

**TOWN OF WENDELL
BOARD OF COMMISSIONER WORK SESSION MEETING MINUTES
SEPTEMBER 16, 2020**

The Wendell Town Board of Commissioners held their virtual, special-called work session on Wednesday, September 16, 2020, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem John Boyette (virtually); Commissioners: Jason Joyner, Joe DeLoach, Jon Lutz, and Philip Tarnaski

STAFF PRESENT: Town Manager Marc Collins and Assistant to the Manager Stephanie Smith

SPECIAL NOTICE

Due to the Declared State of Emergency in response to the COVID-19 Virus, the Town of Wendell has altered the traditional meeting process to accommodate and encourage positive public health practices. The Town is incorporating virtual meeting practices to continue the work of the Board of Commissioners while taking proactive measures to maintain transparency.

The public is encouraged to remain home and call (919) 375-6880 to listen to the meeting. No direct access to Town Hall will be allowed.

CALL TO ORDER

Mayor Gray called the meeting to order at 6:10 p.m.

1. NEW TOWN HALL DEBRIEF

1. Town Board Discussion and Feedback on Town Hall Needs & Vision with Dena Wangberg of Gensler Architecture

Charlie Brown, Cumming Group, thanked the Board for the opportunity for the chance to speak to them and get their input on the New Town Hall. He introduced Rob Allen, Lead Architect of Gensler.

Mr. Allen introduced Dena Wangberg, project architect, and Brad Burns, architect and design director at Gensler who will be facilitating a lot of the discussion. He said they've been looking at site information regarding the project and asked the board to share ideas and concerns regarding the project. Mr. Allen said that Mr. Burns will be providing a presentation and encouraged the Board to ask any questions that they might have throughout the presentation.

Mr. Burns thanked the Board and presented the following presentation to the Board:

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Town of Wendell New Town Hall
Visioning Session

16 September 2020

Gensler

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Purpose of the Meeting

What is a Visioning Session?

Visioning is an interactive workshop with project stakeholders and the design team. It's an opportunity to have a "blue sky" discussion about the project.

Why do it?

Every project is unique. We want to understand your individual and collective perspectives on the particular considerations of this project in order to create a New Town Hall that is tailored to the Town of Wendell. This is your project.

What do we hope to achieve?

- Collaboratively, we will establish a shared vision for the project.
- The team and future participants will be able utilize these findings and gain a better understanding of the project's background, issues and strategic direction.
- We will hear diverse perspectives from the stakeholder group and build consensus.
- We have a clear direction for the project design to move forward.

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Attendees

- | | | | | | | | |
|------------------------|----------------------------------|----------------------|-----------------------|-------------------|---------------------------|---------------------------------|---|
| Mayor
Virginia Gray | Mayor Pro
Tem John
Boyette | Comm. Joe
DeLoach | Comm. Jason
Joyner | Comm. Jon
Lutz | Comm. Phillip
Tarnaski | Marc Collins
Town
Manager | Stephanie
Smith
Asst. to the
Manager |
| Charles
Brown | | | | | | | |
| Rob Allen | Brad Burns | Dena
Wangberg | | | | | |

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Visioning Session Agenda

These are the topics we'll be discussing during our session today:

