



AGENDA

Tuesday, October 24, 2023: 3:00 PM

Town Council Work Session

**C. Michael Haney Community Room: Southern Pines Police Department
450 W. Pennsylvania Ave**

1. CALL TO ORDER

2. TOWN MANAGER'S COMMENTS

a. Agenda Meeting Note

The Town Council agenda meeting for November has been moved to Wednesday, November 8 due to Election Day. This meeting will take place at 6pm in the Haney Community Room of the Police Station.

3. ACTION ITEMS

a. AIA Grant Project Ordinances

The Town has received \$400,000 in ARPA grant funds from the NC Department of Environmental Quality to complete an asset inventory and assessment for the Town's water and wastewater systems. These ordinances establish the capital project and appropriate the funds for the necessary engineering and administrative services work.

4. COUNCIL UPDATES AND DISCUSSION

a. Discuss 2040 Comprehensive Plan implementation priorities

The goals and policies found in Chapters 5 and 6 of the recently adopted Comprehensive Plan include various projects and initiatives to implement the plan. Planning staff would like to discuss plan implementation with the Town Council and get feedback on priorities for the coming year.

b. Traffic Impact Analysis Review Fees

Staff has initiated the process to amend the UDO to account for the third-party reviews of traffic impact analysis (TIA). The Planning Board reviewed the amendment on October 19 and it will be forwarded to Council for consideration on November 14. Staff is seeking direction from Council on the preferred fee option so that a revision to the fee schedule can also be presented to Council at the November meeting.

5. COUNCIL ROUNDTABLE DISCUSSION

6. CLOSED SESSION

a. Closed session as authorized in N.C.G.S. §143-318.11(a)(6)

Council will conduct the Town Manager's annual review.

7. ADJOURNMENT

Meetings/work sessions of the Southern Pines Town Council are now available on the Town's [YouTube channel](#). Video of the Town Council meetings will be live streamed on the channel for viewing either during the meetings or after they have concluded. Please note, the video is provided only for the purposes of viewing the meetings; public comments or questions are not accepted via the live stream. To receive notifications when new content is published, please "subscribe" to the Town's channel at <https://bit.ly/3hXx2Qk>



ORDINANCE #3011
FY22 WATER ASSET INVENTORY AND ASSESSMENT GRANT
FY22 AMERICAN RESCUE PLAN ACT GRANT
PROJECT # AIA-D-ARP-0062

BE IT ORDAINED AND ESTABLISHED by the Town Council of the Town of Southern Pines, North Carolina, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

Section 1: The Project authorized is the Water System Asset Inventory and Assessment (AIA) project (grant project number AIA-D-ARP-0062) to be to be financed by the federal American Rescue Plan Act (ARPA) grant funds awarded to the Town of Southern Pines by the North Carolina Department of Environmental Quality (DEQ) Division of Water Infrastructure (DWI).

Section 2: The officers of this unit are hereby directed to proceed with the grant project within the terms of the board resolution, grant documents, the rules and regulations of the Division of Water Infrastructure (DWI), and the budget contained herein.

Section 3: The following amounts are appropriated for the project revenues:

ARPA Grant Proceeds	\$ <u>200,000</u>
Total	\$ <u>200,000</u>

Section 4: The following amounts are appropriated for the project expenses:

Engineering and Administration Services	\$ <u>200,000</u>
Total	\$ <u>200,000</u>

Section 5: The finance officer is hereby directed to maintain within the AIA Asset Grant Project Fund, CPF 25-400-7000, Grant Expenditures – Water, sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations.

Section 6: Funds may be advanced from the Water Upgrade Fund, CPF72, Construction - Water for the purpose of making payments as due. Reimbursement requests should be made to the State grantor agency in an orderly and timely manner. Compliance with all federal and state procurement regulations is required.

Section 7: The Finance officer is directed to report, on a quarterly basis, on the financial status of each project element in section 4 and on the total grant revenues received or claimed.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this board.

Section 9: The Town Manager, Assistant Town Managers, Town Engineer, and Finance Director are authorized to execute any documents necessary for the execution of this project.

Section 10: Copies of this grant project ordinance shall be furnished to the Town Clerk, the Budget Officer, and the Finance Officer for direction in carrying out this project.

Adopted this the 24th day of October 2023.

I certify that this Ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting on October 24, 2023, at shown in the minutes of the Town Council meeting for that date.

Elizabeth Robertson, Town Clerk



ORDINANCE #3012
FY22 WASTEWATER ASSET INVENTORY AND ASSESSMENT GRANT
FY22 AMERICAN RESCUE PLAN ACT GRANT
PROJECT # AIA-W-ARP-0063

BE IT ORDAINED AND ESTABLISHED by the Town Council of the Town of Southern Pines, North Carolina, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

Section 1: The Project authorized is the Wastewater System Asset Inventory and Assessment (AIA) project (grant project number AIA-W-ARP-0063) to be to be financed by the federal American Rescue Plan Act (ARPA) grant funds awarded to the Town of Southern Pines by the North Carolina Department of Environmental Quality (DEQ) Division of Water Infrastructure (DWI).

Section 2: The officers of this unit are hereby directed to proceed with the grant project within the terms of the board resolution, grant documents, the rules and regulations of the Division of Water Infrastructure (DWI), and the budget contained herein.

