



**MINUTES
CITY OF TRINITY
INFRASTRUCTURE
AUGUST 3, 2015**

Members Present: Vice Chairman, Andrew Davis; **Committee members:** Deborah George-Thompson, Michael Kirkman, and Ambrose Rush.

Absent: Council Liaison, Debbie Frazier

Others Present: Mayor, Jesse Hill; Council member, Jack Carico; Stormwater Administrator / Public Works Utilities Director, Rich Baker; City Manager, Debbie Hinson; Assistant City Clerk, Annette de Ruyter; Deputy; Eric Wilson and other interested parties.

1. Call to Order

Vice Chairman Davis called the Meeting to order at 6:00 pm

2. Pledge of Allegiance

Vice Chairman Davis led the Pledge of Allegiance

3. Invocation

Mayor Jesse Hill gave the Invocation

4. Review, Amend if needed, and Approve Agenda.

Vice Chair Davis asked Board members to review, amend and approve the Agenda.

Board member Kirkman made a motion to approve the Agenda as written. The motion was seconded by Board member Thompson and approved unanimously with a vote of 4-0.

New Business

5. Approve June 1, 2015 Minutes

Board member Kirkman made a motion to approve the Minutes as written. The motion was seconded by Board member Davis and approved unanimously with a vote of 4-0.

6. Review and Discussion on the Streetlight policy

Public Works Director Rich Baker opened the discussion by advising members that Council had asked that the Infrastructure Board review this policy and make recommendations on anything that you may want to change. At your last meeting you did review this Policy, however discussion for that meeting was for a recommendation regarding the moratorium that was placed on streetlight installation. This review is for the board to make changes or recommendations on any other part of this Policy that you would like to change.

Evaluation

When a petition is received in the office, The Planner and I sit down and review the petition to make sure it falls into a neighborhood type setting. We also check the petition to make sure that every person there is not a renter and that they actually own the property. The petition has to be approved by at least 75% or more of the property owners to be considered.

The petition then goes to the Council for their approval. If approved, the city works with Duke Energy. If the street is a state owned street, the State of North Carolina looks at the plans. Once the evaluation process is done, then we complete a map for Duke Energy. They review the map and send an engineer here who indicates on the map as to how many street lights are needed according to location. Duke Energy sets the distances between lighting locations, not the City. That plan then goes to the State of NC and the North Carolina Department of Transportation. If they approve the plan with no changes, the plan is returned to Duke Energy. Duke Energy then notifies the city.

Board members discussed the estimates included in the packet regarding installation costs and electrical costs for future projects as well as current charges in comparison to the amount of current revenue collections and expenditures of these funds for current lighting.

Mr. Baker and Manager Hinson explained how the franchise tax was distributed and how excess funds were used in the General Fund. Manager Hinson explained that any excess funds were not restricted and could be used for other general fund expenditures if needed. Any general fund revenues not expended at the end of the annual budget reverts to the General Fund Balance.

A motion was made by Board member Kirkman for Council to consider establishing an escrow account for franchise tax surplus funds to be utilized for streetlights. The motion was seconded by Board member Thompson and approved unanimously with a vote of 4 ayes and 0 nays with no members absent.

Mr. Baker asked if there are any other issues with the policy, the percentages, or the language included in the Policy.

After a discussion among Board members regarding the percentage and prior conversation concerning the percentage required in the policy, Chair Davis suggested that the Board consider decreasing the amount to 67%. Board members were not in favor of lowering the percentage but were in favor of leaving the 75% percentage currently needed to file a petition.

Board member Thompson made a motion to keep 75 % in the policy as is. The motion was seconded by Board member Kirkman and approved unanimously with a vote of 4 ayes and 0 nays.

7. Review Existing Approved Neighborhood Streetlight Installation Order

Public Works Director Rich Baker reviewed the Project Order List included in the packet. (Attachment A). He advised members that the following projects had been completed.

Completed Projects

Trinity West Subdivision
I-85 at Finch Farm Road on Finch Farm Road (1 side)
I-85 and Hopewell Church Road (1 side)
Meadowbrook Road (entire length)
Fairview Church Road (entire length)

Approved by Council but not Completed due to Moratorium

Trinity Road (entire length)
Merle/Collins
Lakewood Subdivision
Ronnedale Road (entire length)
Grey Oaks and Darr Road

Mr. Baker asked Board members if they wished to propose any changes the order of the uncompleted projects.

Board member Rush was concerned about the cost of doing two roads, Grey Oaks and Darr Road at two different times, and asked it if would reduce cost if they done these two roads at the same time.

There was discussion between Mr. Baker and Board members regarding the criteria used to establish this priority list.

Public Works Director Rich Baker replied that the priority list was established quite some time ago. Prior Council felt the City should complete main thoroughfares and interchanges in anticipation of commercial growth.

Further discussion ensued concerning the length of time projected to complete these projects. Mr. Baker informed members that these projects could take up to four (4) years to complete. The length of time depends on Duke Energy's schedule and the North Carolina Department of Transportation.

It was Board member Kirkman's feelings any major thoroughfare should be ranked higher in priority than subdivision roads.

Mr. Baker commented that should the board wish to make that recommendation he would forward the same to the Council. Council wanted this Board to review this policy and to make recommendations where you felt changes might be needed.

A motion was made by Board member Kirkman to make the following changes to Streetlight Installation Order.

Trinity Road (entire length)
Ronnedale Road (entire length)
Merle/Collins
Lakewood Subdivision
Grey Oaks and Darr Road

The motion was seconded by Board member Thompson and approved unanimously by a vote of 4 ayes and 0 nays.

8. Discussion of Improvements to Dawn Acres Drive

Public Works Director Rich Baker discussed problems brought to his attention concerning the manholes located on Dawn Acres Drive as well as unfinished work when sewer installation occurred as referenced in the easement agreement.

There was further discussion between Mr. Baker and Board members regarding repairs that may be needed, and the estimated costs to make the repairs.

Mr. Baker discussed various means of repair and associated costs. He suggested the City explore with Council the possibility of taking this street into the city system in the future. However, in the meantime the city will be making repairs as needed to their manholes located in this area.

Board member Kirkman made a motion to accept the recommendation presented by Mr. Baker to Council that were needed to make the needed repairs properly. The motion was seconded by Board Chair Davis and approved unanimously by a vote of 4 ayes and 0 nays.

Old Business

None

Closing Comments

9. Comments from the Board

None

10. Comments from Staff

None

11. Adjournment

With no other business to discuss, ***Board member Kirkman made a motion to adjourn the August 03, 2015 Infrastructure Meeting at 6:30 pm. The motion was seconded by Chair Davis and approved unanimously by a vote of 4 ayes and 0 nays.***