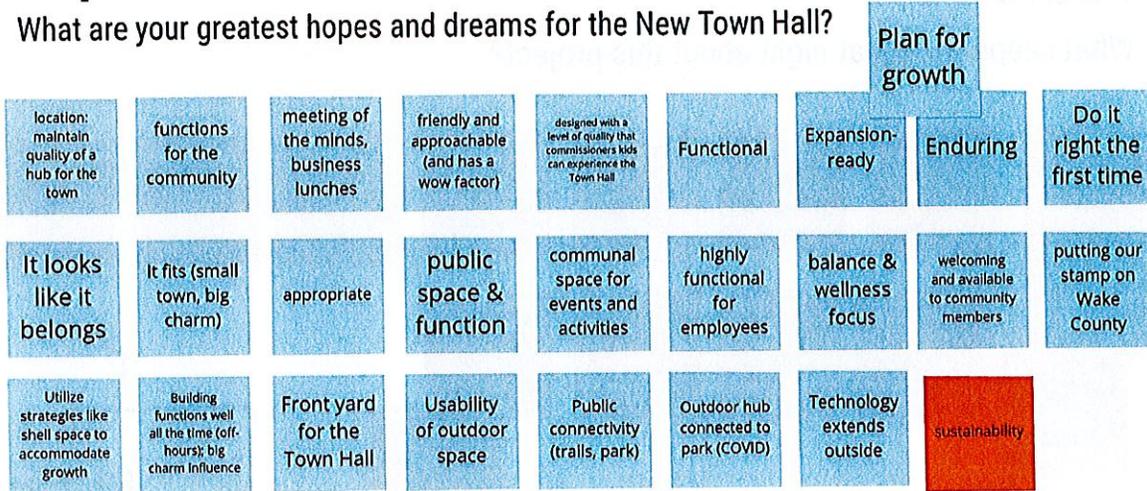
1. The Town of Wendell
2. Aspirations
3. Fears
4. Challenges
5. Tools
6. Site
7. COVID-19
8. Identify Critical Success Factors
9. Prioritize Critical Success Factors
01. Vision Statement

Mr. Burns said that every project Gensler accomplishes is unique and said he looks forward to establishing a shared vision with the Board.

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Aspirations

What are your greatest hopes and dreams for the New Town Hall?



Mr. Burns said that he likes to think of aspirations in terms of what use of spaces can happen at the new town hall that cannot currently be done. The Board responded with ideas located in the blue “post-it notes” in the presentation, above. Mr. Burns said that the site location is ideal for a project site.

Mr. Parker said that listening to the Board’s aspirations, he said it’s great to be building a town hall based on the town’s roots and storyline. He said it will be a place to bring the community together.

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Fears

What keeps you up at night about this project?



Mr. Burns asked where the risk was for the Board in building a new Town Hall. The Board responded in the red boxes of the presentation above.

Town Manager Marc Collins asked members of Cumming and Gensler could remind the Board of the finished and unfinished square feet involved in the space.

Mr. Parker said that it's 12,000 square feet of construction program and 2300 square feet of flexible space to be contributed for future expansions. He said that a part of this exercise is to understand exactly how to get to deciding square feet allocations.

Commissioner Boyette asked how many square feet the current town hall has.

Mr. Collins said he would send that information to the Board after the meeting.

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Challenges

What will be the Town of Wendell's greatest challenges in the next 5-10 years?



Mr. Burns said that as things change and as the town grows, he'd like the Board to consider what are the Town's challenges. The Board responded in the orange boxes in the presentation, above.

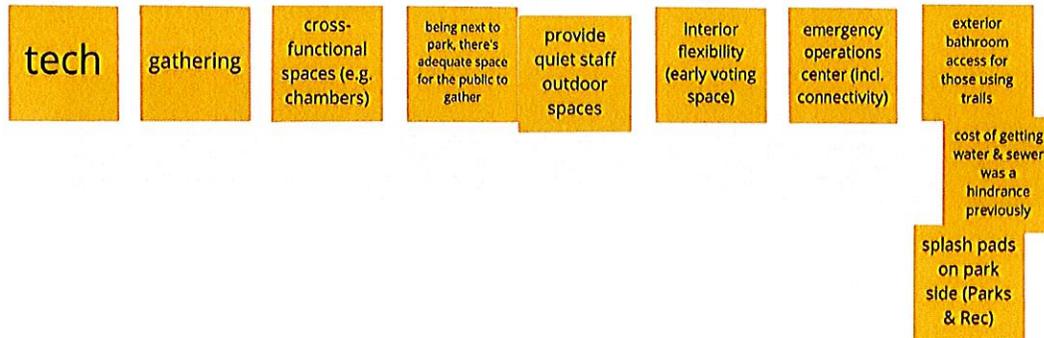
Commissioner Tarnaski asked if the road extension would occur at the same time as the town hall project.

