



**TOWN OF HARRISBURG, NORTH CAROLINA
HARRISBURG TOWN HALL
TOWN COUNCIL MEETING**

**July 8, 2019
6:00 PM**

AGENDA

1. CALL TO ORDER

- A. AGENDA ADOPTION
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE
- D. SPECIAL PRESENTATIONS
 - 1. 2018 State of the County Health Report - Marcella Beam, Cabarrus Health Alliance
- E. PUBLIC COMMENT - Anyone wishing to address the Town Council may do so during the Public Comment section. Please state your name and address for the record, be courteous and do not repeat what has already been said. Please keep your comments about the subject and not personal in nature.

2. CONSENT AGENDA

- A. Consider the minutes of the June 10, 2019 Town Council meeting.
- B. Consider the minutes of the June 10, 2019 Closed Session.
- C. Consider the minutes of the June 17, 2019 Special Town Council Meeting.
- D. To set a public hearing for August 12, 2019 to consider the construction and of an Elevated Water Storage Tank, the related financing agreement, per N.C.G.S. 160A-20 and adopt a resolution authorizing the filing of an application for approval of a financing agreement authorized by N.C.G.S. 160A-20.
- E. Consideration of amendments to the FY2019 Budget Ordinance for an emergency purchase for the Kensington Forest lift station.
- F. To Set a Public Hearing to Consider Renaming Forest Street for August 12, 2019.

3. COMMUNICATIONS

- A. TOWN MANAGER/FINANCE MONTHLY REPORT
- B. MAYOR'S COMMENTS

C. COUNCIL COMMENTS

4. **PUBLIC HEARINGS**

- A. Public Hearing for Consideration of the Updated Farmington Ridge Parkway Project Development District Plan, Resolution to Create the Farmington Ridge Project Development District and Related Infrastructure Reimbursement Agreement
- B. H-2018-08 (R) Public Hearing to Consider Conditional Rezoning and Zoning Map Amendment for Camellia Gardens (Shea Homes)

5. **OLD BUSINESS**

6. **NEW BUSINESS**

- A. Consideration of Amendment to the Town Purchasing Policy regarding Employee-Vendor Conflicts of Interest
- B. Consideration of Harrisburg Park Renovation - Phase I Professional Service Contract Amendment

7. **ACTION ITEMS**

8. **CLOSED SESSION**

9. **ADJOURNMENT**

Town of Harrisburg's Vision Statement

Harrisburg will be the best small town in North Carolina based on low density housing, excellent economic opportunities, a safe living environment, and efficient and effective municipal services. Amenities such as excellent recreational programs, adequate open space, attractive shopping opportunities, a diversity of restaurants, and a connected system of roadways, sidewalks, greenways, and bicycle lanes will continue to enhance the quality of life of the Town. These services and amenities will be provided while retaining reasonable tax rates and debt levels.



TOWN OF HARRISBURG

Agenda Item Details

Title:

2018 State of the County Health Report - Marcella Beam, Cabarrus Health Alliance

Presenting Personnel:

Suggested Motion or Action:

No motion necessary.

Description/Background:

Recommendation:

Fiscal Impact:

Attachments:

1. FINAL - 2018 Cabarrus SOTCH



Cabarrus County

2018 State of the County Health Report

IN THIS ISSUE

- Priority Health Issue Updates and Data
- Continued Growth
- Mortality and Morbidity Data
- Emerging Issues
- New Initiatives
- Community Awareness

Community assessment of health and human services is an ongoing process that engages diverse agencies, providers, and individuals in identifying community assets and strengths, as well as unmet needs. A formal assessment process is undertaken every four years. Leadership for this collaborative process is provided by the Public Health Authority of Cabarrus County and Healthy Cabarrus. This report, the 2018 State of the County Health (SOTCH), serves as an update to the 2016 Community Needs Assessment. Information provided within this report is specific to the identified priority health issues: substance use, mental health, and childhood obesity; mortality and morbidity data; as well as emerging issues and new initiatives.

Cabarrus County

Located in south central North Carolina, Cabarrus County spans an area of 364.39 square miles and is bordered by Stanly, Union, Mecklenburg, Iredell, and Rowan counties. Cabarrus is largely urban, but includes a significant number of rural pockets across the county. Municipalities in Cabarrus include Concord, Harrisburg, Kannapolis, Mount Pleasant, and Midland.

To review previous State of the County Health reports or Community Needs Assessments, visit www.healthycabarrus.org/data. If you would like additional information regarding materials or data referenced in this report, or to request a presentation call 704-920-1282.



Priority Health Issue Updates and Data

Substance Use and Misuse

The Substance Use Community Health Improvement Plan (action plan) outlined the focus to decrease the number of residents 12 to 17 years old who report illicit drug use. Changes within the Substance Abuse and Mental Health Services Administration (SAMHSA) - National Survey on Drug Use and Health (NSDUH) shifted data metrics and no longer include the following measures: illicit drug use in the past month, nonmedical use of pain reliever in the past year, illicit drug use disorder, and needing but not receiving treatment for illicit drugs. Since the term 'illicit drugs' encompasses multiple commonly used illegal drugs including marijuana, heroin, cocaine and methamphetamines, the data showed gaps due to respondent interpretation. Both CCS and KCS plan to administer the Cabarrus Youth Substance Use Survey in the spring of 2019.

SAMHSA- NSDUH, 12-17 years old who reported substance use within the past year.

	2012-2014	2014-2016
Marijuana	12.72%	11.49%
Heroin	*	*
Cocaine	*	*

*North Carolina Substate Region - Cardinal Innovations Healthcare Solutions 1)*small sample estimates were suppressed if less than 5.35%*

Cabarrus County EMS – Number of Patients Administered Narcan

	2016	2017	2018
Opioid Specific Calls	163	418	236

According to Cabarrus County EMS, there were 27 opioid related deaths in 2017 and only 10 deaths in 2018. This year, Cabarrus County EMS started providing Narcan/naloxone to patients who refused transport to the hospital following an opioid overdose. On average, six opioid overdose patients refused transport to the Emergency Department each month.



Substance Use Action Plan Progress

Reconnect for Resilience – Trauma Informed Training

LifeSkills Training (LST) and Seeking Safety were originally outlined within the community health improvement plan. After further investigation into necessary capacity building, it was identified that school staff desired a greater understanding of resilience and strategies to respond to Adverse Childhood Experiences (ACES). In 2018, 27 CCS and nine KCS teachers, support staff and administrators were trained in Reconnect for Resilience. The Reconnect for Resilience (RFR) curriculum is trauma-informed and resiliency-focused, offering practical strategies to promote balance and well-being in the face of stress or trauma.

STOP Act – Prescriber Training

Cabarrus Health Alliance and Carolinas HealthCare System-NorthEast co-sponsored Opioids: A Crisis in Cabarrus County

– Opioid Prescriber Training, hosted on Wednesday, May 9th at Hotel Concord. Approximately 50 physicians, pharmacists, and allied health professionals received training on the local effects of the opioid crisis, community response, and available resources to which patients can be referred.

According to the North Carolina Controlled Substance Reporting System (CSRS) there has been a 62% decrease in opioid pills dispensed in Cabarrus County from Q4 2014 to Q2 2018.

Medication Take-Back Events

On April 28, 2018, seven local pharmacies and community organizations participated in the National DEA Medication Take-Back event. The event collected a total of 157.5 pounds of medications. One site alone, Cannon Pharmacy – Concord, collected more than 80 pounds.

School Social Norms Campaign

Social Norms Marketing Campaign (SNMC) builds peer support for healthy decision-making skills by revealing the actual, healthy norms of the teen population. The SNMC is designed to support and reiterate lessons learned in health classes and form accurate positive youth norms among peers. High school mentors designed strategically placed messages in eight middle and high schools to discuss topics regarding: school climate, healthy relationships, drugs/alcohol, sexual health, self-esteem and a variety of other topics. These mentors also manage a social media platform that reaches over 500 students and has a positive impact.

CommUNITY Conversation

The 8th CommUNITY Conversation in Cabarrus County was hosted in Midland on March 8, 2018. Attendees learned about local trends and data, as well as the dangers of opioid misuse. Information regarding prevention strategies and local treatment resources were available.

Substance Use Disorder Screening Tool for Incarcerated Individuals

Former Cabarrus County Sheriff Brad Riley expanded the focus of the local Stepping Up Initiative to encompass more than just those with mental illness. Local plans include identifying mental illness and substance use disorder among the Cabarrus jail population, providing proper treatment and developing manageable strategies to help individuals post incarceration.

Electronic Medical Record – Inpatient Opioid/Narcan Education

Carolinas HealthCare System implemented a system-wide protocol within their electronic medical record (EMR) to address prescription medication misuse. If an opioid is prescribed at inpatient discharge, opioid and Narcan education will auto-populate within the patient's discharge instructions.

Mental Health

Over the last year, Carolinas HealthCare System (CHS) – NorthEast has seen decreases in overall psychiatric admissions to the emergency department. CHS NorthEast houses the regions only geriatric in-patient behavioral health ward, causing the increase in number of geriatric psychiatric patients. Due to this fact, many out-of-county patients are transported to this facility.

Total Number of Psychiatric ED Admissions at Carolinas HealthCare System - NorthEast

	2015	2016	2017	2018*
Total Psychiatric Patients	1,576	1,824	1,922	1,804
Total Pediatric Psych (0-17)	275	306	333	316
Total Adult Psych (18-65)	1,162	1,378	1,448	1,310
Total Geriatric Psych (66+)	139	140	143	167

Carolinas HealthCare System- Emergency Department Electronic Medical Record *2018 Data is projected estimates, not finalized



Mental Health Action Plan Progress

Jail Based Case Management

Daymark Recovery Services led the development of the jail-based mental health and substance use screening tool. The five-page screening is completed by the incarcerated individual and the Stepping Up Coordinator. In Quarter 4 of 2018, data showed that 94% of persons involved in the Stepping UP program had not been re-incarcerated in Cabarrus County. Nineteen-percent of program participants made their first scheduled treatment appointment and 19% remain involved in their treatment services.

