

February 22, 2014

Special Called Meeting – Board Retreat

The Wendell Town Board of Commissioners held a Special Called meeting on Saturday, February 22, 2014 for the purpose of a Board Retreat at the Wendell Community Center from 8:00 a.m. to Noon with Mayor Timothy A. Hinnant presiding. Present were Commissioners Sam Laughery; James Parham; Virginia Gray; John Boyette; and Jon Lutz. Also present were Manager Teresa Piner; Town Clerk Jonnie Driver; Finance Director Butch Kay; IT Administrator Tamah Hughes; Public Works Director Alton Bryant; Parks and Recreation Director Brinkley Wagstaff; Police Chief Bill Carter and Reporter for the Eastern Wake News Johnny Whitfield.

Mayor Hinnant called the meeting to order at 8:10 a.m.

Item 1 - Mayor Hinnant welcomed and thanked everyone for attending.

Item 2 – Priority Highlights of Previous Boards

Manager Piner said several had asked what boards had discussed at previous retreats and what priorities had been established. A list of those items was passed to the board members for discussion.

Mayor Hinnant said he thought we had been working to get better cell phone reception in the downtown area. Where are we with that issue? Mrs. Piner said the board updated the cell tower policy several months ago and we worked with AT&T and Verizon with the review of that ordinance. They have expressed interest in locating in Wendell. Verizon representatives went inside some of the businesses downtown and made adjustments to some of the existing antennas in the area. We have worked with the carriers to identify properties for a cell tower and they are talking to the individual property owners and going through the process of weeding out those that are not available or suitable for their needs. We have been told by Verizon that they have funding for a tower in Wendell this year. It is a matter of them locating a site. She said AT&T is looking at the peripheral area for a site, but they could both locate on one site. She said she would follow up with them on a regular basis to see if there was any way the town could help.

Commissioner Laughery asked if there was anything the board could do to speed up the process, because this had been going on a long time. Mrs. Piner said the carriers had expressed that the board had helped them by updating the cell tower policy, but a lot of their work from here on will be with the FAA and the FCC as well as the property owners. They have been contacted and notified that we would be glad to help. Commissioner Laughery asked would tax incentives be of help to them. Mayor Hinnant said they would be leasing the land so it would not be much of an incentive. Mrs. Piner said they had indicated that money is not an issue. The funding had been included in their budget. The selection of a site and working with the owners and the building of the tower will take the longest.

Commissioner Boyette asked if there had been any property owners that seemed to be against the tower. Teresa said at this time it did not appear to be an issue.

Commissioner Laughery asked Manager Piner if she was satisfied with the recent changes we made to the Cell Tower Ordinance and that we are on par with the surrounding municipalities. Mrs. Piner stated we are in better shape because we took the model ordinance that the Telecommunication Community had put developed and it was reviewed by AT&T and Verizon. They were in agreement that they were comfortable with the ordinance.

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Item 3 – Overview by Departments

Public Works Director Alton Bryant gave an overview of the equipment that the employees work with and how safety was a high priority. The department was holding more frequent safety training classes to promote safety awareness and safe work habits.

He stated that the Public Works Department continued to be contacted by the citizens regarding the water and sewer utilities which we assist by providing them the City of Raleigh phone numbers to contact. He said Wendell also had the listing of phone numbers or Raleigh on our website which can be accessed 24/7.

Mr. Bryant stated he regularly works with NCDOT which maintains approximately 21 miles of roadway within the town's corporate limits. He said when calls are received regarding maintenance of these roads, including pot holes; sink holes, rutted shoulders or improper drainage, the information was forwarded to the NCDOT for corrective action, however any immediate hazards were blocked off and made safe by Public Works employees until NCDOT's work force was dispatched to the site.

Mr. Bryant also gave the board a list of routine responsibilities of the department to include building and grounds maintenance for Town Hall, Senior Center, Public Works Facility and the Park and Ride lot. Collection of garbage from trash receptacles downtown along sidewalks, weekly yard waste collection, bulky trash collection, maintenance and repairs of town streets, sidewalk maintenance and repairs, storm drainage maintenance and repairs, downtown street lights maintenance and repairs, mowing road right of ways and various public use areas.

Commissioner Lutz asked how the bulky trash collection was handled, does the customer have to call in or do you have a route to follow. Mr. Bryant said the department had a route and it was done every week. That route was every week through town.

Commissioner Boyette asked how many stops you make on the bulky trash route per week. Mr. Bryant said he did not have a count of the number of stops that were made, but that he would be able to give the volume, but not the number of stops. Commissioner Boyette said some municipalities do it on a once a month basis. Mr. Bryant said some municipalities do it on an as needed call basis.

Mayor Hinnant said he rustled with the bulky trash pick-up, because in all honesty there comes a time when we have to say are we doing too much for the citizens. He did not think it should be the responsibility of the town to pick up old mattresses, refrigerators or old furniture. If we do, we should be charging those households. We should not be letting the citizens abuse us by taking an old appliance and dragging it out to the street with them expecting us to dispose of it. It is too much of an expense on this town.

Commissioner Gray said most of the time when you purchase a new washer, dryer or refrigerator, they old one is taken away when they deliver the new one. She agreed that mattresses should not be our responsibility either.

