

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

The Wendell Town Board of Commissioners held a work session meeting on Monday, March 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, David Myrick, Ben Carroll, and Jason Joyner.

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

1. MEETING CALLED TO ORDER

Mayor Gray called the meeting to order at 5:36 p.m.

2. FOLLOW UP TO THE FEBRUARY 13, 2017 FOR THE FOLLOWING ITEMS:

a. U-5323 Project

SPEAKER: Commissioner Jason Joyner

Town Manager Piner stated she spoke with NCDOT and a funding source has not been found.

Commissioner Joyner stated his hang up is how the Town got here. He located some funding, but it only gets the Town one-sixth of the way. As the project is \$6 to \$8 million, it's a larger project than he's able to find funding for. He is in favor of reviewing the transportation plan for that road.

Town Manager Piner stated LAPP takes care of 80 percent of the cost. Staff will continue to work with Commissioner Joyner and come back with a formal recommendation.

Commissioner Joyner stated if the Board concurs, he will work with staff and have a conversation with NCDOT to understand the financial obligations of the Town before reviewing the transportation plan. He does not wish to continue pursuing this.

b. Joint Wake County Public Safety facility for fire, EMS, and police.

SPEAKER: Town Manager Piner

Town Manager Piner stated Police Chief Carter and she met with Commissioner Boyette about the proposed facility. She followed up with Wake County to discuss cost of the facility. Wake County is looking at paring down the facility and does not have financial numbers at this time.

Commissioner Myrick questioned if the County provided suggestions on how the Town may get its portion down. Town Manager Piner stated the number of rooms and size of the facility will impact the cost. Wake County is looking to get the costs down as well.

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Mayor Gray questioned when the Town and Wake County will meet again. Town Manager Piner stated a date has not been confirmed. The land for the facility has not yet been purchased by Wake County.

Commissioner Myrick questioned if Wake County has requested a commitment for the cost of the design. Town Manager Piner stated Wake County has not.

Mayor Gray stated what the Board envisioned is different from what has been designed. She added that 2,000 square feet may be too large also. More discussion is needed.

Commissioner Boyette questioned if progress has been made as to what could be trimmed from the facility. Police Chief Carter asked Wake County to re-consider the front office space as it may not work as intended as it would not be staffed. For Wendell, scale back to one single office, one interview room, an open-space/work/conference area, bathroom, small area for storage, and a mechanical room. The question was asked about the placement of the mechanical equipment on the roof or adding a second floor and Wake County countered that due to safety, mechanical rooms are on the first floor. Town Manager Piner added Wake County noted there is not a significant savings with having a two-story structure.

Commissioner Boyette questioned if the revised list includes a breakroom. Chief Carter stated it includes a small break room. The square footage is 1,600 +/- square feet. Town Manager Piner stated staff does not have the specifics and knows that Wake County is looking at changes in size and cost.

Mayor Pro Tem Lutz questioned if this is a normal process and how long is the process. Town Manager Piner stated staff shared concerns with Wake County.

c. Wendell Police Station.
SPEAKER: Town Manager Piner

Town Manager Piner stated staff is seeking direction from the Board. The owner is open to selling the facility or the continuance of the lease. If purchase is pursued, staff desires to have the payments to be similar to the monthly lease cost.

Mayor Gray would like to know all the different options to determine what is financially viable. She questioned when the lease expired. Town Manager Piner stated the lease is through May 2017 with the option of a five-year extension. [Per the signed lease agreement, the lease was executed May 14, 2012 and went into effect July 1, 2012.]

Commissioner Joyner questioned if month-to-month is an option. Town Manager Piner stated the option is to continue for five-years.

