

**TOWN OF WENDELL
BOARD OF COMMISSIONER SPECIAL-CALLED WORK SESSION MINUTES
JULY 31, 2019**

The Wendell Town Board of Commissioners held their special-called work session meeting on Wednesday, July 31, 2019, in the Planning Conference Room, Wendell Town Hall, 15 East Fourth Street.

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

ABSENT: Commissioner David Myrick

STAFF PRESENT: Town Manager Marc Collins, Town Clerk Megan Howard, Planning Director David Bergmark, Public Works Director Brian Bray, Finance Director Butch Kay, and Public Works Superintendent Daryl Hales.

CALL TO ORDER

Mayor Gray called the meeting to order at 5:30 p.m. and welcomed attendees.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

ACTION

Mover: Mayor Pro Tem Lutz moved to approve the Agenda.

Vote: Unanimous

2. RECOGNITIONS, REPORTS, AND PRESENTATIONS

- 2a. Presentation to consider text amendments to the Arterial and Collector Street (ACS) Plan and to the Wendell Unified Development Ordinance (UDO) as they relate to Infrastructure Improvement and Transportation Impact Analysis (TIA) requirements.

Speaker: Planning Director David Bergmark

Planning Director David Bergmark announced that this item will be coming back to the August 12 Town Board Meeting for action. Mr. Bergmark presented the following presentation, below:

Arterial and Collector Street Plan Changes

BEFORE AND AFTER

4-lane Divided vs.
3-lane Undivided

Figure 24: Major Thoroughfare, 4 Lane Divided Cross-Section

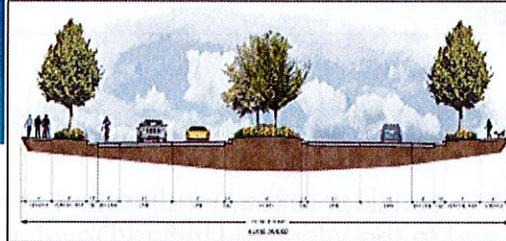
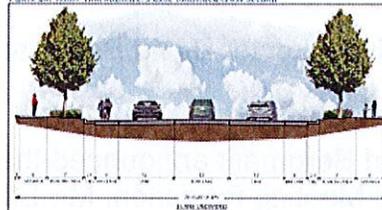


Figure 26: Minor Thoroughfare, 3 Lane Undivided Cross-Section



**Require 4-lane divided
dedication, but 3-lane
undivided Construction**

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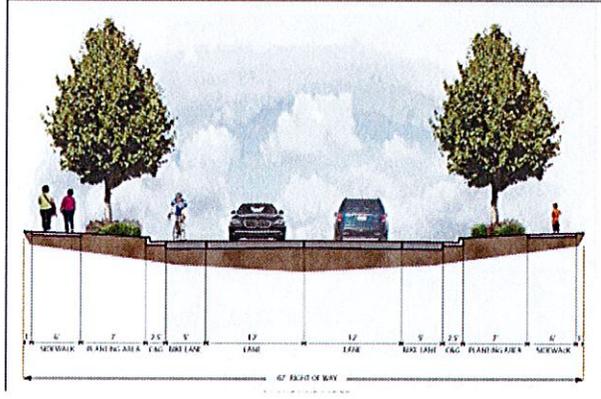
New 2-lane Undivided Collector
Current Position (Left) ; Proposed (RT)