Mental Health First Aid

Mental Health First Aid is a national program to teach the skills to respond to the signs of mental illness and substance use. Twelve Adult – Mental Health First Aid (MHFA) trainings were hosted in 2018, along with six Youth MHFA and one Veteran MHFA trainings. The Mental Health Task Force – MHFA Collaborative collectively trained 277 people in Cabarrus County, including elected officials, city and county government, teachers, school nurses, and lay community members.

Access Tools for Mental Health Services

The Cabarrus Network of Care provides community members, partner agencies and organizations access to a comprehensive directory of services. The Mental Health Task Force – Access to Care workgroup conducted an analysis of all services within the Mental Health service category. The workgroup collaborated with CHA staff to ensure that all providers and organizations were properly categorized. The monthly traffic report for the Network of Care shows an increase from 1,184 visits in January 2016 to 2,859 visits in January 2017. Other platforms and tools have been developed to serve Cabarrus residents seeking mental health services or information:

Community Resource Hub (Aunt Bertha), Cabarrus County Crisis Support Brochure, and Roadmaps to Behavioral Health.

Crisis Intervention Team Training

Concord Police Department has 67% of its force (119 officers, five civilian staff) and Kannapolis Police Department has 69% of its force (54 of 78 officers) trained in Crisis Intervention Team training. CIT officers have undergone training through Cardinal Innovations Healthcare, to de-escalate without force, properly restrain individuals and make initial assessments on how to handle the situation.

Childhood Obesity

Childhood obesity is a serious problem in the United States and in Cabarrus County, with nearly one in three children in our community classified as overweight or obese. Even though local overweight and obesity rates remain stable over the last year, the long-term effects on children's physical, social, and emotional health are still of major concern. A child with obesity is more likely to have obesity as an adult. An adult with obesity has a higher risk of developing heart disease, type 2 diabetes, metabolic syndrome, and many types of cancer.

Percent of Children Identified as Overweight or Obese in Cabarrus County

	2013	2014	2015	2016	2017
2-4	27%	26%	28%	19%	20%
5-8	30%	29%	30%	26%	26%
9-13	37%	37%	38%	36%	36%
14-18	38%	37%	38%	38%	38%
Total	34%	33%	34%	31%	31%

**Overweight or Obese are classified by having a BMI in the 85 percentile and higher - Carolinas HealthCare System-Electronic Medical Record*



Childhood Obesity Action Plan Progress

Smarter Lunchroom Movement

In August 2018, a refresher Smarter Lunchrooms Movement (SLM) training was hosted by Carolinas HealthCare System - NorthEast for all Cabarrus County Schools (CCS) and Kannapolis City Schools (KCS) cafeteria managers. The training provided a recap of the principles associated with SLM and reviewed the 'bronze, silver and gold designation.'

SLM 2017-2018 School Year Designation

	CCS	KCS
Bronze	5	2
Silver	30	2
Gold		1

Lifestyle Triple P

Carolinas HealthCare System – NorthEast was awarded nearly \$12,000 to recruit and implement the Lifestyle Triple P program. CHS – NorthEast plans to contract with a local Triple P Lifestyles provider to facilitate the group class starting in January 2019. Local pediatric offices began making referrals to the program for parents with children ages 5 to 10 years old who are concerned about their child's weight and activity level.

Cabarrus Play and Grow Map

Through the Cabarrus Wellness Coalition, the Cabarrus Partnership for Children and CHA were able to develop and design the Cabarrus Play and Grow map design. The Cabarrus County Convention and Visitors Bureau purchased 35,000 copies of the map for distribution within the community.

Maps were included in both CCS and KCS elementary back-to-school packets for families. Other distribution locations included libraries, pediatric offices, businesses, parks and recreation departments, YMCAs and municipal offices.

Water Bottle Distribution

In an effort to increase water intake and limit consumption of sugar sweetened beverages among children, three pediatric offices provide water bottles to patients during well-child checks. Following a discussion about the importance of water through the use of the 5210 Pediatric Patient Questionnaire, the physician provides the child and siblings with a 5210 branded water bottle. The water bottle initiative is funded by the Children WIN Executive Steering Committee. To increase the reach of the initiative, four Healthy Together 5210 schools distributed water bottles to all students, totaling 4,200 bottles.

School Gardens

Through the CDC Racial and Ethnic Approaches to Community Health (REACH) Grant, CHA worked with four schools to create a new or revitalize an existing school garden. GW Carver, Odell Primary, Winecoff and WM Irvin Elementary Schools all participated in the REACH School Garden initiative. Each site hosted a STEM professional development training for teachers and school garden committee members which provided an overview of garden committee development, raised bed design and maintenance, in addition to effective strategies for teaching garden basics to elementary school aged youth.

Safe Routes to School and Let's Go NC!

CHA's regional Safe Routes to School (SRTS) Coordinator and an active transportation consulting team worked with Forest Park Elementary School (FPES) administration to create a SRTS Action Plan. The goal of the plan was to increase safe walking/rolling to and from school (and at school) in order to improve the health of students, families and staff. The planning team recognized that the school did not have sufficient infrastructure for most students to walk/bike safely to and

from school. Through a local partnership, a walking track was installed to accommodate walk-at-school programming for all students. Additionally, the SRTS Coordinator received approval from the North Carolina Department of Transportation to partner with the KCS physical education curriculum development team to modify the *Let's Go Biking!* module of *Let's Go NC!* for implementation within the 3rd grade at FPES and throughout the district. Woodrow Wilson Elementary is also currently implementing the curriculum on an annual basis as part of their PE program.

Physical Activity Opportunities for Latino Children

Locally, Latino children are less likely to participate in physical activity programs. While most Latino children speak English and could participate in mainstream programs, their parents only speak Spanish, and programming and registration information is not translated, thus limiting the populations who are knowledgeable of local youth programs. To increase the activity of local Latino children, Cabarrus Health Alliance's REACH grant worked with park departments to promote their programming for children in Spanish. As a result, Concord and Kannapolis Parks and Recreation Departments translated flyers promoting youth activities and distributed them among the Latino population. In addition, physical activity and nutrition summer camp scholarships were awarded with 90% of the recipients were Latino children.

Reach Out and Read

Seven pediatric offices actively participate in the Reach Out and Read (ROR) program with the addition of Novant Health – Lakeside Primary Care - Speedway in 2018. The ROR program includes 10 books, including the Busy Body Book, which include a physical activity and/or nutrition foci. In total, 920 Busy Body Books were distributed through practices in Cabarrus County.

Building Healthy Lifestyles in All Directions

In 2018, the Cabarrus Partnership for Children and University of North Carolina Charlotte worked with 11 child care centers and part-day preschools to implement GO NAPSACC, Be Active Kids, Eat Play and Grow, Tooth Fairy 101, as well as assisted centers in receive their Breastfeeding Friendly designation.

Outcomes:

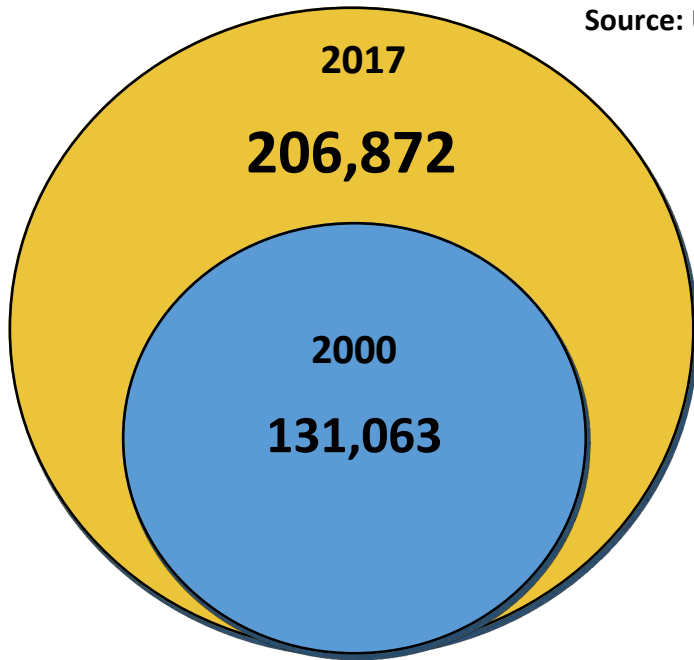
- Parents reported that their child received at least 60 minutes of physical activity a day: 23% before the program and 63% after the program.
- Parents improved in 10 out of 11 nutrition and physical activity knowledge areas as well as 4 out of 7 behaviors.
- Using pedometers in child care centers to increase awareness of physical activity, increased by half an hour per day.
- 643 children given a BMI screening in 2018; 1863 BMI screenings completed since FY15/16.



Continued Growth in Cabarrus County

POPULATION CHANGE SINCE 2000

Source: US Census



Cabarrus County's population has seen consistent growth over two decades. Between 2000 and 2017, Cabarrus County's population increase by 57.8% percent. In comparison, North Carolina's population increased by only 29% .

This extreme growth impacts many agencies and organizations providing services to residents, but most notable is the county's school systems. Cabarrus County Schools 10-year plan estimates more than \$220 million for projects within the next six to 10 years to keep up with the growing population.

2017 POPULATION BY AGE

0—14 years old	44,684 (21.6%)
15—24 years old	26,066 (12.6)
25—39 years old	38,478 (18.6%)
40—59 years old	60,407 (29.2%)
60—79 years old	31,858 (15.4%)
80+ years old	5,585 (2.7%)

2017 POPULATION BY RACE & ETHNICITY

White	136,329 (65.9%)
African American	35,440 (18.5%)
Hispanic	21,515 (10.4%)
Two or More Races	4,758 (2.3%)

2017 POPULATION BY SEX

Male	100,747 (48.7%)
Female	106,125 (51.3%)

RACE AND ETHNIC DIVERSITY

	2010	2017
White	79%	68.2%
African American	15%	17.5%
Hispanic	10%	10%



Mortality and Morbidity Data

Rates of morbidity, mortality, and emergency hospitalizations can be reduced if community residents access services such as health screenings, routine tests, and vaccinations. Prevention indicators can call attention to a lack of access or knowledge regarding one or more health issues and can inform program interventions.

