

**TOWN OF WENDELL
BOARD OF COMMISSIONER WORK SESSION MEETING MINUTES
FEBRUARY 27, 2017**

The Wendell Town Board of Commissioners held a work session meeting on Monday, February 27, 2017, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: John Boyette, Ben Carroll, and Jason Joyner.

ABSENT: Commissioner David Myrick

STAFF PRESENT: Town Manger Teresa Piner, Special Assistant to the Manger-Town Clerk Sherry Scoggins, Finance Director Butch Kay, IT Administrator Tamah Hughes, Parks & Recreation Director Jeff Polaski, Public Works Director Alton Bryant, and Police Chief Bill Carter.

1. MEETING CALLED TO ORDER

Mayor Gray called the meeting to order at 5:35 p.m.

2. FY 2018 BUDGET PRESENTATIONS

Overview: Finance Director Butch Kay, Manager Teresa Piner - 2 minutes

Town Manager Teresa Piner stated the February 23, 2017, work session was a discussion on processes and policy. Tonight is an opportunity to make the Board aware of items that are new, changes that are needed and to make the Board familiar with upcoming projects. The Board has the opportunity to edit the C.I.P. so that it is reflective of the Board's direction.

SPEAKER: Planning Director David Bergmark – 10 min

Town Manager Piner stated the planning department is in a meeting in Greensboro and she will present on behalf of the planning department.

Town Manager Piner provided the following overview for the Planning Department:

- 1. Small Area Corridor Guide for Wendell Falls Parkway** **\$85,000**
At previous Board Retreats we discussed the need for proper land use and transportation planning along Wendell Falls Parkway (between Wendell Falls and downtown). The Town's Transportation Plan has been adopted. However, this plan does not address any land use concerns and our Future Land Use plan is dated to the point of not being useful. As the Town continues to grow, it needs to decide what types of land uses are desirable, and what the impact would be of different land uses on that corridor (in order to guide rezoning decisions). We also need to consider what types of standards or policies we might want to adopt to try to achieve the vision for this area. This plan would solicit public input in order to create a shared vision for this area and address desirable land uses, access management, bicycle and greenway facilities, required amendments to the UDO, and preferred zoning standards and tools to implement the vision. This price includes \$3000 for advertising.

2. **Wayfinding Signage** **\$100,000**
To include fabrication and installation of approximately 17 auto-oriented wayfinding signs and 1 pedestrian wayfinding sign. The price listed is based on a cost estimate provided by Broach Custom signs, with a fabrication cost of \$4500 per auto-wayfinding sign. Additional funding beyond the fabrication price is included to cover potential sign easement purchases. This item assumes all design fees were paid for in FY2017. Staff is having the design work prepared now and has begun communication with NCDOT. It took Knightdale and Garner over a year to get approved by DOT, so it is possible that this item would not be able to be funded in FY17-18. Knightdale spent \$150,000 on their recently installed wayfinding signs.
3. **New Truck for Code Compliance Officer**
Daryl is currently using a sedan with approximately 94,000 miles on the odometer and has had a number of recent and upcoming repair needs. Recent repairs made to the vehicle include AC work (\$460), new strobe lights (\$145), and tire repairs (\$60 – 4 \$15 plugs). The tires are in poor shape and will require replacement in the near future. Brake pads are in need of replacement (\$600). The requested vehicle would include necessary additions to be functional for the code compliance officer (computer stand, power inverter, lights, emblems, spray liner. In addition to being more reliable, a truck would better fit the code enforcement officers' duties, which requires him to transport and store larger quantities of dirty material, such as measurement wheels, temporary signs pulled from property, Wendell event signs posted by the town, etc.
4. **POTENTIAL LAPP Projects:** *(Hold – Commissioner Joyner - 2 months at 2-13-17 meeting to explore funding options).*
 - A. **U5323 Intersection Improvements – previously discussed**
 - a. *Design \$300,000 Town Funds – No Grant*
 - b. *Road Improvement, 5-6 million, 80% reimbursed*
 - B. **Intersection Improvements – Wendell Blvd & Wendell Falls Pkwy** **\$37,000**
 - *This project includes signalizing the intersection, closing off Wall Street, new signage, and adding a left turn lane on Wendell Blvd. The Town would perform design and NEPA work on its own, following approval by CAMPO for ROW acquisition and Construction. If the town chose to pursue this, the Town would submit the LAPP project in October of 2017. The Town would know in February of 2018 if CAMPO approved ROW and Construction costs. If approved, the Town could then move forward with design/NEPA costs on its own with assurances of CAMPO funds for the other phases. If approved, CAMPO would reimburse up to 80% of the ROW/construction costs to be paid in FY 2019 and FY 2020 (~\$155,000 combined). If CAMPO did not approve the Town's LAPP project for ROW and Construction, the \$37,000 figure for FY17-18 would not have to be incurred by the Town. If the Town prioritizes another LAPP project (such as the U5323 project) over this project, this item should be removed.*
 - ***If the Town wishes to pursue the U5323 project with LAPP funds, it would not want to pursue this project first, as the Town receives credit for not having any LAPP projects funded recently.***

