

**Town of Angier
Board of Commissioners
Work Session
Tuesday, May 19, 2020, 6:30 P.M.
Angier Municipal Building
28 North Raleigh Street
Minutes**

The Town of Angier convened during a regularly scheduled Board of Commissioners Workshop Session meeting Tuesday, May 19, 2020, in the Board Room inside the Municipal Building at 28 North Raleigh Street.

Members Present: Mayor Bob Smith
Mayor Pro-Tem Craig Honeycutt
Commissioner Loru Boyer Hawley
Commissioner Alan Coats
Commissioner Mike Hill

Staff Present: Town Manager Gerry Vincent
Town Clerk Veronica Hardaway
Downtown Manager Christy Adkins
Planning Director Sean Johnson
Public Works Director Jimmy Cook
Library Director Katy Warren
Parks & Recreation Director Derek McLean
Finance Director Hans Kalwitz
Town Attorney Dan Hartzog Jr.

Others Present:

Call to Order: Mayor Smith presided, calling the Board of Commissioners Work Session meeting to order at 6:30 p.m.

Pledge of Allegiance: Mayor Smith led the pledge of allegiance.

Invocation: Mayor Smith offered the invocation.

Approval of the May 19, 2020 meeting agenda: The Town Board unanimously approved the agenda as presented.

Board Action: The Town Board unanimously approved the May 19, 2020 meeting agenda as presented.

Motion: Commissioner Hawley

Vote: Unanimous, 4-0

New Business

1. Recommended Audit Services Contract for FY2021-23

Finance Director Hans Kalwitz stated the Town has completed its due diligence of bidding for audit services. After receiving three responses to the Town request for proposals, Thompson, Price, Scott, Adams & Co, P.A. has illustrated significant experience with many North Carolina municipalities. Their bid is competitive, and is a three year contractual agreement.

It was the consensus of the Board to move forward with the aforementioned accounting firm.

2. Town of Angier Facility (Depot) Rental Policy

Town Manager Gerry Vincent stated the front office staff handles reservations and administers the policy. They have requested a possible amended policy based on their experience dealing with reservations. The recommended changes are for discussion. The policy was previously changed by the former Interim Town Manager and Town Board. The front office staff has indicated there is more confusion based on the current policy.

The Town Board had discussion on the following Sections and Items:

Section D #5 – “Not allow weapons of any kind on the premises except those carried by law enforcement or otherwise authorized by federal or state law”.

It was the consensus of the Board to leave this section as is.

Section D #8 – “Not allow open flames (except birthday candles), decorations that may be flammable or combustible, smoke or fog generating equipment or apparatus is prohibited”.

It was the consensus of the Board to allow smoke or fog generating equipment outdoors pursuant to a permitting process with guidelines.

Section E #2 – “Once the reservation has been made a security deposit of \$200 must be made to secure the date. Lessee is required to pay the remaining rental fee 24 hours prior to use of facility. If lessee does not pay all fees in full, the contract becomes invalid prior to the scheduled event”.

It was the consensus of the Board to amend this section to read: “If lessee does not pay all fees in full, the contract becomes invalid at that time”.

Section E #3 – “Cancellations made with at least 14 days’ notice are entitled to the full security deposit refund. Any cancellation made with less than 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 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”.

It was the consensus of the Board to amend this section to read: “NOTE: Security deposits are refundable unless the facility or equipment is damaged; fights, vandalism, or improper conduct occur, or if the facility is in need of excessive cleaning. Excessive cleaning includes any cleanup beyond basic trash removal or restroom cleaning after the event”.

Section E #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 NC League of Municipalities)~~***
- d. Selling of food prepared on site may require a permit from Harnett County Health Department”***

Town Manager Gerry Vincent stated the strike through was not to do away with liability insurance. There are two different situations; when you have concerts the performers have their own liability insurance however, with your smaller groups or individuals they don’t have the means of getting an insurance policy and would then be unable to rent the building.

Town Attorney Dan Hartzog Jr. stated that how this is currently written there would need to be guidelines set as to when general liability insurance is required by the renter. Such as any event that may have a foreseeable injury or that is physically dangerous (ex: exercise class).

Section E #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”.

It was the consensus of the Board to leave this section as is.

The Board had discussion of the hours of usage and whether it should be rented in blocks of time or by the day. It was the consensus of the Board to add rental timeframes to the permit issued.

It was the consensus of the Board for the Town Manager and Town Attorney to discuss recommended changes and review at the June work session meeting.

3. Former Town Limits Entrance Sign & Location (N. Raleigh St./N. Broad St. E.)

Mr. Vincent stated he has received comments regarding the Town Limit signs at the entrances of Town located at N. Raleigh St. and N. Broad St. E. This property is owned and maintained by the Town every week. The Manager requested suggestions by the Board on improving these signs.

It was the consensus of the Board for the Town Manager to provide examples of updated entrance signs for the Board to review.

4. Discussion to Town-owned alleyway for outdoor seating

Mayor Smith stated there is a need to find out if the alleyway between Ed's Restaurant and Legacy Design & Graphx has a public rights of access to the land. This would have to be determined prior to any decision made. The Mayor reminded the Board that the Downtown study has not been completed yet.