	Cabarrus	North Carolina
Fetal Death Rate per 1,000 Deliveries	7.8	6.8
Neonatal (<28 days) Death Rate per 1,00 Live Births	3.9	4.9
Post-neonatal (28 days – 1 year) Death Rate per 1,000 Live Births	1.7	2.3
Infant Death Rate per 1,000 Live Births	5.6	7.1
Unadjusted Child (0-17) Death Rate per 100,000 population	44.3	57.8
Unintentional Poisoning Mortality Rate per 100,000	19.6	16

State Center for Health Statistics - 2019 County Health Data Book

Leading Causes of Death <i>*Unadjusted Death Rates per 100,000 Population</i>	Cabarrus	North Carolina
Total Deaths – All Causes	781.1	878.1
Cancer	162.2	191.4
Disease of Heart	153.0	180.9
Chronic Lower Respiratory Diseases	47.5	51.9
Alzheimer's Disease	45.8	36.5
Unintentional Injuries <i>*Excluding Motor Vehicle</i>	42.4	35.9
Cerebrovascular Disease	41.7	48.2
Pneumonia and Influenza	22.1	19.7
Diabetes Mellitus	21.0	27.0
Nephritis, Nephrotic Syndrome and Nephrosis	15.3	18.8
Suicide	12.5	-

It should be noted that **unintentional injuries **excluding motor vehicles**** reported the largest rate increase is due to increasing rates of opioid overdose.

A significant increase in the rate of death associated with Alzheimer's disease was noted in the 2017 State of the County Health Report. Rate of death per 100,000 population increased from 36.2 in 2016, to 45.6. Besides a rapidly growing aging population, no specific conclusion can be drawn or correlated to the increase. The increased rate of death slowed drastically with only a 0.2 increase.

2017 State of North Carolina and 2015-2017 County Life Expectancy at Birth

Life Expectancy	2016	2017
North Carolina	77.4	77
Cabarrus	78.5	78
Rowan	75.3	75.1
Stanly	76.3	75.8
Union	79.5	79.6
Iredell	77.6	77.3
Mecklenburg	80.2	80.3

Life expectancy is often used to gauge the overall health of a community. Shifts in life expectancy are often used to describe trends in mortality. Life expectancy represents the average number of additional years that someone at a given age would be expected to live if he/she were to experience throughout life the age-specific risk of death observed in a specified period of time.

An Emerging Issue that Affects Health Status: Student Vaping and Synthetic Cannabinoids

Within the first five weeks of 2018, 18 high school students in Cabarrus County were transported by ambulance to nearby hospitals after vaping synthetic substances. Symptoms reported included fast heart rate, seizures, severe vomiting and headaches.

Local school systems, law enforcement, and emergency/medical services urged the community to be aware of this emerging problem and urged them to talk with children about the harms. Increased monitoring of e-cigarette, vaping or JUUL use is necessary, as some products are legally available to adults 18 and older. Both school systems, along with CHA and Healthy

Cabarrus have worked together to adjust questions outlined within the Cabarrus Youth Substance Use Survey to increase monitoring of local data related to vape use.



New Initiatives

Lifestyle Medicine

Lifestyle Medicine is use of evidence-based therapeutic approaches to prevent, treat, and reverse chronic diseases like diabetes, hypertension, and obesity. It employs evidence-based principles and prescribes

interventions focusing on individual behaviors in the areas of sleep, exercise, stress, relationships, substance use, and nutrition. Knowing that more than 80% of chronic conditions such as diabetes, heart disease, and stroke, could be avoided through the adoption of healthy lifestyle recommendations, CHA has initiated



steps to begin the integration of LM into their clinical operations as well as those of the local Community Free Clinic (CFC). In order to build capacity for this

integration, 17 healthcare providers from CHA and CFC of Concord will be trained in the Lifestyle Medicine Core Competencies Program through the American College of Lifestyle Medicine and American College of Preventive Medicine.

Coursework covers 30 American Medical Association hours and the core competencies are defined by a blue ribbon panel of representatives from the American Academy of Family Physicians, American Medical Association, American College of Physicians, and others. Both clinics anticipate the integration of LM concepts into their clinics as of summer 2019. In addition, both clinics will refer patients to community education programs such as cooking classes, support groups, and the evidence based Stanford Model Chronic Disease Self-Management Program. Patients will be assessed on various lifestyle areas, receive prescriptions and referrals when needed as part of a larger continuum of care.

eWIC Implementation

CHA's Women, Infant and Children's (WIC) Program moved from a paper-based method of WIC benefit issuance to an electronic benefit transfer system (eWIC).

Instead of paper food instruments, WIC food benefits are issued into an electronic benefit account at the local WIC clinic. Families use their eWIC card and PIN to access their food benefits at grocery stores and other approved WIC vendors. The new electronic system addresses challenges and barriers previously faced by the participant, as well as the vendor at point of sale.

Peer Support Specialists

To better serve active substance using clients and patients, Cabarrus Health Alliance and Carolina's HealthCare System hired Certified Peer-Support Specialists (CPSS). CPSS will work directly with those in active addiction to link them to the most appropriate level of care. Peer supports enhance CHA and the Emergency Department's response to the opioid crisis and create a sense of active participation by those in recovery, creating a more authentic partnership, and bridging the public health and harm reduction gap to promote safety and wellbeing.

El Puente Hispano

The Hispanic population in the United States faces many challenges that include disparities in health, education and housing, and language and transportation barriers exacerbate their many

obstacles. Cabarrus County has a 10.1 percent Hispanic population, who in general, face these same problems which stunts their ability to assimilate and grow. Aware of the many challenges faced by this community, a group of Latino professionals from the area created "El Puente Hispano" (The Hispanic Bridge). The goal of this local nonprofit is to develop programs that promote equity and improve the lives of the individuals and their families. El Puente Hispano firmly believes that with the necessary resources and support, the Latino Community can excel and become self-sufficient. Their programs include tutoring and after-school programs for children, ESL classes for adults, parental education sessions and mental health awareness workshops for women among others. They also link families to existing services and resources such as food, housing aid and others.



Community Awareness

Communication with key stakeholders and community members regarding the identified community health priorities is vital to community health improvement. Following review by the Board of Health and Healthy Cabarrus Executive Committee, copies of the 2018 State of the County Health Report will be disseminated to the Healthy Cabarrus Advisory Board, as well as target community locations. Targeted locations include local libraries, community centers, park and recreation departments, federally qualified health centers, in addition to other sites with high community member presence. The Healthy Cabarrus Executive Director will present the report to local municipal leaders and the Cabarrus County Board of Commissioners.



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consider the minutes of the June 10, 2019 Town Council meeting.

Presenting Personnel:

Suggested Motion or Action:

Motion to approve the minutes of the June 10, 2019 Town Council meeting as presented.

Description/Background:

Recommendation:

Fiscal Impact:

Attachments:

1. Minutes June 10, 2019

**TOWN OF HARRISBURG, NORTH CAROLINA
TOWN COUNCIL MEETING
MONDAY, JUNE 10, 2019
6:00 PM**

MINUTES

Mayor Steve Sciascia called the meeting to order.

PRESENT: Mayor Steve Sciascia; Mayor Pro-Tem John Booth; Councilmembers Troy Selberg, Diamond Staton-Williams, Benita Conrad, Christopher Barfield, Rick Russo, Ron Smith

**1A.
AGENDA ADOPTION**

MOTION:

Mayor Pro-Tem Booth made a motion to adopt the agenda as proposed. Second was made by Councilmember Russo. **The motion passed 7-0.**

**1B.
INVOCATION**

Michael Sciascia, Mayor Sciascia's son, conducted the invocation.

**1C.
PLEDGE OF ALLEGIANCE**

**1D.
SPECIAL PRESENTATIONS**

- Elizabeth Barber – American Legion Post 523. Spoke concerning the American Legion's involvement in the Harrisburg community.

**1E.
PUBLIC COMMENT**

None

**2.
CONSENT AGENDA**

- A. Consider the minutes of the May 13, 2019 Town Council meeting.
- B. Consider amendment to FY2019 Budget Ordinance to close out the Capital Reserve Fund – Fire Services.
- C. Consider NCDOT – Municipal Mowing Maintenance Agreement.

MOTION:

Councilmember Russo made a motion to approve the Consent Agenda. Second was made by Councilmember Selberg. **The motion passed 7-0.**

**3A.
COMMUNICATIONS
TOWN MANAGER/FINANCE REPORT**

Manager Report

- Thanked the Parks and Recreation Department for their work ensuring the Edwin McCain concert was held on Saturday. Unfortunately, due to the weather the concert had to be moved to Cabarrus Arena at the last minute and our staff did a great job in making that happen. Also thanked the Cabarrus Arena for providing the space to hold the concert. The concert went very well and although there were not as many people there

as there might have been if it were held in the park, we really appreciate all who attended and everyone really seemed to enjoy it.

- An Employee Appreciation Event was held last Friday at the Public Works facility. Thanks to everyone who made that happen and for Council for supporting us.
- There has been some concern with water quality over the last few days as some people are experiencing some bad taste and color in their water. We have addressed the concerns on social media but the problem is that we buy 90% of our water from Concord and they buy some untreated water from Albemarle. Albemarle is experiencing lake turnover right now that is causing the bad taste and color. The water is still safe and we are testing it regularly. If anything unsafe were to turn up in the testing we have 24 hours to notify residents. We are working with Albemarle to resolve this and hopefully the recent rain will help. This is an issue that is out of our control as we have no treatment facilities in Harrisburg. If anyone has concerns about their water, please contact us and we will come out and test it at no charge.

Councilmember Russo echoed Mr. Brigman's comments on the Edwin McCain concert as well as the Employee Appreciation Event and thanked all those who were involved.

Finance Report:

Lee Connor

- Presented the revenue and expense dashboard as well as the project dashboard
- Financial auditors have completed preliminary fieldwork and will be back September 3rd to complete final fieldwork
- Continuing to work with staff, LGC and financial advisors to coordinate loan financing for Harrisburg Park and the elevated storage tank
- Finance staff is working to close year out and begin preparing that annual Financial Statement for the audit
- New Purchasing Committee met May 9th for the first time and will meet again on June 12th

3B.

COMMUNICATIONS

MAYOR'S COMMENTS

- Asked Engineering and Public Works Director Rob Donham to update the Council concerning the Tom Query/Caldwell Road intersection improvements. Mr. Donham stated that NCDOT has completed their studies and we can convert that intersection to a 4-way stop with additional signage and possibly at some point a signal flasher can be added. No funds for this will be released by DOT until after July 1st so nothing will happen until after that date. This is an interim measure until we can get commitment from NCDOT for funding a fully signalized intersection. This intersection competes with all other projects across the State so we don't expect to see that happen any time soon.