NOTE - ALIGNMENT STILL CONCEPTUAL

2 lane undivided cross-section

Figure 29: Minor Collector, 2 Lane Undivided Cross-Section



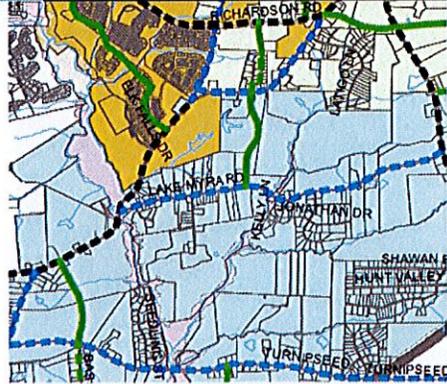
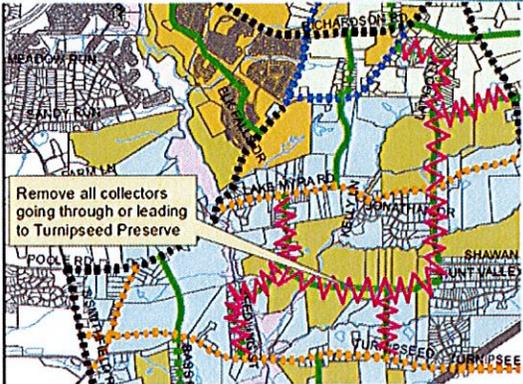
Comparison to Local Road

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Turnipseed Preserve

Legend

NEW FACILITY	UPGRADE
MAJOR COLLECTOR, 2 LANE UNDIVIDED	MAJOR COLLECTOR, 2 LANE DIVIDED
MINOR COLLECTOR, 2 LANE UNDIVIDED	MINOR COLLECTOR, 2 LANE DIVIDED
MAJOR THOROUGHFARE, 4 LANE UNDIVIDED	MAJOR THOROUGHFARE, 2 LANE UNDIVIDED
MINOR THOROUGHFARE, 2 LANE UNDIVIDED	MAJOR COLLECTOR, 3 LANE UNDIVIDED
MINOR THOROUGHFARE, 4 LANE UNDIVIDED	MAJOR THOROUGHFARE, 4 LANE UNDIVIDED
MINOR THOROUGHFARE, 4 LANE DIVIDED	MINOR THOROUGHFARE, 4 LANE DIVIDED
ETJ BOUNDARY	CORPORATE LIMITS
PROPERTY LINE	URBAN SERVICE AREA
	COUNTY BOUNDARY
	Blue Line Stream
	Floodplain
	WakeCo_OpenSpace

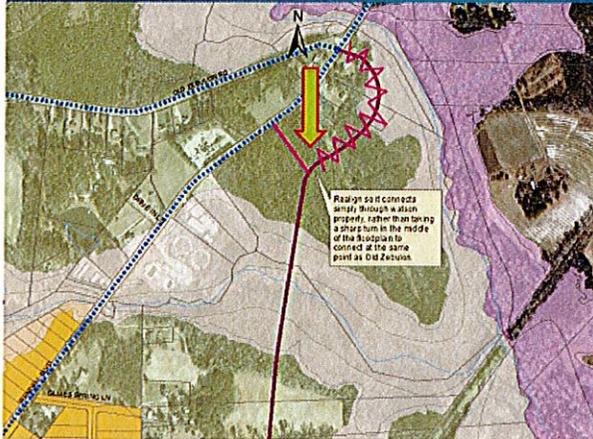


Roberston Mill Pond Preserve/ Buffalo Creek



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Eastern Bypass – Realignment (4-lane)



Arterial and Collector Street Plan Changes

Commissioner Ben Carroll asked if the sidewalks would be pushed back and who would build the sidewalks.

Planning Director David Bergmark said that the sidewalk would be pushed back, and it would be built and maintained by the developer until accepted by either the Town or DOT.

Town Manager Collins said that some development agreements would require the developer to take care of maintenance requirements.

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Commissioner Carroll asked if the Town has had conversations with DOT on the subject.

Town Manager Collins said the Town spoke with DOT staff and CAMPO staff. It was discussed in order to avoid mistakes that have been made in other communities. Identifying a sufficient right-of-way was deemed a priority. Looking at what gets built for a smaller community, there's an increased chance of funding through Federal and State road funding that requires a local match. DOT will more likely participate with projects that connect to the interstate.

Commissioner Boyette asked which roads were considered arterial.

Mr. Bergmark said Wendell Boulevard, I-87 and Wendell Falls Parkway were considered arterial.