Commissioner Joyner questioned if the wayfinding could be split over budget cycles. Town Manager Piner stated that is an option. She added the most expensive piece is the set-up fees.

SPEAKER: IT Administrator Tamah Hughes – 10 min

IT Administrator Tamah Hughes provided the following overview for IT:

Hardware/Capital

- **New computers** – 20, last purchase of rotation was in June of 2014 of 11 desktops and 3 laptops. 2015 Police bought 5 laptops with the car purchases and new positions. 2016 1 new computer for new position.
- **New server** – 1 with virtual capabilities and enterprise licensing, we currently have 3 servers, ranging from 2009 to 2012 purchase dates.
- **Weather Camera** – currently working in house, working with consultants to create an external presence and make it available to news sites (WRAL, EWTN, etc.)
- **Wi-Fi expansion** – Parks and Recreation
- **Backup system** – just upgraded to newer system February 2017, implementation March 2017, took advantage of Unitrends promotion to accomplish with small increase in annual cost.
- **SAN / NAS**– Storage Area Network – Network attached storage – not currently available, planned for future
- **Phone system** – no current plans for expansion
- **Barracuda Message Archiver** – purchased in 2010, needs replacement in the near future, currently working fine with purchasing updates annually.
- **Barracuda Spam Filter** – purchased in 2010, needs replacement in the near future, currently working fine with purchasing updates annually.
- **Barracuda Web Filter** – purchased in 2010, needs review with possible replacement, currently working fine with purchasing updates annually. MX-80 currently performs some of these functions and an evaluation would need to be performed before replacement.
- **MX80 Security Appliance** – replaced Cisco ASA firewall in 2015, currently working well. Evaluation for future needs.

Information system needs

- **Network Security Review** – an evaluation is recommended and fortifying system is expected, will be moved to capital costs for purchases.
- **File Share** – investigating solutions for better file sharing and access. Currently have some funds in the budget for this year.
- **Microsoft Office suite upgrade** currently have license for 35 users, need to increase to become compliant with new users and also upgrade to newer version
- **Server room security** - ability to secure door with limited personnel access
- **Disaster Recover site** – not currently available, planned for future
- **Fiber connections** – currently the satellite buildings are experiencing some bottlenecking of traffic, particularly the Police Department in the afternoon have experienced repeated degradation

Mayor Pro Tem Lutz questioned what Message Archive is. IT Administrator Hughes stated this keeps a copy of the emails that are created and received and keeps the Town in compliance with the public records law.

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Commissioner Carroll questioned the goal for the weather camera. IT Administrator Hughes stated to get it on-line and have it placed downtown. She stated this could also allow the community to view Wendell's Downtown on the Town's website.

Mayor Gray questioned the option to lease computers and copiers. IT Administrator Hughes stated she would evaluate costs for leasing, buying and virtual computers for Town use.