3C.

COMMUNICATIONS

COUNCIL'S COMMENTS

Councilmember Selberg

- HBA has been granted its 501(c)3 and will hold its first fundraiser this fall. The Harrisburg Fall Festival and Chili Cook-off will be held in November and more information will be coming soon.
- The Multi-Cultural Festival will be held on September 14th and plans for this event are coming along very well. So far there are about 16 countries participating.

4A.

PUBLIC HEARING

To consider approval of the FY2020 Budget Ordinance, Fee Schedule, Capital Improvement Plan, Pay Plan and Tax Rate. In the May Town Council meeting, the budget was presented to the Town Council and the public for inspection. A public hearing is required to be held to receive input from the public.

Town Manager, Haynes Brigman, provided a budget presentation summarizing the proposed FY2020 budget.

The Public Hearing was opened.

Speaking:

- Rodney Dellinger – 3713 Ayrshire Court, Harrisburg – questions about the budget

The Public Hearing was then closed.

Mr. Brigman addressed some questions and concerns about the proposed budget from Council members and after some discussion the following action was taken:

MOTION:

Councilmember Conrad made a motion to approve the Budget Ordinance, Fee Schedule, Capital Improvement Plan and Pay Plan as presented. Second was made by Councilmember Staton-Williams. **The motion passed 6-1 (Councilmember Smith voting against).**

MOTION:

Councilmember Conrad made a motion to approve the tax rate for FY2020 as \$0.355 per \$100 valuation, and to be collected by the Cabarrus County Tax Office. Second was made by Mayor Pro-Tem Booth. **The motion passed 7-0.**

4B.

PUBLIC HEARING

To consider changing the name of existing Forest Street to Old McClure Lane. The Town of Harrisburg received a petition from Ms. Barbara Mason Caldwell to change the name of existing Forest Street to Old McClure Lane. According to the petition, the McClure Family has played a major role in the growth of the African American community in Harrisburg. The first house built by the McClure family was on Forest Street and the McClure grandchildren, great grandchildren and great-great-grandchildren currently live on Forest Street. The petitioner is seeking to change the name of the street in honor of the McClure Family.

Upon approval of this request, the existing Forest Street, beginning at the intersection of Alexander Ave/Sims Pkwy, and terminating at the Z-Max Blvd upon completion of existing Forest Street extension, will be renamed Old McClure Lane.

The Public Hearing was opened.

Speaking:

- Brenda McClure – 113 Forest Street, Harrisburg – against
- Barbara Caldwell – 4305 Old Stone Drive, Harrisburg – for
- J. Kiser – 113 Forest Street, Harrisburg - against

The Public Hearing was then closed.

After some discussion the following action was taken:

MOTION:

Councilmember Conrad made a motion to deny the request to change the name of existing Forest Street to Old McClure Lane as received in a petition from Ms. Barbara Mason Caldwell. Second was made by Mayor Pro-Tem Booth. **The motion passed 7-0.**

4C.

PUBLIC HEARING

To consider ABC Referendum – On Premise Malt Beverage and permitted allowance for Fortified Wine.

Currently the Town does not allow on-premise sale of malt beverages, unless the permittee also has a mixed-beverage permit, or they are a motel, hotel, or restaurant. The Town also prohibits fortified wine sales unless the permittee also has a mixed-beverage permit.

The City of Concord is currently moving forward with a referendum related to on-premise malt beverage sales, as they currently have similar restrictions as the Town of Harrisburg. Coordinating a public education process with the City of Concord will be beneficial to both communities as they attempt to educate the public on the referendum.

The consideration of such a change is brought about by the changing climate of businesses and consumers

preferences. Both changes (if approved by voters) to the Town's ABC permitting allowances would open up opportunity for new types of businesses, or for existing businesses to expand their service offerings, which would have positive impacts to the Town's economic development initiatives.

If approved, Town staff will submit the questions to the Cabarrus County Board of Elections to appear on the municipal election ballot of Harrisburg voters in the upcoming November 5, 2019 election.

The Public Hearing was opened.

Speaking:

- Les Lemley – 7820 Grimsby Circle, Harrisburg – questions about the proposal

The Public Hearing was then closed.

After some discussion the following action was taken:

MOTION:

Councilmember Selberg made a motion to approve the resolution requesting the Cabarrus County Board of Elections add the two proposed questions related to ABC permitting allowances regarding on and off premise malt beverage sale, and fortified wine sales to the November 5, 2019 municipal election ballot. Second was made by Mayor Pro-Tem Booth. **The motion passed 7-0.**

4D.

PUBLIC HEARING

To consider the construction and renovation of Harrisburg Park - Phase 1, the related financing agreement, per N.C.G.S. 160A-20 and adopt a resolution authorizing the filing of an application for approval of a financing agreement authorized by N.C.G.S 160A-20. A public hearing was called for in the May 13, 2019 Town Council meeting for the construction and related financing for Harrisburg Park Redevelopment - Phase 1. This was called in anticipation of receiving the public's feedback on the project and selecting a winning bidder for the financing of the project.

A delay in the completion of construction documents and plan review for the project, in conjunction with an opportunity for the Town to combine debt issuances and realize a financial benefit from doing so, leads the Town to request a recess of the Public Hearing to the August 12, 2019 Town Council Meeting.

Town Finance staff is working to combine the financing arrangements of Harrisburg Park Redevelopment - Phase 1 and the Elevated Water Storage Tank into a single debt instrument. The Town will benefit from only one set of application fees, financing and issuance costs, consulting and attorney fees, and other related costs associated with a loan closing. In addition, a single, larger debt issuance is more attractive to potential lenders which should lead to more responses and lower interest rates than if the projects were financed individually.

Despite not being legally required to do so, the Town will advertise for the Public Hearing before the August meeting to ensure proper public notice is given.

The Public Hearing was opened.

Speaking: none

The Public Hearing was then recessed.

After some discussion the following action was taken:

MOTION:

Councilmember Selberg made a motion to recess the public hearing until the August 12, 2019 Town Council meeting. Second was made by Councilmember Conrad. **The motion passed 6-1 (Councilmember Smith voting against).**

4E.

PUBLIC HEARING

To consider the updated Farmington Ridge Parkway Project Development District Plan, Resolution to create the Farmington Ridge Project Development District and related Infrastructure Reimbursement Agreement.

At the December 10, 2018 Town Council meeting, approval was provided for the Farmington Ridge Parkway Project Development District Plan, the Resolution to Create the District, and the related Infrastructure Reimbursement Agreement.

The Town's reimbursement agreement was based on 90% of the incremental increase in taxes received on the value of the developed property going to the developer to repay them for the cost of debt payments associated with the road improvements over a period of 14 years.

The agreement was designed as a three-party agreement with Cabarrus County, where the County was required to agree to the project and the related financing plan in conjunction with the Town. During the County's consideration of this project, they made several changes to the original agreement, necessitating the agreement being separated into two individual agreements with the developer and the County and Town.

While it was anticipated that the County would have the agreement approved prior to the June 10, 2019 Council meeting, this did not happen. Since any changes to the Town's plan are dependent on what the County may approve, there will not be adequate information available to hold the conduct the entire public hearing. Therefore, this public hearing will need to be opened and recessed to July 8, 2019, at which time it is anticipated that the County will have the agreement approved. At that point, staff will be able to provide the Council and public with the new information as approved by the County and how that will ultimately affect the Town's plan.

The Public Hearing was opened.

Speaking: Rodney Dellinger – 3713 Ayrshire Court, Harrisburg - questions

The Public Hearing was then recessed.

After some discussion the following action was taken:

MOTION:

Mayor Pro-Tem Booth made a motion to recess the public hearing until the July 8, 2019 Town Council meeting.

Second was made by Councilmember Russo. **The motion passed 6-1 (Councilmember Smith voting against).**

5A.

OLD BUSINESS

Consider appointment to Cabarrus-Rowan Metropolitan Planning Organization - Transportation Advisory Committee. Each year the North Carolina Department of Transportation (NCDOT) requires the Town to appoint a primary and alternate Council member to the MPO for the Transportation Advisory Committee (TAC). In January 2019, Council approved the assignments at that time.

During the May 2019 Council meeting, there was some discussion of assignment conflicts and a desire to set new appointments. With this agenda item, staff is requesting Council determine new TAC assignments, both primary and secondary, for the remainder of the year and communicate them to NCDOT, accordingly.

After some discussion the following action was taken:

MOTION:

Councilmember Barfield made a motion to approve Councilmember Smith as primary representative and Councilmember Conrad as secondary representative to the Transportation Advisory Committee of the Cabarrus-Rowan Metropolitan Planning Organization for the remainder of 2019. Second was made by Councilmember Russo. **The motion passed 7-0.**

5B.

OLD BUSINESS

Consider change order #1 to Contract for Harris Square - Veterans Park Capital Project, FY2019-2020 Project Ordinance Amendment and FY2019 Budget Ordinance Amendment. The Harris Square - Veterans Park Capital Project was approved at the May 13, 2019 Town Council meeting with a total project budget of \$575,000.

In that same meeting, the Council approved adding the construction and/or installation of a Segmental Wall and additional shrubs and landscaping, which totals \$35,000. This has been presented as Change Order #1.

After some discussion the following action was taken:

MOTION:

Councilmember Russo made a motion to approve Change Order #1 to the Harris Square - Veterans Park Project Contract in the amount of \$35,000, the FY2019-2020 Project Ordinance and the FY2019 Budget Ordinance Amendment as presented. Second was made by Councilmember Selberg. **The motion passed 7-0.**

5C.

OLD BUSINESS

Consideration of Contract for Law Enforcement Feasibility Study. The Town Council previously instructed staff to solicit third-party contractors to perform a law enforcement feasibility study for the Town. The intent of the study is to determine the organizational need, recommended structure, anticipated costs, regional partnership opportunities, recommended timeline, and general service delivery expectations of a municipal law enforcement agency for the Town.

