

**TOWN OF WENDELL
BOARD OF COMMISSIONER SPECIAL CALLED BUDGET WORK
SESSION MEETING MINUTES
JUNE 05, 2018**

The Wendell Town Board of Commissioners held a special called budget work session meeting on Tuesday, June 5, 2018, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street. The purpose of the special called budget work session meeting is to discuss the proposed fiscal year 2019 budget.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz [arrived 5:55 p.m.];
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, Accounting Technician Garrett Johnson, Planning Director David Bergmark, Public Works Superintendent Brian Bray, Public Works Specialist Christopher Smith, IT Administrator Tamah Hughes, Parks and Recreation Athletic Program Supervisor Kelley Connolly, and Police Chief Bill Carter.

HANDOUTS:

Cover sheet 7a and Attachment A from the May 14, 2018 agenda packet; herewith attached for reference

MEETING CALLED TO ORDER AND WELCOME

Mayor Gray called the meeting to order at 5:46 p.m.

Mayor Gray questioned access to the land adjacent to the park. Town Manager Piner stated that access would be off of Wendell Falls Parkway. The connection would be from another piece of property. A new road to the Town's property would be in excess of \$1 million and the Town would work with the property owner(s) on the alignment of the road.

Planning Director Bergmark stated over the last couple of weeks he has spoken with project engineers about townhomes or apartments adjacent to the Town property.

Commissioner Myrick questioned the IT line items for the amounts of \$15,000 and \$60,000. Town Manager Piner stated an RFP [request for proposal] would be prepared after the completion of the FY 19 budget. The \$15,000 line item is for computers and the \$60,000 is for network. As different options were presented, staff would review and select the option that would work best for the Town.

Commissioner Boyette questioned if the line item in public buildings and grounds for \$65,000 is for phone and internet for all buildings. Town Manager Piner stated yes. She added a hosted solution could reduce the cost; however, that would not provide system redundancy.

[Mayor Pro Tem Lutz arrived at 5:55 p.m.]

Mayor Pro Tem Lutz expressed concerns for the following items:

- IT project has a lot of unknowns
- Town Manager recruitment is underway
- Reservations on using the General Fund for:
 - Arts structure
 - Master plan for Parks & Recreation
 - Improvement of the stage at Town Square as the Town does not own the property
 - Reduction of additional personnel from two to one for police
 - Façade grant

The Board discussed the police position, funding for additional patrol vehicles, and the three unassigned vehicles of the police department.

Town Manager Piner stated \$4,000 is budgeted for the Façade Grant. The Parks and Recreation Master Plan update once completed is viable for four to six years. If the direction is for staff to pursue PARTF funding in FY 2020, the Town would need to pursue update of the masterplan in this FY as the process can take between 15 to 18 months to complete depending on public involvement. The Town of Wendell is hosting more events, and the stage is being used on a more frequently throughout the year. This year the staff submitted a grant request to the United Arts Council for the art structure. The proposed budget includes \$10,700 for the arts structure.

Based upon questions by the Board, Town Manager Piner stated the \$10,700 would cover the cost for the two molds. The grant amount is unknown until after July 1.

Planning Director Bergmark stated the minimum order is 20 molds with a total cost of \$40,000. The United Arts Council typically awards \$10,000 per year. The \$10,700 is a worst case scenario in the event the Town is not awarded the grant.

Mayor Pro Tem Lutz requested to strike from the budget:

- Economic development - \$4,000 for façade grant(s)
- Planning - \$10,700 for the art structures
- Parks & Recreation - \$20,000 for the master plan
- Public Works - \$35,000 for the stage
- Police – one position and one vehicle

Based upon questions by the Board, Police Chief Carter stated the goal for the requested police positions is to have four officers per shift to give the additional coverage for when an officer is at court, needs to transport to Raleigh, or on vacation.

Finance Director Butch Kay stated he is obtaining estimates for the stage at the Town Square.

Public Works Superintendent Brian Bray stated public works has repaired the stage steps at the Town Square over the years to keep access safe. The ramp is not ADA compliant. The roof

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sways and is spongy. He stated the stage is examined once a month.

Based upon questions by the Board, Finance Director Kay stated the 9.7% increase in health insurance costs is between \$30,000 and \$40,000. Last year the health insurance increase was 4%.

Commissioner Joyner stated he heard from a citizen that uses the basketball court adjacent to the police department. The citizen suggested a trash can and bench at the basketball court. Chief Carter stated that a rollout cart is now being placed at the court. They would look at a Boy Scout project to build a bench.

ACTION:

Consensus of the Board to amend the FY 19 budget with the removal of the following items:

- Economic development - \$4,000 for façade grant(s)
- Planning - \$10,700 for the art structures
- Parks & Recreation - \$20,000 for the master plan
- Public Works - \$35,000 for the stage
- Police – one police officer position and one vehicle

ADJOURN

ACTION:

Mover: Mayor Pro Tem Lutz moved to adjourn at 6:52 p.m.

Vote: Unanimous.

Duly adopted this 9th day of July 2018, while in regular session.

ATTEST:

Virginia R. Gray, Mayor

Sherry L. Scoggins, MMC;
Sp. Asst. to the Manager - Town Clerk