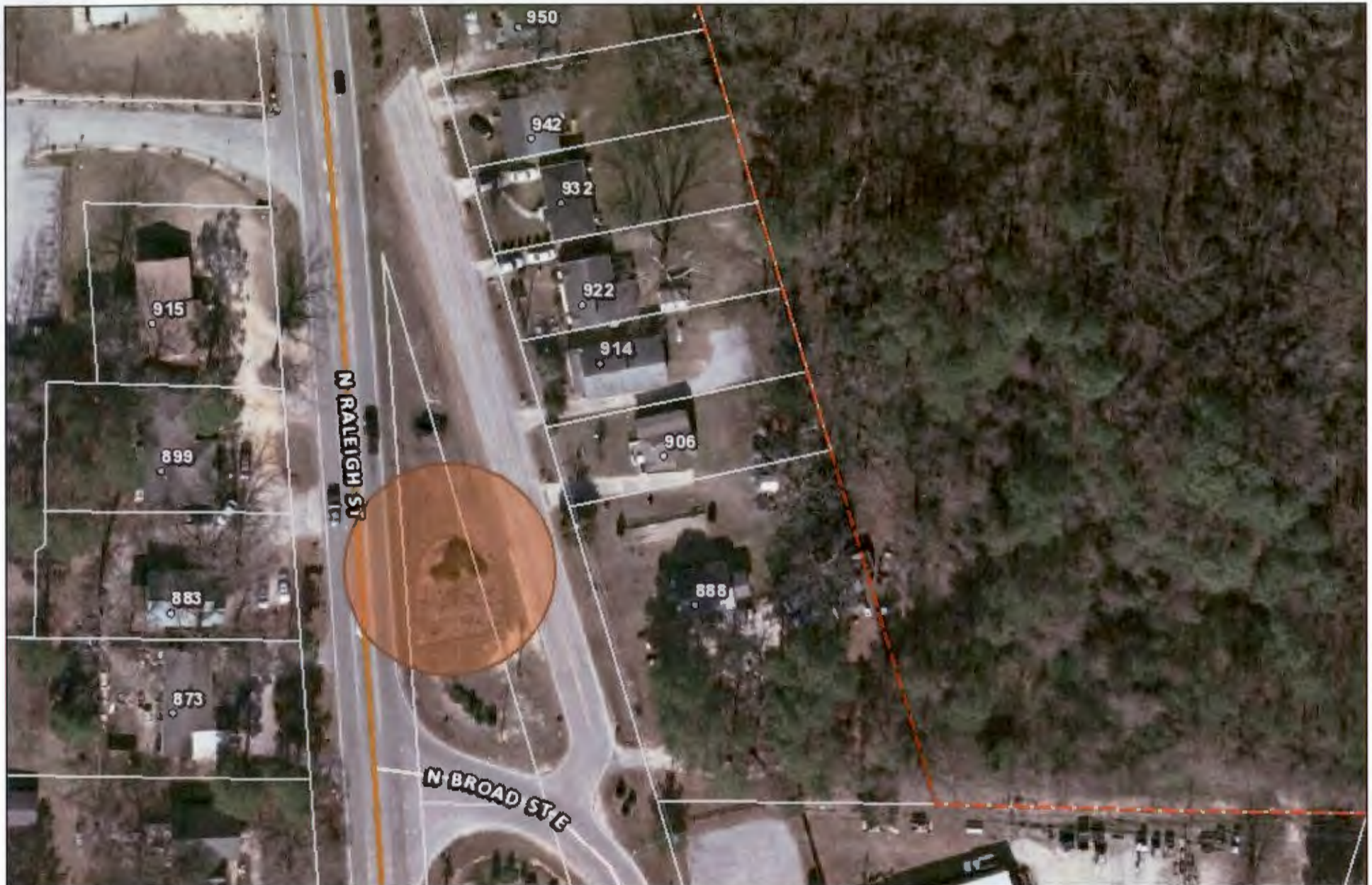
- Mile\_Markers
- Railroad



1 inch = 188 feet











# Harnett GIS





GIS/E-911 Addressing

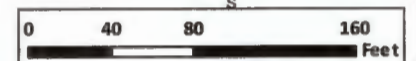
March 12, 2020

-  Recycle Center
-  Landfills
-  Surrounding County Boundaries
-  Federal Property

-  City Limits
-  Harnett County Boundary
-  Address Numbers
-  Airport

- Major Roads**
-  Interstate
  -  NC
  -  US
  -  Roads

-  Mile\_Markers
-  Railroad



1 inch = 94 feet

Item #4













MLB

Item #5





**Town of Angier**  
Main Street Advisory Board Application

Name: Pena Jacqueline  
(Last) (First) (MI)

Home Address: 3225 Gold Dust Lane, Willow Spring, NC  
27592

Email: simplydecornc@gmail.com

Telephone Numbers: \_\_\_\_\_  
(Home) (Mobile) (Work)

Date of Birth: 09/25/72 ☐ Male ☒ Female

**Applicants Should Be Either A Town Resident, A Business Owner Or Owner Of A Property Within Town Limits.**

Check all that apply: ☐ Live inside City Limits ☐ Owns Property inside City Limits ☒ Run Business ☐ None

The Town of Angier appreciates your interest in serving on this Advisory Board. In order to consider this application and provide a sense of balance to various Boards, the Town of Angier requests that the following information be provided:

Employer: Simply Decor Occupation: Store Manager / Owner

Do you reside within the Town Limits of Angier? ☐ Yes ☒ No

If so, length of Residence in the Town of Angier: \_\_\_\_\_ Years

Civic or Service Organization Experience if Any:

School Board of Broward County Health Department Board

Town Boards previously served on and year(s) served if Any:

none

Please list any other Boards on which you currently serve if Any:

none

Please Provide A Brief Summary Outlining Why You Wish To Serve On The Downtown Advisory Board.

I have an amazing vision to help our downtown grow and become more of a family friendly place where families come to walk around, shop, and have fun. This is an amazing with lots of potential and great opportunities for growth. It is waiting to be maximized. Would love to be a part of making it great.



**Town of Angier**  
Main Street Advisory Board Application

**ETHICS GUIDELINES FOR TOWN BOARDS**

(Please check if you agree)

☐ Yes, if appointed, I pledge to comply with the following ethics guidelines for boards as adopted by the Town of Angier.

Members of boards shall not discuss, advocate, or vote on any matters in which they have a conflict of interest or an interest in which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board.

If the board believes he/she has a conflict of interest, then the member should ask the board to be excused from voting. The board should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the board establishes a conflict of interest, then the board member shall remove themselves from the voting area.

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to the Town of Angier Main Street Advisory Board and that final appointment is made by the Angier Board of Commissioners.*

Printed Name: Jacqueline Pena

Signature: J Pena Date: 11/31/20

Return completed form to:

Christy Adkins, Downtown Manager  
55 N. Broad St. West  
PO Box 278  
Angier, NC 27501  
Phone: 919-331-6713  
Fax: 919-639-6130  
Email: [cadkins@angier.org](mailto:cadkins@angier.org)

Item #6



The measurements come to appx 33ft x 2ft totaling 66sqft, and the length of the building is 100ft.