Downtown Manager Christy Adkins gave a PowerPoint presentation concerning what would help our Town recover faster after COVID-19. She explained that Downtown is the heart of our Town and reviewed some small business statistics prior to the pandemic. Many of Angier's small businesses have been hit hard and will need the support of the community. Getting people to stay in Angier and make purchases locally is important to help our economy become strong and resilient.

Ms. Adkins stated that gathering places are in the heart of our community. When people visit Downtown they spend time and money in Angier at great businesses that offer what people want. Citizens in town are finding gathering places to meet at this moment. Because of this, she proposed making a gathering space in the area between Ed's Restaurant and Legacy Design & Graphx that's owned by the Town. Making this area a community gathering area would provide a safer, cleaner, convenient, and multipurpose space. The cost for this proposed project will be approximately \$3,000 and will include: pots, plants, trash cans, and cigarette receptacles. Matching outdoor patio tables, chairs, and umbrellas could be a shared cost/fundraiser project. There is also the possibility of future water features and/or firepits. This area is not meant to be a permanent courtyard as everything in that area is moveable and can be relocated at any point in time.

Sheveil Harmon who is on the Downtown Mainstreet Advisory Committee spoke about growing the Depot area by adding a permanent dance floor for events that can also be utilized as a picnic or gathering area, for ceremonies, or seating. There was concern previously by the Board regarding just putting a concrete slab, however there are several options such as decking at ground level approximately 20 x 20 with railings on two sides, using the railing of the ramp behind it as the back railing and would cost roughly \$4,800 and up depending on how intricate the design. She suggested using the left side of the stage backing up to the existing railing. Other material options are: concrete slab – rough but durable \$2,400+; polished concrete – smooth for dancing \$3,000+;

or stained concrete – smooth for dancing \$3,900+. The Advisory Committee is open to suggestions and ideas.

Jim Nicholson owner of Brick & Mortar Grill submitted a petition consisting of local businesses that are in favor of the outdoor seating concept and stated he supports the idea.

Town Attorney Dan Hartzog Jr. stated the Town would have to follow procedure to close the alleyway. A Resolution will need to be adopted to close the alleyway. As a permanent closure of the alleyway, statutory procedure would involve adopting a Resolution, publishing said Resolution for notice of Public Hearing once a week for four consecutive weeks. Mr. Hartzog Jr. will research the process for temporary closure.

It was the consensus of the Board to move forward with closing the alleyway temporarily contingent upon legality.

Mr. Hartzog Jr. will research temporary and permanent closing procedures and report back to the Board.

It was the consensus of the Board to take the necessary steps that are legally required to temporarily close the alleyway for two months or less and also the maximum amount of time that's legally allowed as well as request the Town Manager to look into seating options near the flagpole outside of Town Hall.

5. Downtown Advisory Board-Vacancy

Downtown Manager Christy Adkins stated there are three candidates interested in filling the current vacancy on the Downtown Mainstreet Advisory Committee. Those candidates are the following:

Doris Gardner – owner of a daycare in Town
Lourdes Pereda – Pediatrician in Town
Jackie Pena – owner of Simply Décor

The Clerk informed the Board she was only aware of one applicant and that all applications will be submitted to the Board for their review at the next meeting.

6. Library Update – Painting of Sign (“Public Library”)

Library Director Katy Warren provided a mockup of “Public Library” painted on the front of the library building. The Library Board has recommended a sign painted by a local muralist. The measurements come to approximately 33ft. x 2ft. totaling 66sqft. with the building being 100ft which is well within the permit requirements.

It was the consensus of the Board to move forward with the recommendation by the Library Board and also requested directional signs in the entrance of the building to locate the library and board room.

7. Bike Fest to be rescheduled – July 31st/Aug. 1st

Mr. Vincent stated that due to the pandemic Bike Fest has been rescheduled for July 31st/August 1st.

The Board was in consensus of the change.

Commissioner Hill raised a concern regarding the sidewalk clutter in the Downtown area. Planters and concrete blocks on sidewalks should be restricted due to safety and ADA regulations. He also mentioned trees are obstructing view of wayfinding signs.

It was the consensus of the Board to refer this matter to the Town Manager.

Mr. Vincent reminded the Board the Downtown study will include wayfinding signs.

Mr. Vincent stated Harnett County has received \$2.4mil in funds passed by Congress through the CARES Act. These funds will be distributed among local municipalities based on reimbursement for supplies and for foreseeable items needed up until December 31, 2020. Mr. Vincent suggested to include the estimate provided by Tritronics for video equipment.

It was the consensus of the Board to proceed with the aforementioned expenses.

Adjournment: There being no further business, the Town Board voted unanimously to adjourn the meeting at 8:40pm.

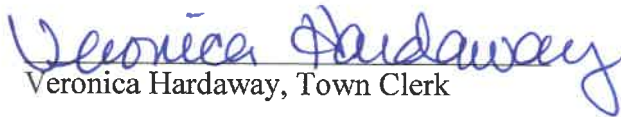
Motion: Commissioner Hawley

Vote: Unanimous, 4-0



Robert K. Smith, Mayor

Attest:



Veronica Hardaway, Town Clerk