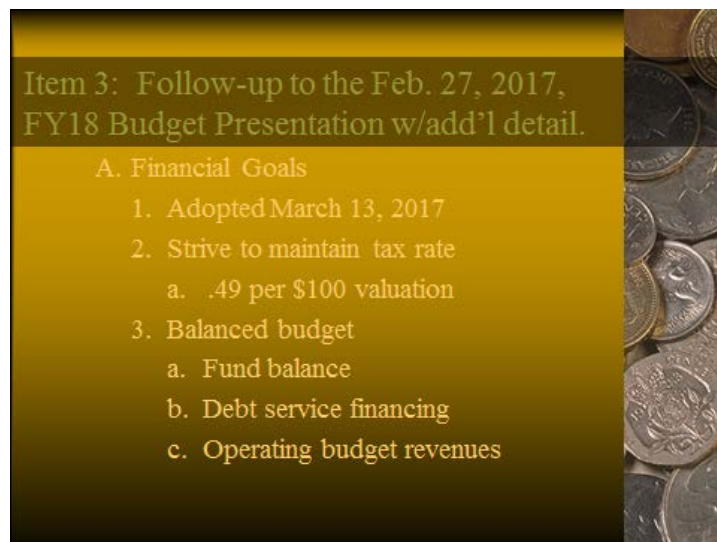
Commissioner Joyner stated he is not suggesting month-to-month. He stated the tax value is \$466,000. He believes the Town may be able to obtain the building for less than the present monthly payments. He questioned how many years the Town wishes to pay on the building with a loan.

Mayor Pro Tem Lutz stated this needs to be researched quickly. He has a problem with a five year lease because the Town does not know what it will need in five years.

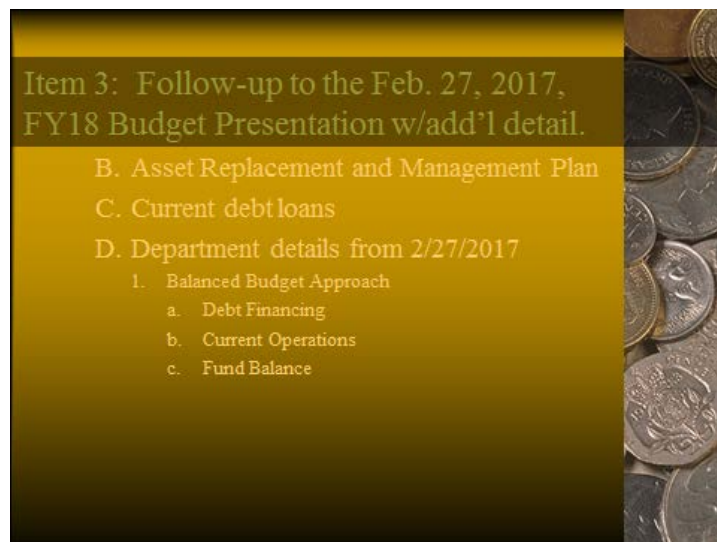
Commissioner Joyner stated he does not wish to take on a 30 year mortgage with the present tax value of the property. He believes the Town can get a better deal. He stated the Town has done a lot of improvements to the facility.

Commissioner Boyette questioned how long the Town has been in the building. Town Manager Piner stated five years.

3. **FOLLOW UP TO THE FEBRUARY 27, 2017 FY 2018 BUDGET PRESENTATIONS WITH ADDITIONAL DETAIL.**
SPEAKER: Town Manager Piner



Town Manager Piner provided an overview of the financial goals.



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Town Manager Piner referred to the “Asset Replacement Funding Options” handout; herewith incorporated into the minute’s book. Staff is seeking direction from the Town Board on which items are a priority for the upcoming budget. She reviewed the assets in the top third – leaf machine, two four-wheel drive trucks, bucket truck, 15 passenger van, bathroom trailer, side-by-side, and five patrol cars. She clarified the bathroom trailer would be used at Carver Elementary. Staff will contact Wake County Public Schools to ensure the bathroom trailer will be allowed. The bid opening for the PARTF will be on April 17. As soon as the number is available, it will be presented to the Town Board at its April 24 meeting asking for Board action. After Board action, the item goes to the Local Government Commission, LGC. Staff is seeking Board direction on assets in the middle section of page one - the storage facility, wayfinding signage, wall mount basketball goals tennis courts, and re-financing of the park property. The figure for the storage building would complete the Public Works facility. The Wayfinding Signage figure listed is for the full cost; Wayfinding Signage can be done in phases. After April 17, staff will put a package together with the numbers for LGC loan for the Board’s consideration.

Finance Director Kay requested Town Board direction for the Wayfinding Signage whether to do in its entirety or in phases.

Town Manager Piner stated the tennis courts were added for Town Board consideration.

Mayor Pro Tem Lutz questioned how long it would take to implement Phase One of the Wayfinding Signage. Town Manager Piner stated it is laid out and the next step is NCDOT approval. Planning Director Bergmark stated the NCDOT process in took Knightdale a little over a year.