Mr. Collins said that the repaving at the park is a separate Capital Improvement Project, but it would occur around the same time. He said they would create an addendum to the RFQ for Cumming so that one project manager would coordinate both projects.

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Tools

What (indoor and outdoor) spaces and tools do you need to achieve your goals?



Mr. Burns said that the tools are about the spaces needed to achieve goals. The Board responded in the yellow boxes in the presentation, above. He said the spaces should be multi-functional when considering expansion of the town and town hall's uses.

Commissioner Tarnaski asked if there would be trail and exterior bathroom access for the public.

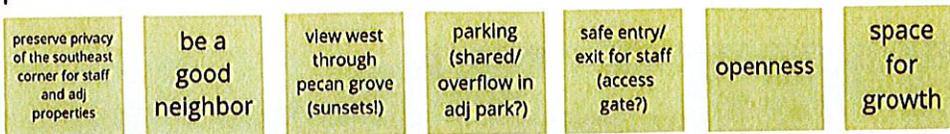
Mayor Gray said that the Board had discussed in the past that building the Town Hall in this location would bring plumbing in that area of the park.

Mr. Collins mentioned the potentiality for a splash pad, as well. He said that once the utilities are installed, they'll revisit the recreational benefits and potentialities at a future date.

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Site

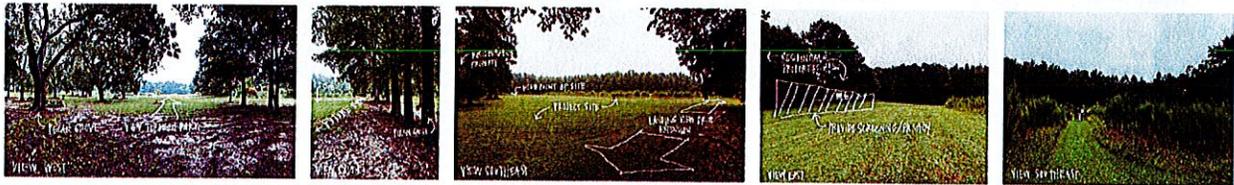
What features of the project site have value and/or meaning? What needs to be preserved?



Mr. Burns mentioned the site view of the pecan trees and the future road extension to the left of the site. He said that they would consider some screening for the surrounding houses as a privacy buffer. He asked which features are important to the Board and the Board responded in the boxes of the presentation, above. He said that the minimum amount of parking is 30 spaces at minimum. Mr. Burns said they would work with the civil engineer to factor in growth and parking spaces for the public, as well. He said that his team would come back to the Board regarding a two-story versus one-story building and what expansion needs would require of both.