Currently the Town contracts with the Cabarrus County Sheriff's Department for additional patrol of the Harrisburg area. The proposed feasibility study is not intended to provide feedback on the quality of service currently provided by the Sheriff's Department.

In May 2018 the Town Council approved a contract with US ISS, LLC in the amount of \$57,600, but later rescinded the contract over cost concerns.

Staff has worked with US ISS, LLC to find cost savings, while not sacrificing quality of the report. Staff is asking Council to approve allowing the Town Manager to execute a contract in an amount not to exceed \$45,000 with US ISS, LLC to conduct a law enforcement feasibility study as proposed in the contract.

The proposed contract provides the Town flexibility to focus on areas that are most important, which will be directed by staff and Town Council when US ISS, LLC begins their data collection. The proposed contract represents significant savings over the previous contract proposal.

After some discussion the following action was taken:

MOTION:

Councilmember Barfield made a motion to approve authorizing the Town Manager and Town Attorney to execute a contract with US ISS, LLC to perform a law enforcement feasibility study for the Town at an amount not to exceed \$45,000. Second was made by Mayor Pro-Tem Booth. **The motion passed 6-1 (Councilmember Russo voting against).**

6A.

NEW BUSINESS

Schedule Public Hearing to Consider Conditional Rezoning and Zoning Map Amendment for H-2018-08 (R) - Camellia Gardens (Shea Homes). The Planning and Zoning Advisory Board considered the Conditional Rezoning and Zoning Map Amendment application for H-2018-08(R) Camellia Gardens (Shea Homes) on May 21, 2019. Upon making a recommendation, typically the application moves to the Town Council for consideration at the following Town Council meeting.

In this instance, an issue was discovered with the dates the Traffic Impact Analysis (TIA) was completed for the applicant, so staff has initiated a new TIA to be completed before moving forward to the Town Council. The delay

in completing the TIA means the application will not be ready for consideration by the Town Council for the June meeting.

The Town's Unified Development Ordinance (UDO)(3.3.4.1.3) directs the Town Council to hear the application within 60 days of receiving a recommendation from the Planning and Zoning Board. This would mean the Public Hearing should be held during the June or July Town Council meetings.

Due to a scheduling conflict for the July Town Council meeting, the applicant has requested that the Town delay holding the Public Hearing until the August 12th Town Council meeting. In order to meet the requirements of the UDO, the Town must open the Public Hearing during the July Town Council meeting, and then recess the meeting until the August meeting for consideration.

To give the public optimal opportunity to speak regarding the proposal, public comment will be taken in both the July and August Town Council meetings, but Council will not consider the application and hear from the applicant until the August meeting.

This new business item is unique in that the Public Hearing is typically held at the next Town Council meeting, but due to unique factors described, we are asking Town Council to set the Public Hearing for a future meeting.

After some discussion the following action was taken:

MOTION:

Councilmember Conrad made a motion to set a Public Hearing for the July 8th Town Council meeting to consider the Conditional Rezoning and Zoning Map Amendment for H-2018-08 (R). Second was made by Councilmember Staton-Williams. **The motion passed 6-1 (Councilmember Smith voting against).**

6B.

NEW BUSINESS

Consideration of a Resolution for Intent to Reimburse for Funds to be Spent on Harrisburg Park Redevelopment - Phase 1. As is typical when large, multi-year projects, due to expenditures occurring prior to loans being taken out (such as design), if those costs are to be part of the financing package, there must be a resolution of intent to reimburse approved by Council.

For Harrisburg Park - Phase 1, design and construction manager costs have already been incurred totaling approximately \$215,000. The financing proceeds are currently anticipated to be received in September 2019, potentially following further professional service costs and some construction costs.

The proposed resolution will give the Town authorization to repay itself for those dollars spent up until the financing is complete, with those loan proceeds.

After some discussion the following action was taken:

MOTION:

Councilmember Russo made a motion to approve the reimbursement resolution, as presented, for Harrisburg Park Redevelopment - Phase 1. Second was made by Councilmember Conrad. **The motion passed 7-0.**

6C.

NEW BUSINESS

Consideration of a Resolution for Intent to Reimburse for Funds to be Spent on the Elevated Water Storage Tank. As is typical when large, multi-year projects, due to expenditures occurring prior to loans being taken out (such as design), if those costs are to be part of the financing package, there must be a resolution of intent to reimburse approved by Council.

The proposed resolution will give the Town authorization to repay itself for those dollars spent up to financing, with those loan proceeds. The financing of the one-million-gallon Elevated Water Storage Tank is being aligned with the financing of Harrisburg Park Redevelopment - Phase 1. The financing proceeds are currently planned to be issued

and available to the Town in September 2019, but design, engineering, and other professional and construction fees are often incurred before the issuance of the loan.

In order for any costs that are incurred before the date of the loan to be eligible for inclusion in the financing agreement, the Town must have passed a reimbursement resolution.

Thus far, costs incurred for the Elevated Water Storage Tank amount to approximately \$45,000; and there is a reasonable expectation that further professional services costs and construction costs may be incurred prior to the loan issuance.

After some discussion the following action was taken:

MOTION:

Councilmember Conrad made a motion to approve the reimbursement resolution, as presented, for the Elevated Water Storage Tank. Second was made by Councilmember Russo. **The motion passed 7-0.**

6D.

NEW BUSINESS

Consideration of Mass Communication Interlocal Agreement with Cabarrus County. The purpose of this interlocal agreement between Cabarrus County and the Town of Harrisburg is to define certain financial and operational responsibilities of the parties concerning the provision of a county-wide notification system; to improve emergency notifications to the public within the different emergency response jurisdictions; and to provide enhanced communications for civic outreach and engagement.

The agreement is for one year with an option to extend for an additional four years at an adjusted price, as noted in the contract.

After some discussion the following action was taken:

MOTION:

Councilmember Russo made a motion to approve the mass communication interlocal agreement with Cabarrus County as proposed. Second was made by Mayor Pro-Tem Booth. **The motion passed 7-0.**

6E.

NEW BUSINESS

Consideration of Approval of a Contract with Kimley-Horn and Associates for a Community Transportation Plan. The Harrisburg Area Land Use Plan provides direction for future growth and development in and around Harrisburg. The policy document conveys a future vision and the steps to achieve that vision. Kimley-Horn and Associates Engineering (KHA) will coordinate with the findings and vision of the HALUP to identify policies, code requirements, and ordinances to create a Community Transportation Plan.

KHA will create a current conditions inventory to identify existing and future deficiencies and opportunities for improvement. The Community Transportation Plan will seek to address traffic congestion, safety, connectivity, and accessibility. The Plan may include high-level intelligent transportation system elements, intersection-level improvements, or policy related transportation demand management measures.

The project will include community engagement measures to ensure the public has an opportunity to participate and provide input on the plan.

After some discussion the following action was taken:

MOTION:

Councilmember Conrad made a motion to approve a contract with Kimley-Horn and Associates for a Community Transportation Plan in the amount of \$75,000. Second was made by Mayor Pro-Tem Booth. **The motion passed 7-0.**

6F.

NEW BUSINESS

Consideration of Contract with WK Dickson for GIS Storm Water Mapping and Utility Updates. The Town currently utilizes WK Dickson's GIS hosting capabilities for our water and sewer mapping which in turn, helps the Town make more informed decisions regarding our water and sewer systems, and is a requirement of our water and sewer permits.

As a requirement of the Town's Phase II Storm Water permit, the Town is required to map and monitor storm water outfalls. The proposed contract with WK Dickson will add storm water infrastructure to our existing GIS mapping and update the application for all three utilities.

After some discussion the following action was taken:

MOTION:

Councilmember Russo made a motion to approve the contract with WK Dickson, in the amount of \$50,000 for GIS Storm Water mapping and utility updates, as presented. Second was made by Mayor Pro-Tem Booth. **The motion passed 7-0.**

6G.

NEW BUSINESS

Consideration of Water and Sewer Fund Minimum Fund Balance Policy Update. At the October 8, 2018 Town Council meeting, a 40% minimum fund balance policy was approved which ensures the fund maintains a healthy operational reserve. The excess is transferred to the Water and Sewer Capital Reserve Fund annually to fund capital purchases in the ten-year capital improvement plan.

Upon implementation and continued evaluation of the 40% Water and Sewer Fund fund balance policy, staff has determined that a 40% threshold is most appropriate for a full-service Water and Sewer enterprise which owns and operates treatment plants. The potential for infrastructure disasters and the resulting environmental impacts for a full-service enterprise could require very expensive repairs and fines.

Conversely, the Town of Harrisburg owns and operates distribution lines and pumps but is not responsible for any treatment facilities. Based on the lesser potential impact of disasters resulting from the Town's Water and Sewer infrastructure system in comparison with a full-service system, staff supports the reduction of the fund balance from 40% to 30%.

In addition, a 40% minimum fund balance policy, as applied to the General Fund, provides cushion to the fund during the periods of the year when revenue is not being collected. Property taxes are mostly collected during a 3 to 4-month period which creates a need during the rest of the year and particularly before collections start for a draw on the fund balance reserves. Water and Sewer revenues are collected monthly, providing a stable, predictable cash flow throughout the fiscal year.

The reduced fund balance requirement will also allow the Town to better fund capital projects identified on its 10-year Capital Improvement Plan by freeing up these reserve revenues to be used for capital project expenses and investment back into the utility. This also reduces the water and sewer rate increase necessary to meet the needs of the utility system but does so in a manner that does not jeopardize the ability of the system to recover in the event of a disaster or major infrastructure problem.

After some discussion the following action was taken:

MOTION:

Councilmember Conrad made a motion to approve an update to the Water and Sewer Fund Minimum Fund Balance policy from 40% of operational expenses to 30% of operational expenses, as proposed. Second was made by Councilmember Barfield. **The motion passed 7-0.**

6H.

NEW BUSINESS

Consideration of Adoption of Resolution of Intent to Increase Water and Sewer Rates. During the budget process for the FY2020 budget, Council directed staff to prepare a resolution of intent to increase water and sewer rates that reflected the on-going annual purchase and treatment expense increases incurred by the Town annually.

This was to provide for a known increase to the public, every other year, for water and sewer rates, to help maintain the operational and capital needs of the growing water and sewer enterprise. As noted during the budget process, with the Town reselling water from City of Concord and having WSACC treat the sewer, the Town is subject to increased rates from those entities on an annual basis.