Mayor Gray questioned why the process takes so long. Planning Director Bergmark stated NCDOT reviews the schematics, cut sheet, speed limits, clearance, letter height of text, colors and sight distance for safety.

Commissioner Joyner questioned how some items are listed in the top and some items are listed in the middle. Finance Director Kay stated the categories are based on life cycle of the asset.

Commissioner Joyner questioned the cost for the storage building. Finance Director Kay stated it is for the interior of the storage facility and fencing around the facility.

Mayor Gray stated her understanding of the building is it would be used for storage. Up-fitting the interior with a restroom changes the dynamics of the facility. Town Manager Piner stated the building came in over the estimate. A concern is the people who come by and are walking around the equipment. This facility would be outside of the secured area and more suitable for the public.

Commissioner Boyette questioned when deliveries or visitors arrive who staffs the office. Town Manager Piner stated there would be a call button.

Public Works Bryant stated the larger trucks would be cleared to drop off in the secured area. As

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the facility is today, persons may be on the site without staff knowing and fencing would help to secure the area.

Mayor Gray stated her understanding is the building was a storage building for equipment to get it out of the weather and for safety. Town Manager Piner stated it was set-up to be turned into an office area at some future time to allow for someone to meet the public if visiting the facility. The project began as a shell because there were no additional funds to complete the building. The building does not have to be finished at this time.

Mayor Gray questioned if the fence is needed. Town Manager Piner stated yes.

Mayor Gray thought the fence was in the estimate from last year. Town Manager Piner stated everything for completion is included in the \$205,000.

Public Works Director Bryant stated the original intent of the building was to store equipment. He stated two-thirds of the building would be storage.

Commissioner Myrick stated he is comfortable with Phase One of the Wayfinding Signage (\$100,000). Town Manager Piner stated that it could be with future developments, developers could assist with Wayfinding Signage.

Mayor Pro Tem Lutz concurred with Commissioner Myrick.

Town Manager Piner stated staff will meet with Newland Community in the near future to discuss funding for the basketball goals. She added Parks & Recreation Director Polaski was approached by a municipality about purchasing the existing basketball goals.

Commissioner Carroll would like to keep the tennis courts on the list and strike the wall-mount basketball goals. Town Manager Piner stated the tennis courts are closed because they are not safe for use.

Mayor Pro Tem Lutz questioned if the Town is approved for the full loan amount, could the Town spend less. Town Manager Piner stated yes.

Commissioner Myrick questioned the annual payments for the five years and ten years and asked if staff has plugged them into the budget. Town Manager Piner stated not yet as staff is seeking Board direction.

Commissioner Joyner questioned the cost of the patrol cars on page one and then on page two there is another car. Town Manager Piner stated the number of vehicles is contingent upon Board direction.

Commissioner Joyner questioned when the Town would hear back from the Wake County School System on the bathroom trailer. Town Manager Piner stated Parks & Recreation Director Polaski is working with the school system.

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Mayor Pro Tem Lutz questioned if the 15 passenger van use would be exclusive for track out. Town Manager Piner stated track out camp takes multiple staff members to pick up the rental vehicles. The van would be available for other programs. An option being discussed is senior programs when track out is not in session.

Commissioner Boyette questioned if the Town is renting vans. Town Manager Piner stated yes. The cost is \$200 per day per van and the Town uses two vans for camp track out for a total cost of \$400 per day.

Commissioner Boyette stated the Town would have to rent a second van.

Commissioner Carroll questioned the option to purchase two vans. He questioned with regard to the vehicles being purchased, can the Town do a bundle with a dealership for better pricing.

Mayor Pro Tem Lutz questioned the use of the two four-wheel drive trucks. Town Manager Piner stated those would replace two in the present fleet. Would take one of the older models from Public Works and assign to Code Enforcement.

Commissioner Boyette questioned how many vans the Town rented last year. Town Manager Piner stated track out camp is a three week session, with 13 weeks total last year. Each track out week, two vans are rented.

Commissioner Boyette stated that is 26 van rentals for track out camp. Town Manager Piner stated yes for track out. Vans were not rented for any other program.

Commissioner Myrick stated he would like to see the van costs plugged into the budget to see the impact to help him prioritize. The Town could save money with the purchase of a van.

Mayor Gray questioned the truck from Public Works to Code Enforcement. Town Manager Piner stated the 1996 truck would come out of inventory and the other would go to code enforcement. Public Works is more demanding a truck than Code Enforcement.