Commissioner Joyner questioned the Town's current back-up. IT Administrator Hughes stated there is a back-up on site immediately, hard drive to take off site for archival, and access to cloud storage for the exchange server and can immediately keep our email running.

Commissioner Joyner questioned what is off site. IT Administrator Hughes stated if a storm is approaching, the back-up is taken off site.

SPEAKER: Parks & Recreation Director Jeff Polaski – 10 min

Parks & Recreation Director Jeff Polaski provided the following overview for the Parks & Recreation Department:

10-620-0200 – Part-Time Salaries/Wages - Addition of a part time maintenance position – This position would be to help with outdoor maintenance during the busy season from March – October (960 hours for the 8 months)

10-620-1500 – Maintenance to Buildings and Grounds - Park improvement amenities such as charcoal grills and shade structures for the new park.

10-620-1600 – Maintenance and Repairs to Equipment – Repairs to Kioti backhoe (hydraulic system).

10-620-1800 – Utilities – Water - Increase in water usage do to the irrigation on the new multipurpose field.

10-620-5700 – Special Events – Harvest Festival band allotment?

- New events for 2017-18?

10-620-7400 – Capital Outlay – Equipment

- Wall Mount Basketball Goals (safety concerns have been brought up with the current goal set up)
- Side by Side Vehicle
- 15 Passenger Van
- Bathroom Trailer

Mayor Gray questioned the cost of a 15 passenger van. Parks & Recreation Director Polaski stated about \$30,000 for a used one with very low miles.

Mayor Gray questioned the cost for the four-seater side-by-side. Parks & Recreation Director Polaski a Kioti representative provided a quote of \$10,000.

Mayor Gray questioned the cost of the mounted basketball goals. Parks & Recreation Director Polaski stated about \$21,000 and that is one on each side.

Mayor Pro Tem Lutz questioned if Parks & Recreation is using the Methodist Church van for the

camp out trackers. Parks & Recreation Director Polaski stated no. Due to water leaking into the van, there is mildew.

Town Manager Piner stated the list before the Board is not all encompassing. The Board expressed concerns about the Town's tennis courts. If the tennis courts are a priority of the Board, an estimated cost to re-do the tennis courts is \$50,000.

Town Manager Piner stated the Town has part-time staff. The Town is finding that our part-time staff does not have expertise in maintenance. An ad will be placed in the newspaper seeking someone with expertise in that area because of the machinery that needs to be operated.

SPEAKER: Public Works Director Alton Bryant – 10 min

Public Works Director Alton Bryant provided the following overview for the Public Works Department:

Staffing/Facilities

Staffing- Three full time positions. Since 2008 the complement of full time staff has decreased from eight to seven employees. The increase is needed to best manage the increased work load.

Office Space - Build receiving area, office space, restroom and overhead storage

Mandatory

Storm water drainage system map (Phase II)..... \$ 20,000

Elective

Remove, repair, and install concrete sidewalk (1,000 ft.)

Upgrade PW uniforms

Requests

Replace Leaf Truck - Update on Condition..... \$185,000

Replace 1996 ½ ton pickup truck

Replace 2001 ¾ ton pickup truck (with snow plow attachment)

Purchase Bucket Truck

Mayor Gray questioned the overhead storage as the building is not finished. Public Work Director Bryant stated the overhead storage was a long-range installation. Public Works has outgrown the footprint and the overhead would allow the maximization of the space with storage of holiday decorations.

Mayor Gray heard the building of the firewall in the new facility. Public Works Director Bryant stated the firewall would be needed between the garage area and the office and storage space area.

Town Manager Piner stated the staff was working within the budget given. Staff has requested an estimate from the contractor for the overhead storage as the facility has a high ceiling.

Commissioner Joyner questioned the request for the three positions. Public Works Director Bryant stated the positions would assist the Public Works Department due to growth of the Town and to provide coverage as persons may be out due to vacation or sickness.

Commissioner Joyner questioned the process for the uniforms for Public Works department. Public Works Director Bryant stated a committee will be formed to evaluate uniforms with criteria.