This has been the case for the last several years. Unless these increases are ultimately passed on to the end user, the funds available to properly serve the customers of the enterprise will be diminished or result in larger single year increases. The intention of the resolution is to allow for smaller, scheduled increases that allow the utility to fully fund all operational and capital expenses.

The resolution provides for a 5% increase in water and sewer rates to all customers every other year, beginning FY2022. Please note that the 5% is representative of the current projected needs of water and sewer over the next ten years. If operational or capital needs change, the 5% may be adjusted up or down. While this resolution does establish a set rate increase every two years, this is not a binding resolution for future Councils, but more a guiding document to ensure full funding of the water and sewer utility.

After some discussion the following action was taken:

MOTION:

Councilmember Barfield made a motion to approve the proposed resolution of intent to increase water and sewer rates. Second was made by Councilmember Russo. **The motion passed 6-1 (Councilmember Smith voting against).**

6I.

NEW BUSINESS

Consideration of Amendments to FY2019 Budget Ordinance for IT equipment. 1) As part of the FY2019 Capital Improvement Plan, a storage area network device was authorized, which supports Town-wide IT services. During the year, a server located at Public Works, which currently processes and stores the fuel pumps' data, has corrupted and is no longer capable of supporting the fuel pumps.

A server expansion located within Public Works will serve two purposes, the first of which will provide a stable and sufficiently sized server for the fuel pumps and the second will provide the Town with another capable location to be used for system backups and data replication.

2) A \$25,000 project to add surveillance equipment and internet/remote access technology at Pharr Mill and Stallings Parks was approved as part of the FY2019 CIP. The layout of the surveillance system at Pharr Mill Park excluded two cameras and the related data beam technology needed to remotely access and monitor the cameras.

The system will provide internet service to these parks, which also allows the Town to remotely monitor the camera systems in place.

After some discussion the following action was taken:

MOTION:

Councilmember Conrad made a motion to approve the IT equipment budget amendments as proposed. Second was made by Mayor Pro-Tem Booth. **The motion passed 7-0.**

6J.

NEW BUSINESS

Consideration of Amendments to FY2019 Budget Ordinance for Public Safety Vehicles. 1) As part of the FY2019 Capital Improvement Plan, four Deputies vehicles were purchased during the year. Two vehicles (H7 and H9) were replaced as part of the vehicle replacement plan and the other two were added to the fleet as open positions have been filled by the Sheriff's Department. The total budget for the purchase and outfit of each vehicle was \$46,000, consisting of approximately \$31,000 for the base vehicle and \$15,000 for lights, cages, and other equipment. The dash cameras provided by Cabarrus County were each approximately \$1,600 more than originally anticipated, resulting in a total budget shortfall of \$6,400.

2) As part of the FY2019 Capital Improvement Plan, a new vehicle was authorized for the Fire Chief. The total budget for the purchases and outfit of the vehicle was \$36,000, consisting of \$26,000 for the base vehicle and \$10,000 for lights, a radio, and accessories. The radio and accessories needed to fully outfit the vehicle are approximately \$2,000 more than originally anticipated. The radio used in this vehicle is also capable of serving as a backup radio for fire apparatus, if necessary.

After some discussion the following action was taken:

MOTION:

Councilmember Russo made a motion to approve the proposed budget amendments for public safety vehicles. Second was made by Mayor Pro-Tem Booth. **The motion passed 7-0.**

6K.

NEW BUSINESS

Consideration of Capital Project Ordinance Amendments. Each year, Town staff reviews existing multi-year capital projects and evaluate if their original end date is appropriate. During this process this year, the following projects were identified as needing to have extended project lives.

1. In November 2017, the public voted to approve the issuance of Transportation Bonds intended to provide an extra level of funding for sidewalks, intersection and roadway improvements and paving and resurfacing of Town streets. These projects were authorized by Council as part of the FY2019 Capital Improvement Plan and Budget Ordinance to cover a span of July 1, 2018 to June 30, 2021.

Town Engineering, Planning, and Administrative staff have better defined the projects and re-prioritized them to take advantage of developer-provided improvements, to better align projects with anticipated NCDOT funding schedules and to better reflect design time. Due to these shifts in priorities and projected schedules, the projects are not anticipated to be completed by June 30, 2021. The bonds must be issued no later than 7-10 years from approval, so staff is requesting extending the term of the project to June 30, 2025.

2. Fire Station #2 and Storage Building capital project was originally authorized by Town Council as part of the FY2018 Capital Improvement Plan and Budget Ordinance to cover a span of July 1, 2017 to June 30, 2019. The facility is in the final stages of construction and is substantially complete. The facility will be operational in June 2019. Some facets of the project are still in progress and are projected to be completed during fiscal year 2020. These include punch list items on the main building, a traffic warning signal, and the construction of a separate storage building. Staff is requesting extending the term of the project to June 30, 2020.

3. The CMAQ Sidewalk Improvement Project, which will add and improve sidewalks to Robinson Church Rd, Stallings Rd. and Tom Query Rd. was authorized by Town Council as part of the FY2017 Capital Improvement Plan and Budget Ordinance to cover a span of July 1, 2016 to June 30, 2019.

Due to some design and scope changes, this project will not be complete by June 30, 2019. Staff is requesting extending the term of the project to June 30, 2020.

Please note that none of these amendments change any dollar amounts associated with the projects.

After some discussion the following action was taken:

MOTION:

Councilmember Conrad made a motion to approve the proposed project ordinance amendments. Second was made by Mayor Pro-Tem Booth. **The motion passed 7-0.**

7.

ACTION ITEMS

- Contact NCDOT to discuss the S-curve on Rocky river Road and easement opportunities for installment of a guardrail there

8.

CLOSED SESSION

MOTION:

Mayor Pro-Tem Booth made a motion to go into Closed Session to discuss personnel matters with a second from Councilmember Selberg. **The motion passes 7-0.**

Upon returning from Closed Session the following action was taken:

MOTION:

Councilmember Barfield made a motion to come out of Closed Session and return to regular business. Second was made by Councilmember Staton-Williams. **The motion passed 7-0.**

9.

ADJOURNMENT

MOTION:

There being no further business, Councilmember Barfield made a motion to adjourn the meeting with a second from Councilmember Conrad. **The motion passed 7-0.**

ATTEST:

Steve Sciascia, Mayor

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consider the minutes of the June 10, 2019 Closed Session.

Presenting Personnel:

Suggested Motion or Action:

Motion to approve the minutes of the June 10, 2019 Closed Session as presented.

Description/Background:

Recommendation:

Fiscal Impact:

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consider the minutes of the June 17, 2019 Special Town Council Meeting.

Presenting Personnel:

Suggested Motion or Action:

Motion to approve the minutes of the June 17, 2019 Special Town Council Meeting.

Description/Background:

Recommendation:

Fiscal Impact:

Attachments:

1. Minutes June 17, 2019

**TOWN OF HARRISBURG, NORTH CAROLINA
SPECIAL TOWN COUNCIL MEETING
MONDAY, JUNE 17, 2019
HARRISBURG TOWN HALL
6:00 PM**

MINUTES

PRESENT: Mayor Pro-Tem John Booth; Councilmembers Rick Russo, Troy Selberg, Diamond Staton-Williams, Benita Conrad, Ron Smith and Christopher Barfield

ABSENT: Mayor Steve Sciascia

1.

CALL TO ORDER

Mayor Pro-Tem Booth called the meeting to order.

2.

NEW BUSINESS

Review the Initial Design Scope for Harrisburg Park. Parks and Recreation Director Daniel Stines presented the initial design scope for Harrisburg Park. Discussion concerning the design was held. No action was taken.

3.

ADJOURNMENT

MOTION:

There being no further business, Councilmember Selberg made a motion to adjourn the meeting with a second from Councilmember Staton-Williams. **The motion passed 7-0.**

ATTEST:

Steve Sciascia, Mayor

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

To set a public hearing for August 12, 2019 to consider the construction and of an Elevated Water Storage Tank, the related financing agreement, per N.C.G.S. 160A-20 and adopt a resolution authorizing the filing of an application for approval of a financing agreement authorized by N.C.G.S. 160A-20.

Presenting Personnel:

Lee Connor, Assistant Town Manager

Suggested Motion or Action:

Motion to set a public hearing for August 12, 2019 to consider the construction of an Elevated Water Storage Tank, the related financing agreement, per N.C.G.S. 160A-20 and adopt a resolution authorizing the filing of an application for approval of a financing agreement authorized by N.C.G.S. 160A-20.

Description/Background:

Town Council approved a project with the FY2019 budget and CIP to construct a one million gallon elevated water storage tank located at the new Fire Station #2 site.

The cost of the design and construction of this project is estimated at \$4.5M, with the maximum amount requested for financing of \$5M. Staff will bring the financing proposals, financing contract, and LGC application to Council for discussion in the public hearing at the August 2019 Council meeting.

Recommendation:

Staff recommends approval of this agenda item.

Fiscal Impact:

Financial impacts will be discussed during the public hearing at the August Council meeting.

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of amendments to the FY2019 Budget Ordinance for an emergency purchase for the Kensington Forest lift station.

Presenting Personnel:

Brian Lee, Deputy Finance Director

Suggested Motion or Action:

Motion to approve the budget amendments as attached.

Description/Background:

On June 25, 2019, the pumps in the Kensington Forest lift station broke and required emergency repairs. Due to the vital nature of the pumps and the potential impact to public health, an emergency purchase was authorized by management and the pumps were replaced immediately.

These budget amendments fund the replacement of the two pumps with Water and Sewer Capital Reserve Funds.

Recommendation:

Town staff recommends approval of the budget amendments as attached.

Fiscal Impact:

The fiscal impact to the Town is \$19,990.

The budget amendments were processed on June 25th before an exact cost was obtained to help facilitate the purchase in an emergency situation. The amendments totaled \$25,000. The unused portion of the funding transfer will be restored to the Capital Reserve Fund at the close of the fiscal year.

The Water and Sewer Capital Reserve Fund had an available balance of \$3,197,096 prior to the purchase. Upon approval of the attached amendments, this balance will be reduced to \$3,172,096.