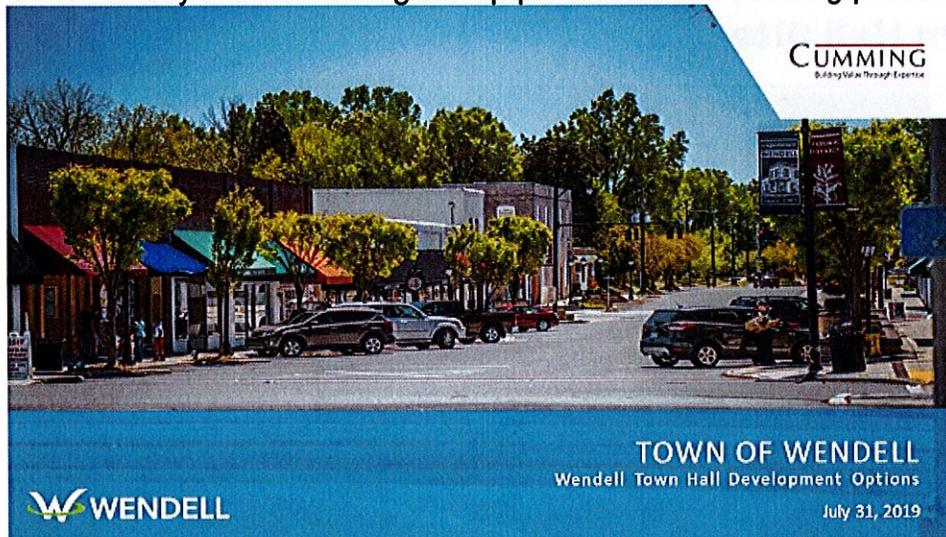
Commissioner Joyner thanked staff for the presentation and said that he supports the plan.

Town Manager Collins said that this plan impacts less properties and impacts the environment less than the Town's previous plan.

Commissioner Carroll said that he's willing to talk to any citizens who wanted to talk about the plan presented.

- 2b. Presentation of site options and finances for Wendell Town Hall
Speakers: Chris Whitley, Cumming Group; Public Works Director Brian Bray;
Town Manager Marc Collins

Chris Whitley from Cumming Group presented the following presentation, below:



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TOWN HALL OPTIONS

Option #1 - Renovate Existing Town Hall & Construct a 2-Story Addition for Future Growth

Option #2 - Construct a New Town Hall on Current Site

Option #3 - Construct a New Town Hall on the Women's Club Site

Option #4 - Construct a New Town Hall on Wendell Tire Site

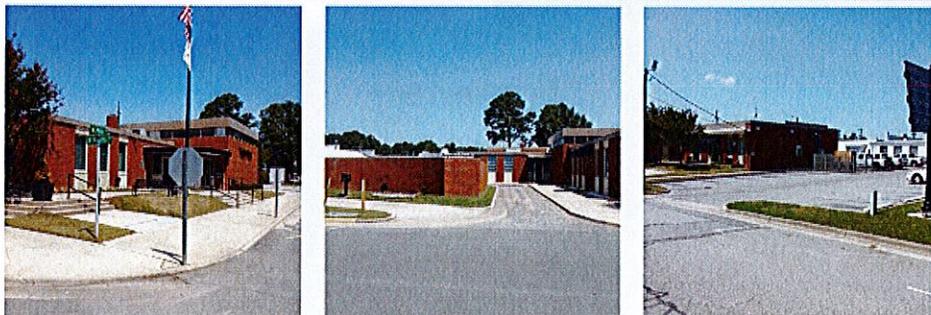
Option #5 - Construct a New Town Hall on the Park Site



OPTION #1: RENOVATE EXISTING TOWN HALL



Existing Town Hall Site



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OPTION #1: RENOVATE EXISTING TOWN HALL

- Renovate Existing 6,689 SF Town Hall
 - New Roof
 - Waterproof Exterior Walls
 - New HVAC System
 - Abatement as required
 - Provide ADA access
 - Install Fire Sprinkler, Fire Alarm, and Security Systems
 - Temporarily Relocated Staff to Portable Offices During Construction

- Build 7,500 SF Two Story Addition
 - Approximately 2,300 SF will be Shell Space for Future Growth



