

**TOWN OF WALKERTOWN
SPECIAL CALLED WORKSHOP MEETING
6:00 P.M. @ TOWN HALL
JANUARY 14, 2010
MINUTES**

ITEMS CAN BE RE-ARRANGED BY ORDER OF PREFERENCE:

1. KEVIN BRAY – DISCUSSION OF STREET LIGHTS IN HIGH KNOLLS

Mr. Bray stated he was happy with the outcome of the street lights and provided a map of High Knolls showing sub-outs for standard lights and decorative lights. He thanked the town staff and Mr. Slater for their help. He was advised that to relocate the current lights (three) would cost \$800 each but to put in a new light would cost \$500. To remove the three lights and replace with standard would be \$150 each per the contract but on a sliding scale, in four to five months would cost nothing. The town will check on the contract to see if and when it would diminish to zero – and lights will be put in Phase

2. PLANNING BOARD RECOMMENDATIONS
APPLICATIONS FOR APPOINTMENT TO PLANNING BOARD
NEED AT LEAST TWO MEMBERS AS ALTERNATES

- (Brenda Mabe, Wendy Dudley, Jennie Morris, and Molly Bovender apps).

The Planning Board needs alternates and we have received four applications. The Council members recommended appointing three alternates. **Wayne Hester suggested appointing Jenny Morris, Molly Bovender, and Wendy Dudley.** All Council members agreed to this recommendation.

The three appointments will be made at the January 28th council meeting.

3. STREET LIGHT POLICY

The town proposes a street light policy to standardize requests and provide more consistency in this area. The attached policy was gleaned from Winston-Salem's policy as well as others. Council requested an addition to the policy as such: "**Council has discretion on final decision.**"

4. KERNERSVILLE NEWS ARTICLE REF: FISCAL HEALTH OF WALKERTOWN

Peggy Leight suggested updating the Kernersville News with an article detailing where Walkertown's money is coming from; how it's allocated; and what we are doing with it. Brie Handgraaf, sitting in as reporter for the News happily supported this suggestion and Council will answer questions from the reporter.

5. WALKERTOWN HISTORICAL SOCIETY –

- UPDATE ON HOUSE
- LEGALITY OF DONATING HOUSE

Since the acquirement of the house at 3058 Church Street and the notice that it will be used by the Walkertown Area Historical Society, questions have arisen as to the proper use of it. Mayor Davis assured everyone that the house is owned by the town and that he has every assurance that we will have an arrangement with the Historical Society for their use of the property. We currently pay the utilities on the house in order for the Society to have a place to store and archive historical items and papers. At this time,

Mayor Davis stated, it is not to be used for meetings. **Mayor Davis asked and the Council consented to paying the utilities at 3058 Church Street until such time as the Historical Society can pay.** We will work on the legalities soon.

6. CENSUS UPDATE

It appears that Lynn Ruscher in Winston-Salem is in the process of working on our census information. She is doing the work for most towns in Forsyth County. There is an update meeting scheduled for January 21st at 2:00 at town hall.

It was suggested that information about the Census Bureau job search be put on the town's website.

7. SIDEWALK UPDATE –

- WHAT POLES ARE BEING MOVED FOR MAIN STREET?
- PROGRESS INCLUDING REPAIR WORK
- PRIORITIZE FUTURE PROJECTS

No poles are being moved on Main Street. We are in the process of getting bids to do repair work on Main Street where the sidewalks were previously damaged by the phone company. There are approximately 26 places needing repair – cracks or nips or chips on this sidewalk.

Future sidewalk projects were discussed and discussion also included possible other sidewalk projects.

8. TURN LANE – MAIN STREET NORTH TURN ONTO HARLEY DRIVE

Mayor Davis requested looking into a turn lane on Main Street North onto Harley Drive – which was backed by the council. Traffic can come to a complete stop at this “intersection” from one car trying to turn from Main Street on to Harley. It was suggested asking the Post Office to close the entrance/exit on Main Street. It was also suggested to install a “Round-A-Bout”.