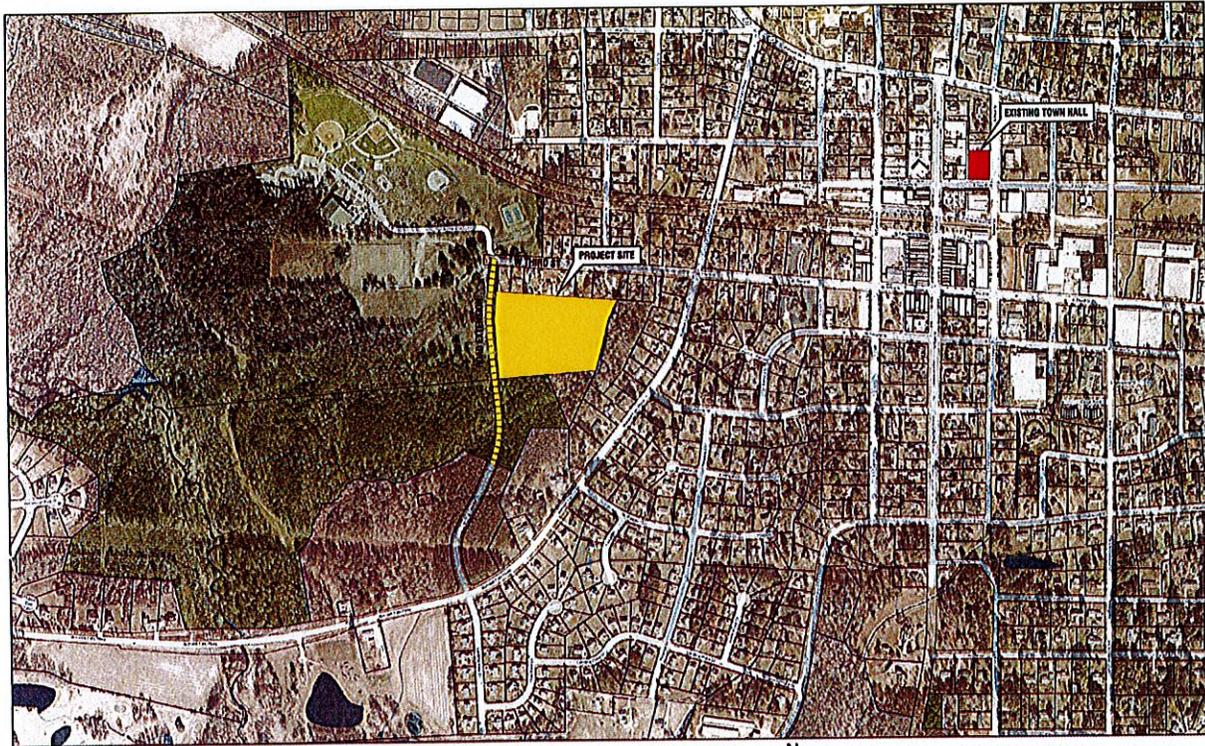
The Board discussed golf cart parking, electrical charging stations and bike racks with the architect firm.

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Mr. Burns shared the photos above for future views of the new Town Hall building.

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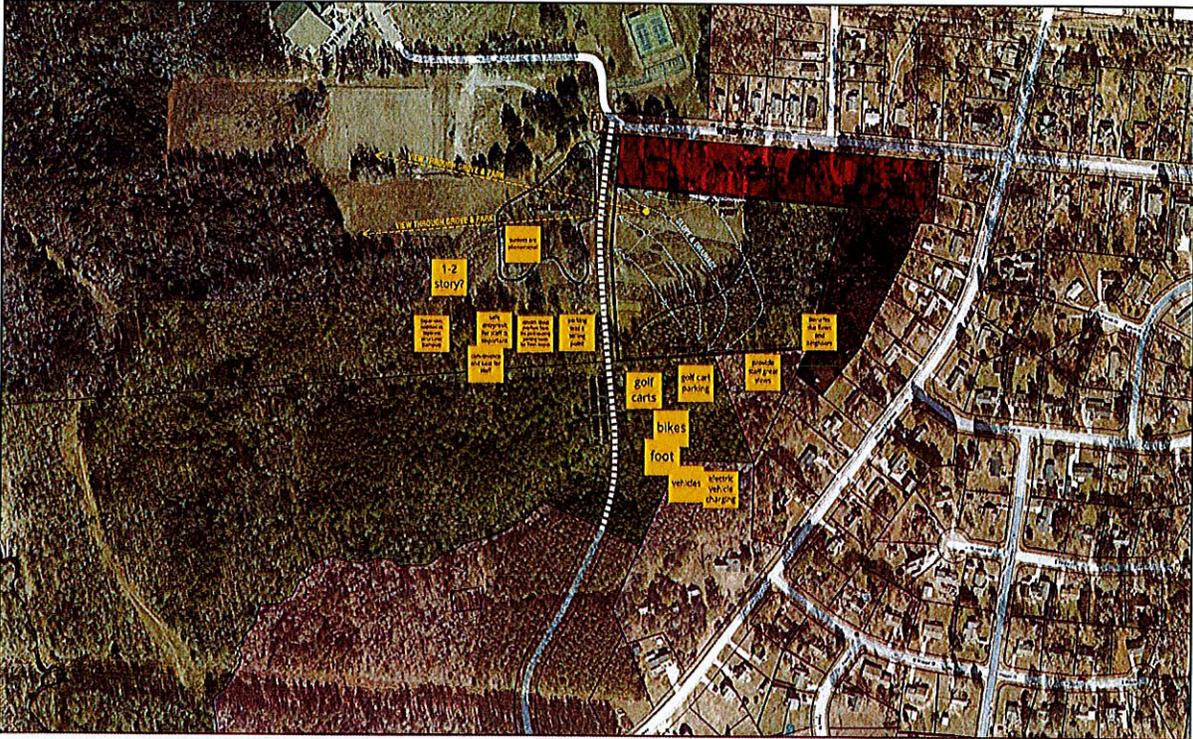
SITE DIAGRAM 1:200