OPTION #1: RENOVATE EXISTING TOWN HALL

PRO'S	CON'S
<ul style="list-style-type: none">▪ Maintains Existing Town Hall Location▪ Maximizes Existing Property▪ Lower Development Costs▪ No Land Purchase Cost	<ul style="list-style-type: none">▪ Confined Site▪ Construction Logistics▪ Temporary Relocation of Staff▪ Disruptive Service Delivery to Citizens▪ Limited Parking▪ Unknowns of Renovating Existing Building▪ Less Efficient Design▪ Slightly Longer Construction Schedule

Estimated Cost: **\$5,284,234.00**

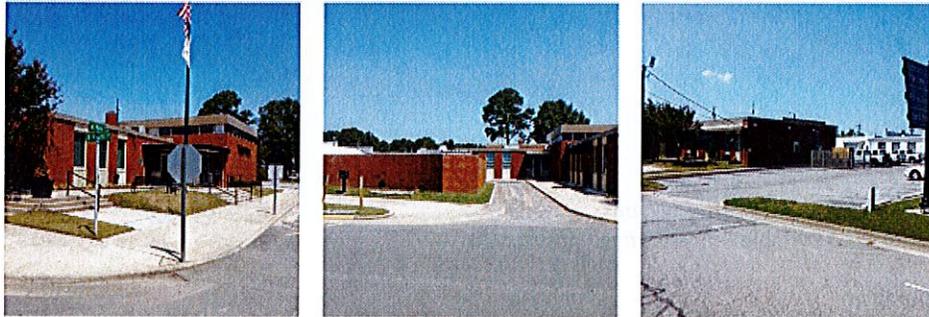


OPTION #2: NEW TOWN HALL ON EXISTING SITE



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Existing Town Hall Site



CUMMING
Building Value Through Expertise

OPTION #2: NEW TOWN HALL ON EXISTING SITE

PRO'S

- More Efficient Design
- Maintains Existing Town Hall Location
- Maximizes Existing Property
- No Land Purchase Cost

CON'S

- Higher Development Cost
- Confined Site
- Construction Logistics
- Temporary Relocation of Staff
- Disruptive Service Delivery to Citizens
- Limited Parking

Estimated Cost: \$5,801,153

CUMMING
Building Value Through Expertise

OPTION #2: NEW TOWN HALL ON EXISTING SITE

- Build 14,300 SF Three Story Town Hall on Existing Town Hall Site
 - Approximately 2,300 SF will be Shell Space for Future Growth
 - Approximately 2/3 of an acre

CUMMING
Building Value Through Expertise

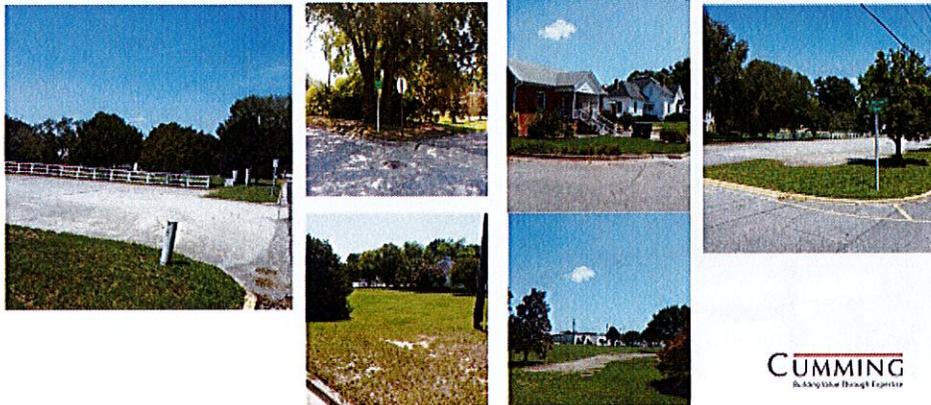
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OPTION #3: NEW TOWN HALL AT WOMEN'S CLUB



CUMMING
Building the Right Expert

Women's Club Block Site



CUMMING
Building the Right Expert

OPTION #3: NEW TOWN HALL AT WOMEN'S CLUB

- Build 14,300 SF Three Story Town Hall
 - Approximately 2,300 SF will be Shell Space for Future Growth
 - Assumed 1.3 Acres for New Site
 - Town already owns the land
 - Includes credit of approximately \$600k to sell existing Town Hall