Attachments:

1. Amendment -WS Emergency Pump 07082019
2. Amendment -WSCRf Emergency Pump 07082019



AN ORDINANCE AMENDING THE 2018-2019 BUDGET ORDINANCE OF THE TOWN OF HARRISBURG, NORTH CAROLINA

Be it ordained by the Town Council of the Town of Harrisburg, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019:

Section 1. Amend Water and Sewer Fund line items to account for an emergency pump replacement at the Kensington lift station.

Section 2. To amend the Water and Sewer Fund, the appropriations are to be changed as follows:

Increase line item 400-6000-57103	\$ 25,000
Capital Outlay	

Section 3. To amend the Water and Sewer Fund, the revenues are to be changed as follows:

Increase line item 400-49555	\$ 25,000
Transfers In - WSCRF	

Section 4. Copies of this budget amendment shall be furnished to the Clerk of the Town Council, and to the Budget Officer and the Finance Officer for their direction.

Section 5. That this ordinance shall be effective upon its passage. Adopted this 8th day of July, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



AN ORDINANCE AMENDING THE 2018-2019 BUDGET ORDINANCE OF THE TOWN OF HARRISBURG, NORTH CAROLINA

Be it ordained by the Town Council of the Town of Harrisburg, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019:

Section 1. Amend Water and Sewer Capital Reserve Fund line items to account for an emergency pump replacement at the Kensington lift station.

Section 2. To amend the Water and Sewer Capital Reserve Fund, the appropriations are to be changed as follows:

Increase line item 650-8500-59110	\$ 25,000
Transfers Out - WSF	

Section 3. To amend the Water and Sewer Capital Reserve Fund, the revenues are to be changed as follows:

Increase line item 650-48599	\$ 25,000
Appropriated Fund Balance	

Section 4. Copies of this budget amendment shall be furnished to the Clerk of the Town Council, and to the Budget Officer and the Finance Officer for their direction.

Section 5. That this ordinance shall be effective upon its passage. Adopted this 8th day of July, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

To Set a Public Hearing to Consider Renaming Forest Street for August 12, 2019.

Presenting Personnel:

Sushil Nepal, Planning & Economic Development Director

Suggested Motion or Action:

Motion to set a public hearing on August 12, 2019 to consider renaming Forest Street.

Description/Background:

Property owners along Forest Street have approached the Town about renaming Forest Street to Gamble McClure Lane. All property owners along Forest Street have given approval of the change, and it now will move to Town Council for consideration. The request is to schedule a Public Hearing for August 12, 2019 to hear the request.

Recommendation:

To set public hearing to consider renaming Forest Street for August 12, 2019.

Fiscal Impact:

None

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Public Hearing for Consideration of the Updated Farmington Ridge Parkway Project Development District Plan, Resolution to Create the Farmington Ridge Project Development District and Related Infrastructure Reimbursement Agreement

Presenting Personnel:

Lee Connor, Assistant Town Manager

Suggested Motion or Action:

Motion to recess this public hearing until the September 9, 2019 Town Council meeting.

Description/Background:

At the December 10, 2018 Town Council meeting, approval was provided for the Farmington Ridge Parkway Project Development District Plan, the Resolution to Create the District, and the related Infrastructure Reimbursement Agreement.

The Town's reimbursement agreement was based on 90% of the incremental increase in taxes received on the value of the developed property going to the developer to repay them for the cost of debt payments associated with the road improvements over a period of 14 years.

The agreement was designed as a three-party agreement with Cabarrus County, where the County was required to agree to the project and the related financing plan in conjunction with the Town. During the County's consideration of this project, they made several changes to the original agreement, necessitating the agreement being separated into two individual agreements with the developer and the County and Town.

While it was anticipated that the County would have the agreement approved prior to the July 8, 2019 Council meeting, this did not happen. Current indications are that it could be approved at their August 2019 meeting. Since any changes to the Town's plan is dependent on what the County may approve, there will not be adequate information available to conduct the entire public hearing.

Therefore, this public hearing will need to be recessed to September 9, 2019, at which time it is anticipated that the County will have the agreement approved. At that point, staff will be able to provide the Council and public with the new information as approved by the County and how that will ultimately affect the Town's plan.

Recommendation:

Staff recommends recessing the public hearing until September 9, 2019.

Fiscal Impact:

N/A

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

H-2018-08 (R) Public Hearing to Consider Conditional Rezoning and Zoning Map Amendment for Camellia Gardens (Shea Homes)

Presenting Personnel:

Haynes Brigman, Town Manager

Suggested Motion or Action:

Motion to open a Public Hearing at the July 8th Town Council meeting and continue the Public Hearing to August 12th Town Council meeting to consider the Conditional Rezoning and Zoning Map Amendment for H-2018-08 (R).

Description/Background:

The Planning and Zoning Advisory Board considered the Conditional Rezoning and Zoning Map Amendment application for H-2018-08(R) Camellia Gardens (Shea Homes) on May 21, 2019. Upon making a recommendation, typically the application moves to the Town Council for consideration at the following Town Council meeting.

In this instance, an issue was discovered with the dates the Traffic Impact Analysis (TIA) was completed for the applicant, so staff has initiated a new TIA to be completed before moving forward to the Town Council. The delay in completing the TIA means the application will not be ready for consideration by the Town Council for the June meeting.

The Town's Unified Development Ordinance (UDO)(3.3.4.1.3) directs the Town Council to hear the application within 60 days of receiving a recommendation from the Planning and Zoning Board. This would mean the Public Hearing should be held during the June or July Town Council meetings.

Due to a scheduling conflict for the July Town Council meeting, the applicant has requested that the Town delay holding the Public Hearing until the August 12th Town Council meeting. In order to meet the requirements of the UDO, the Town must open the Public Hearing during the July Town Council meeting, and then recess the meeting until the August meeting for consideration.

To give the public optimal opportunity to speak regarding the proposal, public comment will be taken in both the July and August Town Council meetings, but Council will not consider the application and hear from the applicant until the August meeting.

Recommendation:

Staff recommends opening the Public Hearing to hear H-2018-08 (R) during the July 8th Town Council meeting, with the understanding that the Public Hearing will be opened, public comment will be accepted, and then recessed until the August 12th Town Council meeting where the Town Council will then hear from staff and the applicant.

Fiscal Impact:

N/A

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Amendment to the Town Purchasing Policy regarding Employee-Vendor Conflicts of Interest

Presenting Personnel:

Brian Lee, Deputy Finance Director

Suggested Motion or Action:

To approve the amendment to the Town's purchasing policy to include the Vendor Conflict of Interest addendum, as attached.

Description/Background:

Per previous Council directive, the Town's purchasing committee created a Vendor Conflict of Interest Policy that all Town employees, Council and Advisory members, and vendors will attest to on an annual basis.

The Town must show transparency in its financial transactions and has a responsibility to illustrate to the public that tax dollars are being spent in the most conscientious and transparent way. It is important that the Town has no employees, board advisory members, or other related parties with a perceived financial benefit that results from doing business with the Town. The policy provided by the committee is aimed to avoid any perception of a conflict of interest.

The identification of the relationship and potential conflict of interest will be disclosed to the Finance Department for a determination to be made. The disclosure itself does not constitute a conflict of interest.

The vendor application form has been updated to include a place for vendors to disclose if any of its owners or employees are also knowingly employed by the Town.

Recommendation:

Staff and the Purchasing Committee recommend approval of this policy, as attached.

Fiscal Impact:

N/A

Attachments:

1. Vendor Conflict of Interest Policy



Town of Harrisburg, NC
Vendor Conflict of Interest Policy
Adopted 7/8/2019

Purpose

The Town must show transparency in its financial transactions and has a responsibility to illustrate to the public that tax dollars are spent in the most conscientious and transparent way. It is important that the Town has no employees or board advisory members with a perceived financial benefit that results from doing business with the Town. The policy contained herein is aimed to avoid any perception of a conflict of interest.

The identification of the relationship and potential conflict of interest by a Town employee or a vendor does not mean that the vendor will automatically be disallowed. All identified potential conflicts of interest will be evaluated by the Finance Department and a decision as to their status as a vendor of the Town will be determined.

Personnel

A Town employee, council member, permanent part-time employee, volunteer, recurring or permanent seasonal employees, and advisory board members are all included in the term "employee" for the purposes of this policy.

A relationship to an employee that presents a potential conflict of interest, for the purposes of this policy, is defined to include persons who live in the same household. All family members and those with similar relationships who do not live in the household are permitted to do business with the Town.

Policy

The Town should not do business with a vendor who is fully or partially owned by or employs an employee or employee's household member. This policy applies regardless of the employee or family member's involvement in the purchase or transaction or their level of involvement or influence over the vendor. The relationship itself is the deciding factor for evaluation of a conflict of interest; no consideration is included for the employee's physical or direct contact or involvement in the transaction. The method of the purchase (in person, phone, online) has no bearing on the evaluation of the conflict of interest.

Certain circumstances, such as a proprietary purchase which can only be made from a single source, should be presented to the Finance Department for a final determination. A case for the proprietary nature of the purchase and an understanding of the vendor options for the purchase should be presented. For example, if contracting with a third party will ultimately get the same product from the same supplier but at a higher, or marked-up price, the Finance Department should weigh the fiscal responsibility of the Town with a potential conflict of interest situation.

Vendor Conflict of Interest Policy

Page 2

The responsibility to adhere to this policy falls on multiple people. Vendors, via new vendor acceptance procedures or through annual information updates will be required to disclose their knowledge of any Town employee-conflicts of interest. Employees will also be required to disclose, annually, any known vendors that they or any family members work for or have any level of ownership in. The Town will rely on its purchasers to make the best effort to avoid these conflicts when selecting vendors and updates to the allowable vendor list can be made any time given a change in circumstances.

The expectation of the policy is that every best effort will be made by the purchaser to vet its vendors before making a purchase. It is incumbent on the purchaser to notify the Finance Department of a potential conflict of interest to allow Finance to adjust the approved vendor list accordingly. If, conversely, an employee knowingly uses a vendor that should not be on the approved vendor list, appropriate disciplinary action may be taken.

I _____ (print name) have read and understand the Vendor Conflict of Interest Policy.

Select one:

☐ I do not have any vendor-relationships, as described in this policy that require disclosure, as of the date of signature below.