Section 3: The following amounts are appropriated for the project revenues:

ARPA Grant Proceeds	\$ <u>200,000</u>
Total	\$ <u>200,000</u>

Section 4: The following amounts are appropriated for the project expenses:

Engineering and Administration Services	\$ <u>200,000</u>
Total	\$ <u>200,000</u>

Section 5: The finance officer is hereby directed to maintain within the AIA Asset Grant Project Fund, CPF 25-400-7500, Grant Expenditures – Sewer, sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations.

Section 6: Funds may be advanced from the Sewer Upgrade Fund, CPF72, Construction - Sewer for the purpose of making payments as due. Reimbursement requests should be made to the State grantor agency in an orderly and timely manner. Compliance with all federal and state procurement regulations is required.

Section 7: The Finance officer is directed to report, on a quarterly basis, on the financial status of each project element in section 4 and on the total grant revenues received or claimed.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this board.

Section 9: The Town Manager, Assistant Town Managers, Town Engineer, and Finance Director are authorized to execute any documents necessary for the execution of this project.

Section 10: Copies of this grant project ordinance shall be furnished to the Town Clerk, the Budget Officer, and the Finance Officer for direction in carrying out this project.

Adopted this the 24th day of October 2023.

I certify that this Ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting on October 24, 2023, at shown in the minutes of the Town Council meeting for that date.

Elizabeth Robertson, Town Clerk

Work Session Agenda Item

To: Reagan Parsons, Town Manager
From: BJ Grieve, Planning Director
Subject: 2040 Comprehensive Plan Implementation
Date: October 24, 2023

I. SUMMARY:

On September 12, 2023 the Town of Southern Pines adopted a new Comprehensive Plan (Plan). Chapter 5 of the Plan contains many goals and policies for implementing the Plan's vision for future growth and development. However, the Plan (like most plans) is aspirational and contains more projects than can be achieved all at once. Chapter 6 prioritizes implementation work and lists all goals and policies and prioritizes work based on Short-Term (0 to 3 Years), Mid-Term (4 to 8 Years), and Long-Term (8 to 17 Years) timeframes.

As the Plan was being completed and adopted, the Planning staff were already starting the process of carefully determining what projects in the Short-Term timeframe would be most appropriate to start work on implementing the Plan. Planning staff would like to present to the Town Council a summary of current staff capabilities and constraints and a proposed list of projects that will be undertaken during the first six months of Plan implementation.

Planning staff presented the same information to the Planning Board on October 19th and received favorable feedback and enthusiastic offers of support and assistance from the Board.

II. TOWN COUNCIL ACTION:

No action necessary. Money for initial Plan implementation was approved in the current fiscal year budget and Planning staff will review how that resource is being used so far. Planning staff welcomes all comments, questions, and guidance from Town Council during discussion.

Agenda Item

To: Reagan Parsons, Town Manager
From: James Michel, PE, Town Engineer
Subject: Fees for Third Party TIA Reviews
Date: October 18, 2023

I. SUMMARY:

Council asked staff to investigate utilizing a third-party engineering firm to assist with the review of traffic impact analysis (TIA). Staff has engaged MS Consultants to perform a test case review to help understand how the process would work and get an idea of what a typical cost for a review would be. With input from MS we have determined that the average cost of a TIA review is estimated at \$6,000. Staff has identified three options for recovering the cost of the reviews.

1. Lump Sum Option

- a. To cover the cost of an average review a lump sum fee of \$6,000 would need to be charged to the applicant. The lump sum option has some risk in that the complexity of the TIA could lead to a higher review cost and the Town having to cover the additional cost. Then inverse can also occur in that the TIA is a relatively simple one with only a couple of intersections being studied. In this case the cost would be in excess of the actual cost to the Town. This is the case with many Town fees in that the aggregate of the fees covers the cost of the work.
- b. This option could be further broken down in sub-options where the Town would not charge the full \$6,000 with the understanding that the Town is covering a portion of the cost.

2. Actual Cost Option – Scoping Meeting Fee

- a. For the actual cost method, there would be an upfront \$1,250 base fee to cover the cost of the consultant attending a scoping meeting. Based on the result of the scoping meeting, the consultant can prepare a fee estimate based on the actual number of intersections and accounting for the complexity of the review on a case by case basis. It is anticipated that a normal range would be between \$3,000 and \$7,000, exclusive of the scoping fee, depending on the complexity of the TIA. This fee would then charged to the applicant. This would be the best way for the applicants to only have to pay for their specific needs, but it does introduce variability to the process in that the applicant would not know what his fee would be upfront. This process would also require some additional staff time to prepare invoices and collect fees.
- b. Like the lump sum option, this option can also be broken out into sub-options where the Town only charges a portion of the fees to the applicants.

3. No Cost Option

- a. Under this option, the Town would absorb the full cost of the TIA reviews and not charge any additional fees to applicants.

II. TOWN COUNCIL ACTION:

The process to amend the UDO to account for the third-party reviews has started and will be before the planning board in October. If approved they will be in front of Council in November. Staff is seeking direction from Council on the preferred fee option so that a revision to the fee schedule can also be presented to Council at the November meeting.