Commissioner Joyner stated the leaf truck in the shop and he noticed today that his leaves were picked up. He questioned how this was done. Public Works Director Bryant stated it was an all hands on deck and using the backhoe and dump truck.

Commissioner Joyner stated he would like to know the financing options for a leaf truck.

Mayor Pro Tem Lutz questioned if the \$185,000 is for all the requested trucks or for the leaf truck only. Public Works Director Bryant stated that is for the leaf truck.

SPEAKER: Police Chief Bill Carter – 10 min

Police Chief Bill Carter provided the following overview for the Police Department:

- I. *Highlighted cost increases*
 - a. *Dispatch Fees*
 - b. *Radio System*
 - c. *DCI and Air Cards*
 - d. *Records Management Maintenance*
- II. *Replacement Vehicles*
 - a. *Turnkey patrol vehicle averages \$45,000*
 - b. *6 – 8 months from order until on the road*
- III. *New Officer*
 - a. *Board asked that we bring up the addition of another officer as part of preparation of FY 17/18 Budget.*
 - b. *Takes approximately 6 months from position posting until released from field training.*
- IV. *Replacement of Radios – End of Life Cycle*
 - a. *Mobile – In Car Radios (December 31, 2018)*
 - i. *Need to replace 16 units*
 - ii. *Cost reduced with each replacement vehicle*
 - b. *Portable – Walkie-Talkie (December 31, 2018 & December 31, 2019)*
 - i. *Need to replace 20*
- V. *Computer Aided Dispatch (CAD) Replacement*
 - a. *CAD approaching end of life cycle*
 - b. *Current CAD has no license costs*
 - c. *New CAD may require individual license and support*
 - d. *Costs – Wake County negotiating contract at this time with intention we will not incur costs until FY 18/19*

ACTION:

The Town Board of Commissioners recessed the Town Board budget work session at 6:43 p.m.

ACTION:

The Town Board of Commissioners resumed the Town Board budget work session meeting at 7:53 p.m.

SPEAKER: Finance/Administration – Dir. Butch Kay, Mgr. Teresa Piner – 10 min

Town Manager Teresa Piner provided the following overview for the Finance and Administration Departments:

Staffing/Facilities

<i>Staffing (part-time budgeted but not advertised)</i>	\$ 10,000
<i>Staffing Projection Guide</i>	\$ 12,000
<i>Police Substation (large floor plan previously delivered)</i>	\$1.5 million
<i>Police Department – 9 South Pine Street</i>	?
<i>Median Maintenance Increase – DOT Enhancement Project</i>	
<i>Town Hall Building Letters</i>	\$ 4,950
<i>Town Hall – Post Sign</i>	\$ 3,280

Mandatory

<i>Municipal Elections</i>	\$ 26,000
<i>Hollybrook Road Sewer Main Improvements</i>	?

Elective

<i>Downtown Enhancement Project – Fourth and Main</i>	\$200,000
<i>RBEG Grant \$200,000 – 50/50 match, Storm drainage and intersection improvements at Main/Fourth</i>	
<i>Downtown Enhancement Project – Third and Main</i>	\$150,000
<i>RBEG Grant \$150,000– 50/50 match Electrical/sidewalk improvements</i>	
<i>Christmas tree for Square</i>	?
<i>Banners – Boulevard, Parkway, Downtown</i>	\$ 12,000

Requests

<i>Senior Center Doors</i>	\$ 4,000
<i>East Wake Education Foundation – Stars in the East</i>	\$ 200
<i>East Wake Education Foundation – Funding Support</i>	\$ 1,000 ?
<i>Interact</i>	\$ 1,000
<i>Historic Society</i>	\$ 500
<i>Chamber band – Harvest Festival</i>	\$ 2,000 ?

Mayor Gray questioned if the Town has been trying to contact the owners of the 9 South Pine Street building for some time.

Commissioner Joyner asked if the owner(s) could be invited to a Board meeting to discuss this matter with the Board.

Town Manager Piner stated they can be asked to attend a meeting.

