



**C O U N C I L M I N U T E S**      *JANUARY 24, 2019, 6:30PM, SFD TOWN HALL*

The meeting was called to order at 6:37pm by Gail Dunham. The following were present:

**Council**

Gail Dunham, Mayor  
 Dena Barnes, Mayor Pro-tem  
 Dianne Laughlin  
 John O'Day  
 Teresa Pegram  
 Reece Walker

**Staff**

Scott Whitaker, Town Manager  
 Dee Hall, Finance Officer  
 Lance Heater, Town Clerk

**MEETING AGENDA**

Barnes made a motion to approve the meeting agenda. This was seconded by O'Day and carried by a vote of 4-1, with Pegram voting against.

**ENGINEERING SERVICES CONTRACT**

Whitaker stated that the Town had done an RFQ in which an engineering services firm had been selected and Council was being presented with a contract for services with the firm Freese and Nichols, Inc. for approval. Whitaker noted the contract had been reviewed by himself, the Finance Officer, and Town Attorney. Whitaker introduced Charles Archer, of Freese and Nichols, who was present to respond to questions from members of Council. In response to a question from Walker, Archer stated that typical on-call services would be serviced by staff located in Winston Salem. In response to a question from Laughlin, Whitaker stated the rates would be adjustable annually, with the first adjustment possible in February 2020. Pegram objected to hiring an engineering firm for on-call services. Dunham voiced objection to the contract giving too much authority to Whitaker to call upon the firm for engineering services without prior Council approval or information. Hall stated that the Manager was limited to spending only for projects of \$10,000 or less which are within budgeted line items. Walker voiced support for the contract as being a good tool for the Manager to have and made a motion to approve the contract, with Barnes seconding the motion. Upon a vote of 4-1, with Pegram opposed, the motion carried.

**SCP PARKING LOT DESIGN PROPOSAL**

Whitaker stated that the project to pave the parking lot at SCP had been pending for approximately 3 years and was approved in the FY18-19 budget in the amount of \$200,000. Whitaker stated that the current parking lot was gravel and did not have delineated parking spaces. The proposal from Freese and Nichols was for engineering services in conjunction with the parking lot project in the amount of \$38,140. Dunham expressed concern about environmental issues and cost. In response to a question from Pegram, Whitaker stated that portions of the public road shown in a GIS view of the site was not actually used as a public road. In response to a question from Dunham, Archer stated that a final cost estimate could not be made until the engineering work is complete. In response to a question from Pegram, Whitaker stated that approval of the project from Summerfield Community Center, Inc. and Guilford County (the Town has long-term land leases with each) would be sought prior to initiating work. Whitaker noted that the Town would own any improvements made to the



leased property. Walker made a motion to approve the contract, which was seconded by Barnes and carried by a vote of 4-1, with Pegram opposed.

#### **US-220 SIDEWALK (PEDESTRIAN TUNNEL TO SUMMERFIELD RD.) DESIGN PROPOSAL**

Whitaker stated that the project had been included in the FY18-19 budget in the amount of \$70,000, but that after consultation with the engineering firm, due to the slope of the property and the resulting need for a retaining wall, the project would likely exceed that amount. A final cost estimate cannot be obtained without undertaking some engineering services. The proposal from Freese and Nichols was for \$30,500 for all services. Whitaker noted that the downtown development grants received by the town in the amount of \$83,000+ could likely be used for this project. Whitaker stated the project was intended to open up the pedestrian tunnel under US-220 and connect Summerfield Road to the existing A&Y Greenway so that users would not have to cross US-220. Pegram expressed concern about increased liability if the tunnel were opened and the sidewalk constructed. In response to a question from Dunham, Zoning Board member Ryan Moats concurred with the opinion of the engineer about the placement of the sidewalk and resulting need for a retaining wall. O'Day expressed support for the opening of the tunnel in that it would improve safety for cyclists who would otherwise have to cross US-220. Jane Doggett, Chair of the TOS Committee, stated that the Committee was in support of the project. After discussion among Council members and the consultant, Walker made a motion to approve the contract with the stipulation that the consultant would report on the project after completion of Task 2, including a preliminary cost estimate. This motion was seconded by O'Day and carried by a vote of 4-1, with Pegram opposed.

#### **UNIFORM DEVELOPMENT ORDINANCE (UDO) REWRITE PROPOSAL**

Whitaker reviewed progress on the UDO rewrite. The UDO Review Committee was formed as an advisory body to the Zoning Board, with its report being completed May 2018. The Zoning Board began review of the project and had made substantial progress until the Planning Director resigned late November 2018. Since then the project has been on hold. Whitaker presented a contract with McGill Associates to work with the Zoning Board to finalize the UDO in the amount of \$29,375. Whitaker noted that the process would include public hearings for both the Zoning Board and Council. Whitaker stated that McGill was being recommended because Richard Smith, formerly of Benchmark Planning Services, who had previously consulted with the Town in an interim planning capacity, would be the principal project consultant for McGill. Whitaker stated the work would require a budget amendment and suggested that Council might want to consider approval at the 2/12 Council meeting. Richard Feulner, Chair of the Zoning Board, stated that he would like for the Zoning Board to consider the proposal prior to Council's consideration so that the Board could meet with Richard Smith. Members of Council concurred with the request for Smith to meet with the Zoning board and the consideration of approval of the proposal was tabled.

Upon motion by Walker seconded by Barnes and carried unanimously, the meeting was adjourned at 8:27pm.

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 Gail Dunham, Mayor

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 Lance G. Heater, Town Clerk