This topic also generated discussion about turning Main Street from NC-66 to Harley back into a “town maintained” street rather than DOT maintained. If this is done, we could stop truck traffic from traveling on this stretch of road.

Town Staff will look into all issues concerned.

9. TRUCK – CONSIDERATION FOR A 1-TON DUMP (4-WHEEL DRIVE)

Mayor Davis stated that the town does not have the proper equipment to remove snow. He suggested we needed a 1-ton, 4-wheel drive, Dodge diesel dump truck to use mainly for snow removal, but can be used for other things as well. He figured a good used one would run from \$10,000 to \$12,000. **Council agreed to looking into this suggestion.**

10. TOWN CENTER PARK UPDATE

Town Staff is proceeding with application to send to Council at January meeting to apply for a PARTF grant. Manager made a small presentation to the Festival Committee at its meeting January 11th.

11. DISTRESSED PROPERTY UPDATE

Shell Station has been painted and doors replaced. Owner at Leake and Linville has attempted to show progress by tearing down the back part of house but that's the extent

of their progress. Suggested was an inventory of distressed properties to be presented to the Council at a future date.

12. PLASTIC CONTAINER RECYCLE CENTER UPDATE

Since the State has passed a recycling law, Mayor Davis felt we need to give citizens an option for disposal of their recyclables. He suggested a large container to put at different places. **Town Staff will check on cost for a large container for recycling.**

13. FIRE DEPARTMENT BUDGET UPDATE

Fire Chief Wesley Hutchins is to send out a letter to each Fire Department in the area asking for budget information.

14. WICKENHAM PARK PROJECT UPDATE

Contractor is finishing up the concession stand – in two weeks, it should be ready for final review and should be ready to open soon.

Mayor Davis stated they did get the price reduced on the water hydrant.

15. FALL FESTIVAL UPDATE

Committee meeting was held Monday, January 11th. Randy Mendenhall, chairman, said it is a slow moving process – just waiting on vendors to sign up. He has a meeting set with Tom Lane on Saturday to check out electric poles. It would cost approximately \$750 per pole to install electric meter/box/etc.

Committee voted to have t-shirts and hats with logo. Entertainment, we have one signed up already. A 5-K run was mentioned, but not decided upon. We will have two stages.

Next meeting is February 11th at 4:00 p.m. at town hall. Open meeting.

16. NO TRUCKS ON MAIN STREET BETWEEN NC-66 AND HARLEY DRIVE

Since Main Street is DOT maintained, we would need to petition DOT for stopping trucks. Another suggestion is to petition DOT to return Main Street to town maintained, and put up a “*NO THROUGH TRUCKS*” sign.

17. PRIORITIES TO DISCUSS

Mr. Hester said his issue was distressed properties.

Ms. Leight said hers was closing up do-nut holes. They should be closed up even if involuntarily. We need to formulate plan to close up do-nut holes! Suggestion: annex only the road but no property – that way, you’d pick up the zoning authority over the area – would not receive property taxes, however.

Check on annexing proposed interchange on 158.

Interchange on Mountain Street – there will not be one there due to cost of moving railroad tracks.

At 8:23 p.m. on motion by Wayne Hester, seconded by Randy Mendenhall, the meeting adjourned.

Submitted by:

**Lynn McKinnie
Town Clerk**

ATTACHMENT

Walkertown Street Lighting Policy

The general purpose of the Walkertown Street Lighting Program is to improve visibility for travel along the Walkertown street system. The system includes sidewalks, traffic signs/markings, and the physical features of the roadway.

Residents may request streetlights be installed on streets that are part of the Town of Walkertown municipal street system.

The standard installation includes a high pressure sodium fixture mounted on a wooden utility pole. If other streetlights are present on the street or in the neighborhood, the addition of an individual light must be of the same type as those existing.

The streetlight is typically placed on the property line between each home.

To start the process, simply complete the streetlight request/petition form and return it to Walkertown Town Hall, at the address provided.

Once the required petition process has been completed and reviewed by Town staff, the Town of Walkertown will authorize Duke Energy to install the light and the Town will pay for the power to operate it.

Streetlight placement is based on standards established by Duke Energy, however the Town of Walkertown retains exclusive authority to determine final placement of all streetlights.