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Mayor Gray questioned if the Christmas tree for the Square could be purchased sooner rather than later. Town Manager Piner stated yes.

Town Manager Piner stated she would add a funding request for the compensation and classification study for FY 18.

Commissioner Joyner questioned if the compensation and classification study is separate from the staffing projection guide. Town Manager Piner stated yes. The staffing projection guide is a long range guide for staffing and space needs.

Town Manager Piner asked the Town Board share its priorities for inclusion in the FY 18 budget.

Mayor Gray stated she has thought a lot about the police substation at Wendell Falls. She has been visiting other towns to see police substations. She believes the Wendell Falls substation may be beyond the means of the Town in size and cost.

Commissioner Boyette stated he reviewed the drawings and it is drawn as a one story building on a small lot. The cost of the building due to the footprint and has not received an answer as to why this is a one-story and not a two-story building for the square footage. He noticed mechanical rooms are located on the ground level and in their own rooms and not within the attic space. He expressed an interest that the next time the design of the building is brought up, the Town has a say in the police substation and he would look forward to attending the meeting. This is above what the Board envisioned when hearing police substation.

Mayor Gray stated the Wendell Falls Public Safety building would pay for everything that is being asked for.

Commissioner Boyette stated he has spoken with the Wendell Fire Chief also and the building is over-sized. For the next meeting, he would like to be at those meetings to help guide those decisions. He would like a meeting with the manager and police chief for our part of the building.

Commissioner Joyner questioned the next step. Town Manager Piner stated they are refining the drawings for the design. She stated now is the time to share ideas and opinions

Commissioner Boyette stated he does not want to be a take it or leave it proposition.

Mayor Gray stated it takes at least a million to build a free-standing building. She would rather have tennis courts and programs for citizens. She would like storage for the decorations of the Town.

Town Manager Piner stated surveys were conducted and she can contact Wake County and express concern with the amount of space.

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Mayor Gray stated she sees three offices, a shared waiting room and a bathroom for a substation.

Commissioner Joyner stated he is not a fan of studies. He questioned the career ladder followed by a staffing needs study and would the two contradict. Town Manager Piner stated the Town will be growing and need direction for where we are headed long-term.

Commissioner Joyner has no problem with paying people more, hiring more people, putting more people in the equipment needed for the future. His problem is the cart before the horse. The cart is everything needed for growth, and the horse is the tax dollars that pay for it. He's read all the minutes on-line before getting onto the board through 2008. He does not want to create a level of government that is so big, he wants balance. He wants the recommendation of the leadership team rather than spending money on study. No one on the leadership team is new to the game. He stated this is the ship of the staff and wants the staff to drive it. Wants the staff to make the call.

Mayor Gray stated any of the department heads know where people are needed and where they need to be. The Board is ready to hear what it is that staff needs and the Board will back the staff. Trusts the judgement of the staff. The Board heard this evening that the Town needs a part-time person at parks and recreation, three persons in public works and one police officer.

Commissioner Joyner stated staff can figure out where the Town is and where the Board is with the tax rate.

Mayor Gray stated since beginning with the Board, the Town has made improvements to the multiple facilities. Need to discuss staff needs and where staff is needed and would prefer to do more than one group at a time.

Commissioner Boyette stated a budget was presented by staff. The initial budget includes all the requests and staff gets it down to what is a final budget. Administration and Finance work with the department heads work well to prioritize needs. Studies are easy to beat up because it is information.

Mayor Gray stated the study provides support to what one may already know. If this is what staff believes is the right thing, she will back up the staff.

Commissioner Boyette stated some of the information gathering falls on the Town Board. He cited going out and looking at other community police substations as an example.

Town Manager Piner stated if the Board has items in need of additional research or information or the Board has additional ideas, projects, or equipment, let her know.

3. ADJOURN.

ACTION: Adjourned at 8:28 p.m.

Duly adopted this 13 day of March 2017, while in regular session.

ATTEST:

Virginia R. Gray, Mayor

Sherry L. Scoggins, MMC; Town Clerk