

October 10, 2011

### **Board of Commissioner's Work Session Minutes**

The Wendell Town Board of Commissioners held a Work Session following the regularly scheduled meeting on Monday, October 10, 2011 at 8:20 p.m. in the Wendell Commissioner's Meeting Room with Mayor J. Harold Broadwell, II, presiding. Also present were Commissioners Carol Hinnant, Sid Baynes; Christie Adams; Ira Fuller; Virginia Gray; Town Manager Teresa Piner; Lieutenant Bobby Langston; Attorney Jim Cauley; Planners Stacy Griffin and David Bergmark; Parks and Recreation Director Brinkley Wagstaff, and Town Clerk Jonnie Driver.

#### **Item 1 – Review of Contract with McKim and Creed Engineers**

Manager Piner said the contract with McKim and Creed Engineers expired in June of 2011 and that the town had not been on contract with an engineering firm, it is on an as needed basis and no minimum monthly retainer fee will be paid by the town unless services are rendered.

Mrs. Piner stated contracts for projects such as Rural Business Enterprise Grant (RBEG) and Safe Routes to School (SRTS), will be entered into on a project by project basis and the contract would have to be approved separately by the Town Board.

Attorney Cauley said he had reviewed the contract as he had done in the past, and he had some revisions he would be recommending that did not show up in the version that McKim and Creed sent. He said there were about six things he would be asking McKim and Creed to change and that in the past they had been agreeable to the changes.

It was the consensus of the board to place this item on the October 24<sup>th</sup> Agenda for discussion and possible action.

#### **Item 2 – Report on NCDOT Bicycle and Pedestrian Grant availability**

Manager Piner said the NC Department of Transportation had encouraged all municipalities to apply for a bicycle or pedestrian planning grant which the town did in 2005 and 2010; however, it was not funded.

Mrs. Piner stated plans may be developed by consultants or by a combination of both municipal staff and consultants. She stated a full-time permanent employee of the municipality must be assigned as project manager to oversee/coordinate the plan development. She further stated a task force/steering committee must also be formed to oversee development of the plan.

Mrs. Piner said the estimated cost of the bicycle and pedestrian plan was between \$25,000 and \$31,000 with Wendell's share being up to \$6,200 and that Powell Bill funds could not be used for the local match.

Commissioner Fuller made a motion to put this item on the agenda for October 24, 2011.

The vote was unanimous.

Commissioner Fuller made a motion to adjourn the Work Session at 8:30. The vote was unanimous.

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J. Harold Broadwell, II, Mayor

Attest:

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Jonnie S. Driver, Town Clerk