CUMMING
Building the Right Expert

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OPTION #3: NEW TOWN HALL AT WOMEN'S CLUB

PRO'S

- More Efficient Design
- Potentially More Parking
- Potentially Less Unknowns during Construction
- Staff is not Disturbed During Construction
- Services to Citizens is Unaffected
- Low Development Cost

CON'S

- Would potentially have to relocate Town Museum and Historic House
- May necessitate 3 Story Structure due to site size

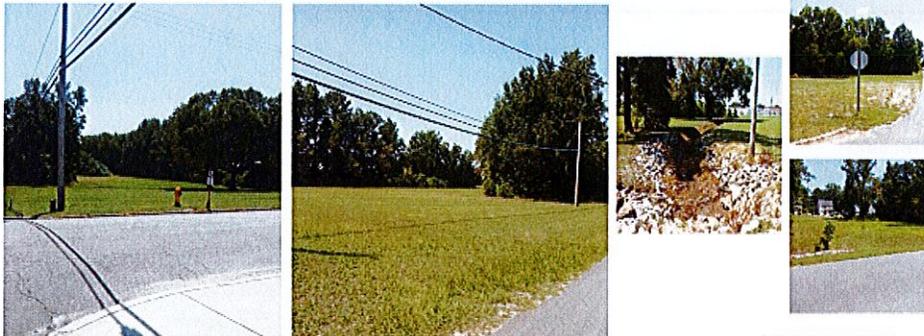
Estimated Cost: \$4,890,793



OPTION #4: NEW TOWN HALL AT WENDELL TIRE



Fourth and Hollybrook Site



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OPTION #4: NEW TOWN HALL AT WENDELL TIRE

PRO'S

- More Efficient Design
- Potentially More Parking
- Potentially Less Unknowns during Construction
- Staff is not Disturbed During Construction
- Services to Citizens is Unaffected

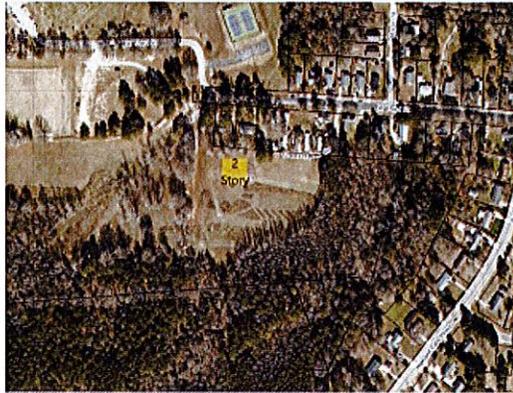
CON'S

- Need to Purchase Property

Estimated Cost: \$5,242,316



OPTION #5: NEW TOWN HALL AT PARK SITE



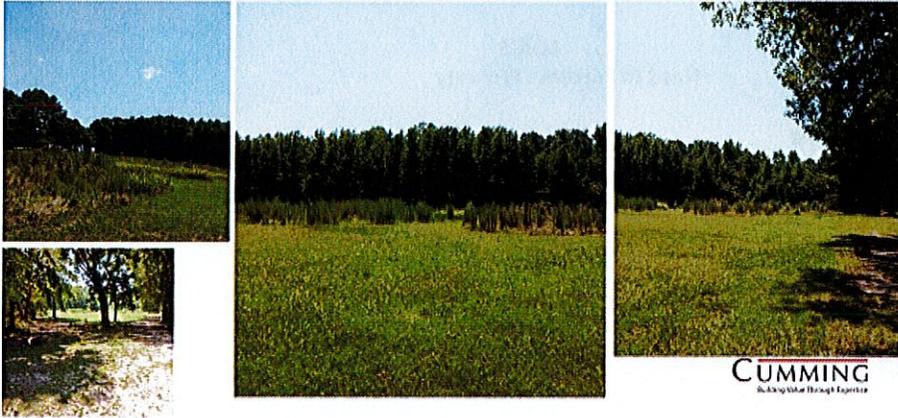
OPTION #4: NEW TOWN HALL AT WENDELL TIRE