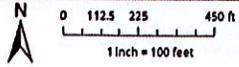
0 225 450 900 ft
1 inch = 200 feet

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SITE DIAGRAM 1:100



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COVID-19

What is the impact of COVID-19 to Town of Wendell public buildings in terms of:



Mr. Burns asked about any changes that the Board has had to make and their thoughts of COVID's lasting impact.

Commissioner Tarnaski said that he hasn't changed anything regarding COVID.

Commissioner DeLoach said that ventilation is an important factor that they've had to consider with the current town hall. He said he would like to see it as a non-issue at the future building.

Mr. Collins said that the Town Hall hasn't been open to the public and staff have been social distancing and rotating schedules between working from home and in-office. He said public access hasn't been a current consideration.

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Identify Critical Success Factors

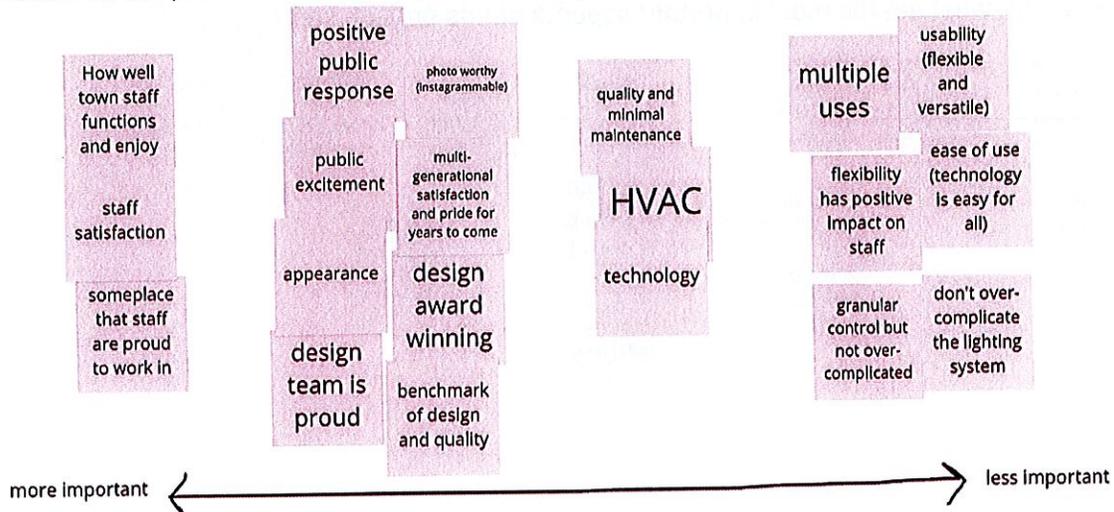
After completion, what measures will determine the project's success? To put it differently, what are the most important aspects of this project, and why?



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Prioritize Critical Success Factors

Based on the previous discussion, how would you rank the critical success factors?



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Vision Statement

How might you concisely state the vision for the project in a way that includes the perspectives we have heard today?

Beautiful quality
functional
building

On time, on budget
and better than we
could have imagined

What the staff needs
and what the public
thinks they want

2. ADJOURN

ACTION

Mover: Commissioner moved to Adjourn at ^{8:01 mmh} 8:01 p.m.
Ayes: Commissioners Joyner, DeLoach, Lutz, Tarnaski, and Boyette
Nays: None.
Vote: 5-0

Duly adopted this 12 day of October 2020 while in regular session.


Virginia R. Gray,
Mayor

ATTEST:


Megan Howard,
Town Clerk