Request/Petition Process

The installation of streetlights involves a simple process. Specify the location for the requested streetlights on the attached form and site drawing. Obtain a signature from each property owner within 75' of the proposed streetlight locations. All properties within 75' of the proposed streetlight location must be located within the Town of Walkertown town limits. This usually includes the next door neighbor and the properties directly across the street from the proposed streetlight location. When the completed form is returned and reviewed by Town staff, the town will authorize Duke Energy to schedule the installation if the proposed location meets all requirements for street light installation.

Private items in the right-of-way, such as sprinkler systems, invisible fencing, cables, wires, pvc conduits, household water lines, etc. are NOT the responsibility of Duke Energy or the Town of Walkertown. It is recommended that such items be removed from right-of-way. At a minimum, they should be flagged or otherwise marked so that they may be avoided.

Requesting Decorative Lighting

Below are the guidelines for requesting decorative street lighting for subdivisions within the Town:

1. The developer and/or homeowners make the initial request for decorative streetlighting.
2. The Town requests a copy of the Homeowners Associations' Articles of Incorporation and Restrictive Covenants. (NOTE: If a Homeowners Association has not been formed, an Association must be established prior to any agreement with the town for decorative lights.)
3. Decorative streetlighting fixtures and pole choices are given to the Association/ Developer for review. Both the Town and Duke Energy can attend any meetings requested by the Association/Developer to discuss options, procedures, etc. Upon choosing a fixture, maps depicting lighting locations for both decorative and standard systems are prepared and a preliminary cost estimate. The Association/Developer is given the opportunity to provide input on the locations of the streetlights; however, the spacing requirements set by Duke Energy and the Town of Walkertown will be followed.
4. The Town's Attorney reviews the Associations documents for wording that gives the Association the power to assess each homeowner for the payment of the decorative lighting system. (One hundred percent (100%) of the homeowners must be members of the Association.)
5. The Association/Developer makes its final decision to have decorative lighting.
6. A written request is sent to Duke Energy for a written cost quote including but not limited to:
Decorative adder charge,
Initial cost to install the decorative system,
"Early Out" charge for removal of existing streetlighting system if one exists.
7. The town forwards this written quote and the length of the contract period to the Association/Developer.
8. The Association/Developer sends a letter of intent to the town stating its desire to have decorative streetlights and its understanding that the decorative adder/installation charges must be paid up-front before the streetlighting can be installed by Duke Energy.
9. The Council Action Request and Resolution and the Letter of Intent is sent to Town Council for approval to enter into an agreement between the town and the Homeowners Association/Developer. Upon approval of Town Council, the Association/Developer signs the agreement to pay the cost difference between the standard streetlight system and the decorative system as well as any other charges associated with the installation and/or removal in the development.
10. Duke Energy sends the Association/Developer the invoice for the up-front charges.
11. The Association/Developer pays Duke Energy directly for the up-front charges. The Town issues a work order to Duke Energy after the agreement has been executed between the town and the Homeowners Association/Developer.
12. The town invoices the Association/Developer annually for any electrical cost difference between decorative and standard streetlighting, as well as any administrative cost for the term of the contract period. The first invoice is issued one year after the system is installed.

**TOWN OF WALKERTOWN
STREET LIGHT REQUEST FORM**

Date: _____

Name: _____

Address: _____ Telephone: _____

Reason for Street Light Request: _____

Exact location of street light requested (Street Address): _____

Pole numbers on existing poles: _____

Lead Petitioner Name: _____

Property Owner: _____ Address: _____

Telephone: _____ **Signature:** _____

IN FAVOR OF STREET LIGHT: AGAINST STREET LIGHT

Property Owner: _____ Address: _____

Telephone: _____ **Signature:** _____

IN FAVOR OF STREET LIGHT: AGAINST STREET LIGHT

Property Owner: _____ Address: _____

Telephone: _____ **Signature:** _____

IN FAVOR OF STREET LIGHT: AGAINST STREET LIGHT

Property Owner: _____ Address: _____

Telephone: _____ **Signature:** _____

IN FAVOR OF STREET LIGHT: AGAINST STREET LIGHT

Return Completed Form To:
Town of Walkertown
P.O. Box 39
5177 Main Street
Walkertown, NC 27051