- Build 14,300 SF Two Story Town Hall
 - Approximately 2,300 SF will be Shell Space for Future Growth
 - Assumed 2 Acres for New Site
 - Assumed Land Cost of \$150,000.00
 - Includes credit of approximately \$600k to sell existing Town Hall



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Park Site (area separated by second access road)



OPTION #5: NEW TOWN HALL AT PARK SITE

- Build 14,300 SF Two Story Town Hall
 - Approximately 2,300 SF will be Shell Space for Future Growth
 - Assumed 3 Acres for New Site
 - Includes credit of approximately \$600k to sell existing Town Hall



OPTION #5: NEW TOWN HALL AT PARK SITE

- | PRO'S | CON'S |
|--|--|
| <ul style="list-style-type: none">▪ More Efficient Design▪ More Parking▪ More Room for Future Growth▪ Potentially Less Unknowns during Construction▪ Staff is not Disturbed During Construction▪ Services to Citizens is Unaffected | <ul style="list-style-type: none">▪ Higher Development Cost Due to Larger Site |

Estimated Cost: \$5,380,206



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SUMMARY

Option #1	Option #2	Option #3	Option #4	Option #5
Renovated & Expand Existing Town Hall	Construct New Town Hall on Existing Town Hall Site	Construct New Town Hall at Women's Club Site	Construct New Town Hall at Wendell Tire Lot	Construct New Town Hall at Park Site
\$5,284,234.00	\$5,801,153.00	\$4,890,793.00	\$5,242,316.00	\$5,380,206.00



NEXT STEPS: DESIGN

DESIGN	OWNER	ARCHITECT	CUMMING
<input type="checkbox"/> Leadership			✓
<input type="checkbox"/> Design criteria development	✓	✓	✓
<input type="checkbox"/> Design management		✓	✓
<input type="checkbox"/> Constructability reviews			✓
<input type="checkbox"/> Value analysis			✓
<input type="checkbox"/> Risk management		✓	✓
<input type="checkbox"/> Quantity takeoffs			✓
<input type="checkbox"/> Milestone estimating			✓
<input type="checkbox"/> Design Status Report		✓	✓
<input type="checkbox"/> Budget Monitoring			✓
<input type="checkbox"/> Milestone Scheduling			✓
<input type="checkbox"/> Permitting assessment			✓
<input type="checkbox"/> LEED facilitation		✓	✓
<input type="checkbox"/> Reporting			✓

Goal: Establish a basis of design so that all stakeholders have the same expectations for the outcome of the project. Manage design time, project cost, project quality, and provide continuous reporting.



NEXT STEPS: CONSTRUCTION

CONSTRUCTION	OWNER	ARCHITECT	CUMMING
<input type="checkbox"/> Leadership			✓
<input type="checkbox"/> Bid facilitation		✓	✓
<input type="checkbox"/> Bid review	✓	✓	✓
<input type="checkbox"/> Change management		✓	✓
<input type="checkbox"/> Quality assurance		✓	✓
<input type="checkbox"/> Contract administration		✓	✓
<input type="checkbox"/> Schedule management			✓
<input type="checkbox"/> Continuous cost management			✓
<input type="checkbox"/> Change order review	✓	✓	✓
<input type="checkbox"/> Payment application review	✓	✓	✓
<input type="checkbox"/> Cash flow monitoring			✓
<input type="checkbox"/> Cash flow reporting			✓
<input type="checkbox"/> Document controls		✓	✓
<input type="checkbox"/> Cost controls			✓
<input type="checkbox"/> Schedule controls			✓
<input type="checkbox"/> Project monitoring		✓	✓
<input type="checkbox"/> Labor productivity analysis			✓
<input type="checkbox"/> Construction Reporting			✓

Goal: Ensure that the design equals the construction. Provide quality assurance, schedule control, and cost control.