Commissioner Joyner questioned if the leaf machine (truck) is to replace the existing machine. Public Works Director Bryant stated yes.

Town Manager Piner stated that condition of the auxiliary engine of the present leaf truck is bad. She stated staff would take the present leaf truck for evaluation to see if it can be salvaged and kept in reserve as the back-up.

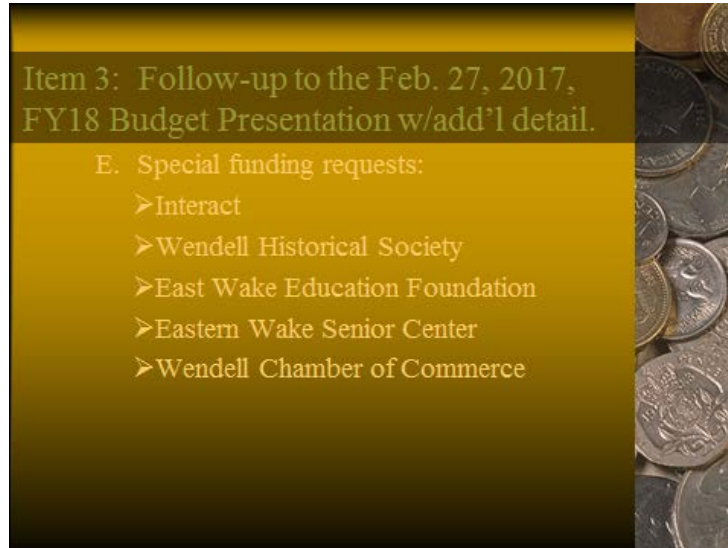
Commissioner Myrick questioned if leasing is an option for the leaf truck. Town Manager Piner stated because of the use of the truck, it is not an item available for lease.

Commissioner Joyner stated he supports the staffing for Public Works.

Commissioner Boyette requested more information on the small area corridor plan. Town Manager Piner stated Planning Director Bergmark reviewed the cost and that is the lowest price.

Mayor Gray stated she would like to have shade at the park for the playground area.

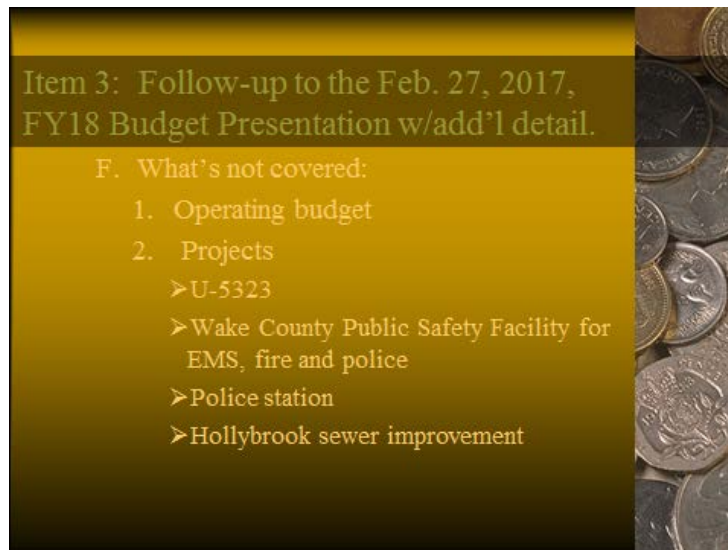
Town Manager Piner stated staff will bring back information on Town Board priorities for the FY 18 budget.



Item 3: Follow-up to the Feb. 27, 2017, FY18 Budget Presentation w/add'l detail.

E. Special funding requests:

- Interact
- Wendell Historical Society
- East Wake Education Foundation
- Eastern Wake Senior Center
- Wendell Chamber of Commerce



Item 3: Follow-up to the Feb. 27, 2017, FY18 Budget Presentation w/add'l detail.

F. What's not covered:

1. Operating budget
2. Projects
 - U-5323
 - Wake County Public Safety Facility for EMS, fire and police
 - Police station
 - Hollybrook sewer improvement



4. ADJOURN.

ACTION: Adjourned at 6:46 p.m.

Duly adopted this 10th day of April 2017, while in regular session.

ATTEST:

Virginia R. Gray, Mayor

Sherry L. Scoggins, MMC; Town Clerk