☐ I have one or more vendor-relationship, as described in this policy that require disclosure, as of the date of signature below. (list vendors below)

Employee Signature:

Date:

Vendors with a conflict:



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Harrisburg Park Renovation - Phase I Professional Service Contract Amendment

Presenting Personnel:

Daniel Stines, Parks & Recreation Director

Suggested Motion or Action:

Motion to approve a contract amendment for Harrisburg Park Renovation - Phase I to include the TIA mitigation as proposed for Phase I of the park improvements and reimbursable expenses.

Description/Background:

The attached proposal and scope of services is for design and engineering services for the mitigation of the TIA (Traffic Impact Analysis) study, as part of the Harrisburg Park Phase I improvements, specific to Sims Road and Highway 49. These services were not a part of the original park design and engineering services contract because the results of the DOT-TIA study were not available at the time.

The scope of services will include design and engineering services for a left-turn lane, northbound, on Sims Parkway and signalized pedestrian crossings at all four corners of Sims/Hwy 49 to include "piano-key" crosswalks.

Also included in the scope is an item that was inadvertently left off of the existing Purchase Order for Benesch that is for reimbursable expenses, as well as the construction administration assistance during construction of the project. These fees have been included with this project's scope in order to consolidate changes to one contract amendment.

Recommendation:

Staff recommends approval of a contract amendment in the amount of \$53,100 for the design, engineering and bidding services for traffic/pedestrian improvements at Sims Parkway/Hwy 49 as a result of the recommended Traffic Impact Analysis and mitigation for Phase I of Harrisburg Park.

Fiscal Impact:

The original project ordinance provided \$500,000 for design and engineering services. The original and existing contract with Benesch is for \$344,575 with a fee for Construction Manager at \$49,850. There are also funds budgeted for legal and financing costs of approximately \$45,000. Before this contract amendment, there would be approximately \$60,000 remaining in the professional services budget of this project. Therefore, no budget amendment is necessary.

Attachments:

1. Harrisburg Park - Phase I Redvelopment Professional Services Contract Amendment

July 2, 2019

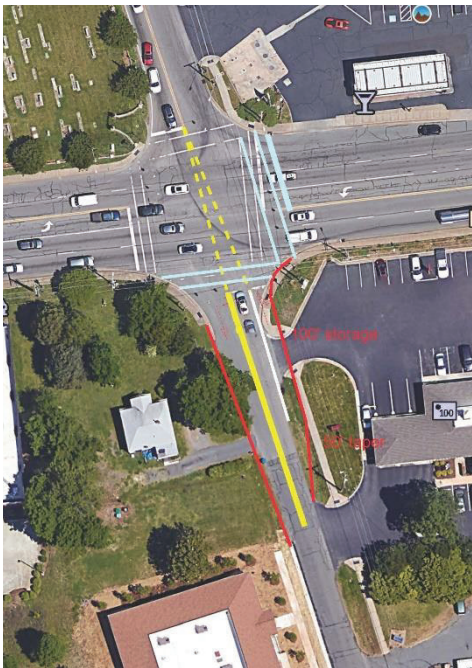
Mr. Daniel Stines, Director
Harrisburg Parks and Recreation Department
P.O. Box 100
Harrisburg, NC 28075

Subject: Harrisburg Park (17000255.00)
P2017008.00 Amendment Proposal #1 – Additional Services:
Sims Parkway/NC 49 Intersection Improvements
Services during Bidding and Construction

Dear Daniel:

As requested by the Town of Harrisburg, Benesch has been asked to provide additional services for the Harrisburg Park project for which Benesch is already under contract and as described below:

As a result of the proposed Harrisburg Park renovation/expansion as well as the proposed development of the Harrisburg YMCA, a Traffic Impact Analysis (TIA) was recently prepared for the Town. As a result of the TIA, the Town has requested that Benesch prepare design and engineering plans for the proposed Phase 1 mitigation improvements at the NC 49 and Sims Parkway/Morehead Road intersection.



Therefore, with this letter, please find our proposal for the additional services as outlined below.

SCOPE OF SERVICES

I. NC 49 and Sims Parkway/Morehead Road

Services proposed include:

- Prepare a boundary, as-built and topographic survey for the NC 49 intersection and extending south down both sides of Sims Parkway to Oakley Drive to include 50' beyond the property lines. All utilities will be located as will all trees larger than 8" DBA. Harrisburg Surveying will perform the surveying services;
- Prepare design and specifications for Sims Parkway for inclusion of a northbound left-turn lane with a minimum of 100 feet of storage, in accordance with NCDOT Standards and Guidelines;
- Upgrade pedestrian accommodations at the existing intersection for crosswalk and accessible ramp improvements in accordance with NCDOT Standards and Guidelines;
- A traffic signal design is needed at the intersection of NC 49 and Morehead Road/Sims Parkway to accommodate roadway modifications

on the northbound approach of Sims Parkway and to add pedestrian signal heads and pushbuttons to all four intersection pedestrian crosswalks. The existing traffic signal is owned and maintained by NCDOT, so a signal agreement will be needed between the town of Harrisburg and NCDOT. The agreement outlines the work to be done at the intersection and provides a pool of money (generally \$5,000 for this scope of work) to compensate NCDOT for review of our design plans and inspection of the signal during construction. Kimley Horn Associates (KHA) will coordinate with NCDOT to have this agreement written and will coordinate with Benesch and the town of Harrisburg to have the agreement executed.

KHA will develop preliminary traffic signal and electrical detail plans to reflect the roadway modifications and proposed pedestrian upgrades. Once NCDOT has received the fully executed signal agreements and a check from the town of Harrisburg, KHA will submit the preliminary designs to NCDOT for review. Upon receipt of comments, KHA will revise the signal designs and electrical details if needed and sign, seal, and submit final plans.

If any of the signal poles are impacted by the construction work and temporary designs are needed to maintain signalization during construction, KHA can develop these designs as an additional service.

II. Bidding Assistance (NC 49 and Sims Parkway/Morehead Road project)

Benesch will provide bidding assistance to include the following:

- Conduct pre-bid conference
- Prepare pre-bid meeting minutes and distribute
- Review bidder requests for information
- Prepare and issue addenda, if needed
- Conduct bid opening and provide bid tabulation

III. Additional Soil Borings

As requested by the Town, the Benesch team provided five (5) additional soil borings in the original location of the proposed YMCA building.

IV. Reimbursable Expenses

Reimbursable expenses were originally included in the compensation section of the main project contract (section 11.8), but were inadvertently left out of the signed purchase order.

As noted in the original proposal and contract for Harrisburg Park, consultant services for Bidding Assistance, Services During Construction, and Close Out were listed as future and would be determined once the Construction Manager at Risk (CMR) was on board. Now that the project is in the permitting phase and transitioning into the bidding phase, we offer the following tasks, as discussed with the CMR and the Town, for these services.

V. Bidding Assistance (Harrisburg Park project)

Benesch can assist the Town and CMR during the bidding phase with the following tasks:

- Attending a pre-bid conference on July 10; meeting notes by CMR
- Responding to bidder's questions, issuing addenda to CMR for distribution to bidders

VI. Construction Phase (Approximately 300 days)

For the purposes of this proposal, we have assumed approximately 300 days for the construction period. Benesch can assist the Town and CMR in administration of the contract with the following tasks:

- Attending a pre-construction meeting; meeting notes by CMR
- Attending monthly OAC meetings (10); meeting notes by CMR
- Attending site inspections (10) between monthly meetings to review work at important construction milestones, as requested by Town and CMR
- Respond to contractor's Requests for Information (RFI), as needed
- Review Shop Drawings and other submittals, as needed
- Certify Pay Applications (If Needed)

VII. Project Closeout (1 month)

In addition to the administration services noted above, Benesch can assist the Town and CMR with project closeout by:

- Attending one (1) pre-final inspection and preparing a pre-final punch list
- Attending one (1) final inspection and preparing a final punch list
- Attending one (1) project closeout walk-thru and provide as-built documents (as provided by the CMR) which reflects the completed project
- BMP as-built drawings, calculation, plat recordation coordination (as-built survey by others)

COMPENSATION

Based on the tasks described above, Benesch will provide the services for following fees:

I.	NC 49 and Sims Parkway/Morehead Rd Improvements	
a.	As-Built survey	\$ 4,900.00
b.	Engineering & Design – Roadway Improvements	\$13,500.00
c.	Pedestrian and Traffic Signal Design	\$11,000.00
II.	Bidding Assistance (<u>NC 49 and Sims Parkway/Morehead Road</u>)	\$ 5,200.00
III.	Additional Soil Borings	\$ 1,000.00
IV.	Reimbursable Expenses (Allowance)	<u>\$ 7,500.00</u>
		\$43,100.00

V./VI.VII.	Bidding Assistance/Services during Construction/Close Out (Hourly Not to Exceed)*	\$10,000.00
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**Maximum upset shown here will not be exceeded
without written authorization from the town of Harrisburg*

ASSUMPTIONS for (NC 49 and Sims Parkway/Morehead Road project – Tasks I & II)

The following assumptions were made in the preparation of this proposal amendment:

- Curb and curb inlets added on east side of Sims Parkway to southern driveway at Wells Fargo. Relocate sidewalk.
- Curb and curb inlets added on west side of Sims Parkway. Add missing section of sidewalk.
- As-built drawings not required.
- Cross-sections required.
- No changes to the handicapped ramps on other three corners. Only handicapped ramp change is at the southeast corner of the intersection. Only restriping on NC 49 eastern crosswalk and Sims Parkway crosswalk.
- Utility coordination is not included
- Communication cable routing plans are not included
- Temporary design plans are not included

Harrisburg Park Addendum #1

Page |4

We look forward to continue working with the town of Harrisburg on the Harrisburg Park project. Please let us know if you have any questions regarding our proposal amendment.

Respectfully submitted,

Alfred Benesch & Company

A handwritten signature in black ink, appearing to read "Jonathan D. Wood".

Jonathan D. Wood, PLA
Senior Project Manager

A handwritten signature in black ink, appearing to read "Brian J. Canella".

Brian J. Canella, PLA
Senior Associate

cc: Kim Harvey

AGREEMENT AND AUTHORIZATION TO PROCEED WITH THE SCOPE OF WORK INDICATED ABOVE.

Town of Harrisburg

Date