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NEXT STEPS: CLOSEOUT

CONSTRUCTION	OWNER	ARCHITECT	CUMMING
<input type="checkbox"/> Leadership			✓
<input type="checkbox"/> F.F.E. coordination			✓
<input type="checkbox"/> Punchlist facilitation		✓	✓
<input type="checkbox"/> Move management	✓		✓
<input type="checkbox"/> Lessons learned	✓	✓	✓
<input type="checkbox"/> Final change order approvals	✓	✓	✓
<input type="checkbox"/> Cost segregation			✓
<input type="checkbox"/> Final payment review	✓	✓	✓
<input type="checkbox"/> Closeout reporting			✓
<input type="checkbox"/> Document archiving	✓	✓	✓
<input type="checkbox"/> Financial closeout	✓		✓
<input type="checkbox"/> Project & cost auditing	✓		✓

Goal: Our job is not over when the "keys are turned over." We will be a part of the project through the warranty period.



Town Hall Financing: 5-Year CIP

- FY 2021: Town Hall Design (\$500,000)
- FY 2022: Town Hall Construction (\$5,000,000)
- FY 2022: \$453,500 scheduled payments starting
- All options (except a new Town Hall on the current site) are within anticipated capital expenses if started in current FY 2020.



Town Hall Financing: Rates, Terms, Payment

TOWN OF WENDELL						
LOAN AMOUNT	INTEREST RATE	AMOUNT AT 210 YEARS	ANNUAL PAYMENT	PAYMENT AT 4%	PAYMENT AT 5%	
\$400,000	3.00%	70	\$40,746	\$41,887	\$40,419	
\$400,000	4.00%	75	\$48,934	\$49,889	\$47,718	
\$4,000,000	3.00%	30	\$336,113	\$340,072	\$336,117	
\$7,000,000	4.00%	70	\$473,936	\$479,689	\$463,436	
\$7,000,000	3.00%	25	\$423,593	\$418,081	\$406,145	
\$7,000,000	3.00%	30	\$327,132	\$334,020	\$325,130	
\$4,000,000	4.00%	70	\$467,773	\$473,941	\$457,817	
\$4,000,000	3.00%	25	\$420,420	\$411,003	\$397,437	
\$4,000,000	3.00%	30	\$328,123	\$334,020	\$325,130	
\$4,000,000	4.00%	70	\$466,757	\$472,782	\$457,180	
\$3,000,000	3.00%	25	\$316,048	\$311,125	\$303,519	
\$3,000,000	3.00%	30	\$229,173	\$233,869	\$228,811	
\$10,000,000	3.00%	70	\$672,153	\$700,704	\$680,425	
\$10,000,000	3.00%	25	\$574,736	\$564,147	\$558,132	
\$10,000,000	3.00%	30	\$431,126	\$439,289	\$435,113	



Town Hall Financing: LGC Timelines

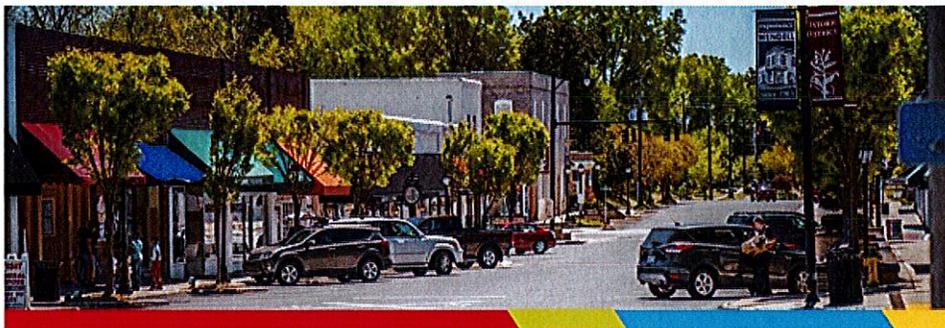
- LGC Reimbursement Timelines
 - Resolution for project reimbursement allowed for 3 years after original expenditure is paid.
 - LGC can extend to 5-years for long-term construction.



Town Hall Financing: Available Debt

- Debt Limit (8% of Assessed Value): \$52,607,160
- Current Town Net Debt: \$3,668,200
- Legal Debt Margin: \$48,938,960

- Town has capacity to handle borrowing without limiting potential future needs.