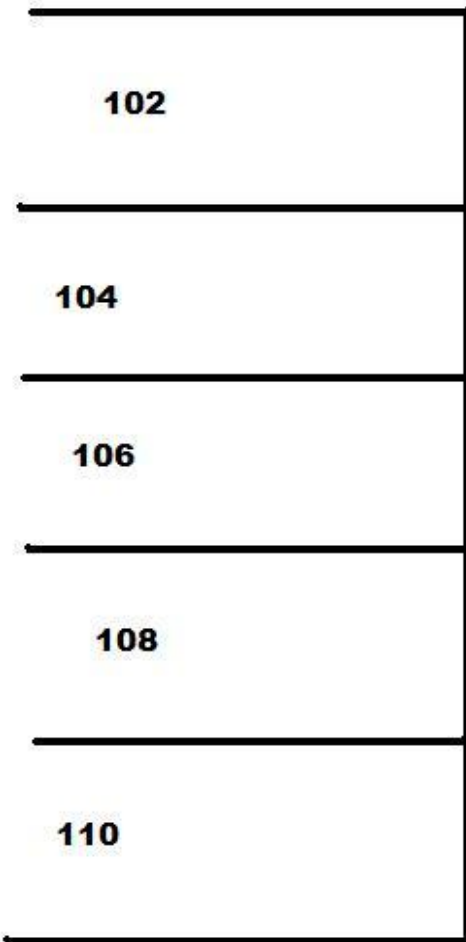
**TOWN OF WALKERTOWN
STREET LIGHT REQUEST FORM
-SITE DRAWING-
-SAMPLE-**

Street Name

Lola Street



INDICATE NORTH



102

104

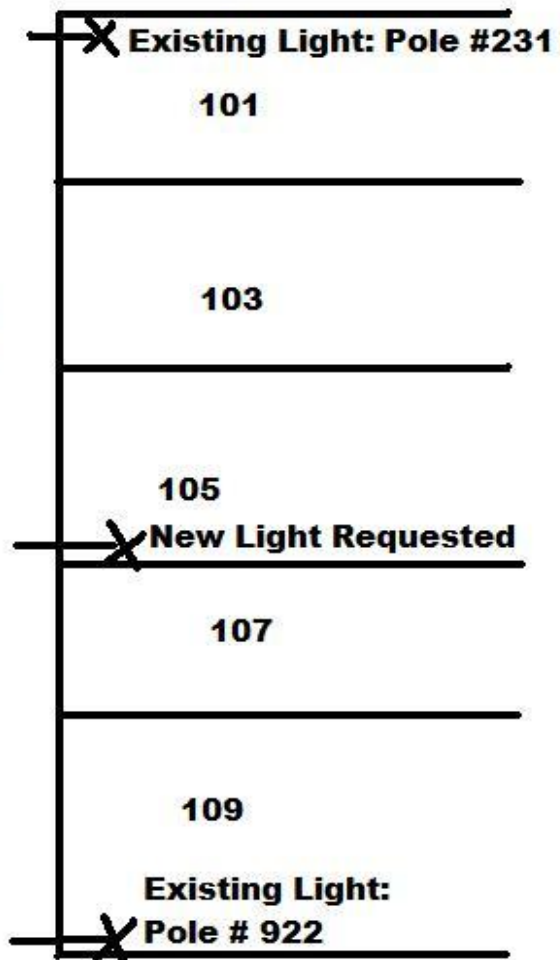
106

108

110

Dune Street

Street Name



X Existing Light: Pole #231

101

103

105

X New Light Requested

107

109

Existing Light:

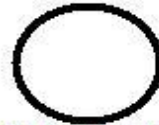
X Pole # 922

Flower Street

Street Name

**TOWN OF WALKERTOWN
STREET LIGHT REQUEST FORM
-SITE DRAWING-**

Street Name



INDICATE NORTH

Street Name

Street Name