QUESTIONS / ANSWERS



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Commissioner Boyette asked why option 3 was so much less than option 5 and where the difference was.

Mr. Whitley said that the difference was in the site improvement in relation to acreage, as option 3 was on less acres than option 5.

Commissioner Carroll asked if the assessed value of the current Town Hall is \$600,000.

Town Manager Collins confirmed that is the assessed value for the three properties that the Town currently owns. He said that there's a lot of risk in renovating the current Town Hall site, due to the age of the building and the issues to repair. He recommended keeping the other departments of the Town where they are and keeping the departments in the current Town Hall together.

Commissioner Carroll said options 4 and 5 seemed the most feasible to him.

Commissioner Joyner and Lutz agreed.

Commissioner Joyner said he preferred option 5 over option 4, due to drainage issues and the uncertainty of being able to acquire that land from the current owner.

Commissioner Boyette said he doesn't like options 1 and 2 due to expense. He said that he wasn't fond of option 3 or 4 either. Option 5 seemed the best option to him.

Commissioner Lutz said that he felt the same way and preferred option 5.

Mayor Gray agreed that option 1 isn't a good option, due to repairs needed. Option 2 would cause a disruption in work flow. Option 3's sites should be protected as it is. Option 4 isn't guaranteed. She said that option 5 is the best option due to parking potential, shared facilities, and getting a water line installed.

Town Manager Marc Collins presented the following amortization schedule for Town Hall:

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TOWN OF WENDELL

<u>LOAN AMOUNT</u>	<u>INTEREST RATE</u>	<u>AMORTIZED YEARS</u>	<u>ANNUAL PAYMENT</u>	<u>PAYMENT AT 4%</u>	<u>PAYMENT AT 5%</u>
\$6,000,000	3.00%	20	\$403,290	\$441,487	\$481,452
\$6,000,000	3.00%	25	\$344,564	\$384,069	\$425,713
\$6,000,000	3.00%	30	\$306,113	\$346,979	\$390,307
\$7,000,000	3.00%	20	\$470,506	\$515,069	\$561,695
\$7,000,000	3.00%	25	\$401,992	\$448,081	\$496,665
\$7,000,000	3.00%	30	\$357,132	\$404,809	\$455,358
\$8,000,000	3.00%	20	\$537,721	\$588,650	\$641,937
\$8,000,000	3.00%	25	\$459,420	\$512,093	\$567,617
\$8,000,000	3.00%	30	\$408,152	\$462,639	\$520,410
\$9,000,000	3.00%	20	\$604,937	\$662,232	\$722,180
\$9,000,000	3.00%	25	\$516,848	\$576,105	\$638,569
\$9,000,000	3.00%	30	\$459,171	\$520,469	\$585,461
\$10,000,000	3.00%	20	\$672,153	\$735,814	\$802,423
\$10,000,000	3.00%	25	\$574,276	\$640,117	\$709,522
\$10,000,000	3.00%	30	\$510,190	\$578,299	\$650,513

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Town Manager Marc Collins said that based on the Capital Improvement Plan, the current Town Hall Budget of \$500,000 is programmed for next year's budget for design, with construction beginning the following year. He said that the borrowing is scheduled for 2021, which is set for \$5.0 million. The Local Government Commission talked to the Finance Director and discussed a reimbursement resolution. If interest rates are going to be better in the future, the Town can hold off on borrowing. Mr. Collins said that the cost of borrowing money is low right now, and that construction costs would increase in the coming years.

Mayor Gray opened the floor to comments about timing and feedback.

Commissioners Joyner and Boyette said that now is the time to get started. Commissioner Carroll agreed.

Town Manager Marc Collins said it would be later this year when staff came back with terms and conditions, as he would like to present the Parks and Recreation Master Plan to the Board, beforehand.

3. ADJOURN

ACTION:

Mover: Mayor Pro Tem Lutz moved to adjourn at 7:12 p.m.

Vote: Unanimous.

Duly adopted this 12 day of August 2019, while in regular session.

ATTEST:



Megan Howard,
Town Clerk





Virginia R. Gray,
Mayor