Commissioner Parham said he did not see discarded items very often when riding around Wendell. He knew it probably did happen, but not to the point that it is a big issue.

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Commissioner Gray asked if it seemed to be more of a problem when people move. Mr. Bryant said that certainly was a problem. He said we picked up 106 tons in 2012-2013.

Mayor Hinnant said he did not think it should be the town's responsibility and he did not know what we had to do to make a formal decision, but he would like to have the manager look at this and see what could be done and put the responsibility back on the property owners. Mr. Bryant said he just wanted to make it clear that it was not just rental property disposing of debris. There are some residents that take advantage of the disposal center.

Mr. Bryant stated upcoming priorities for Public Works would be upgrade of snow removal equipment and operations. Mayor Hinnant said how much more money do we spend to upgrade removal equipment when we only have six employees, we would be better off spending the money for a contractor to come in and help our six employees remove the snow. Mr. Bryant said he was thinking an additional plow to attach to one of the trucks already up fitted for the equipment; some increase bulk storage for salt.

Mayor Hinnant said when Wendell Falls gets to building and those roads become covered, even though they are DOT roads, those residents were going to be looking at the town for some help getting in and out and DOT was not going to make them a priority either. He thought we would be better off to spend the money on a contractor to come in with the big equipment and get the snow removed as quickly as possible.

Commissioner Gray asked what we have to do to get higher on their priority list. Mr. Bryant said he thought the priority was set by the volume of traffic moving through and we do not have that volume to put us at the top of the priority list. Commissioner Gray said would it help if we squeaked a little more, or maybe we could send the bill we got from the contractor having to clean Wendell Boulevard. Mayor Hinnant said he thought it was based on the population and we don't have the population of Cary, Raleigh, or Wake Forest. Until we get more people in town that was the way it is going to be.

Mr. Bryant stated that another priority would be to add a building to the Public Works Facility at Lake Glad Road for the storage of vehicles and equipment. He said it would also be nice to fill a vacant position but this could be delayed until later into the budget year. Mayor Hinnant asked would it be possible to get some seasonal help that does not have to get benefits. Mr. Bryant said we had done that in the past and we could do that again, but that could be a temporary fix. Mr. Bryant said he also needed to purchase a bucket truck to perform work beyond the safe reach of a ladder at an estimated cost of about \$35,000. Commissioner Boyette asked if it was possible to get a bucket truck that could be used for other things. Mr. Bryant replied yes.

Police Department

Police Chief Bill Carter gave an overview of the police department, its mission and philosophy which focuses around community oriented policing. Attorney Cauley said one thing he was seeing in other communities was a new approach called "Coffee with a Cop". Chief Carter said he was familiar with that. Attorney Cauley said that seemed to be the current trend. Chief Carter said it was a good program. Commissioner Parham asked Chief Carter if that was something that he would consider doing. Chief Carter said certainly, the challenge was if they were short staffed and had an appointment

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for coffee and couldn't be there. Mayor said if the police department decided to do that, maybe it should be coordinated it through the Chamber.

Chief Carter said in 2013-2014, 2 sworn positions were un-funded. Mayor Hinnant said the Department of Public Safety and Department of Public Instruction has a grant program for School Resource Officers. It contributes \$2.00 for every \$1.00 the municipality would spend. He said with Wendell Falls we were going to need more police officers than what we had budgeted for now and if we applied for the grant it would give the officer time to get the training they needed and know how we do business and get familiar with our businesses before Wendell Falls was up and running.

Commissioner Parham asked if the Wendell Police Department had a school safety program for our schools. Chief Carter said Wake County Schools had a security department to develop certain criteria that had to be followed including lock down drills which the police department participated in.

Commissioner Boyette stated that there was an officer in the morning and the afternoon helping with traffic at Wendell Elementary. Commissioner Boyette asked how many hours were officers assigned to work at the schools. Chief Carter stated they were there for about 30 minutes twice a day, so an hour a day. Commissioner Boyette said 1 hour a day times 180 school days per year was a significant amount of time and was basically due to poor traffic design which was the school systems problem. He said when they start to build more schools we need to look at the traffic pattern.

Commissioner Boyette said he was involved in the traffic pattern change that was to take place on Academy Street and for some reason it was never put into effect. Chief Carter said there were talks about Academy Street and making it a one way street for part of the day, however it was a concern that the Fire Department's connections were on Academy and that could cause some problems. Manger Piner said once Anderson Street was paved, she was hoping to revisit the alternate pick up and drop off route. This may relieve some traffic issues by utilizing Anderson Street. Commissioner Boyette asked if the school was totally against changing their parking lot layout. Would it be possible to move one of the entrances in their parking lot? Mrs. Piner said thought the school was willing to work with us any way they could to improve the situation.

Mayor Hinnant stated that if the time gets to be more than an hour a day, let the board know because it may pay us to apply for a grant for a School Resource Officer.

Chief Carter said the police department went to a take home fleet or individually assigned fleet with a very restricted take home policy and which resulted in a number of additional cars being purchased initially. He said they were looking at the cars and mileage now and at some point would have to replace some of those cars.

Chief Carter said in the 2012-2013 budget there was 1 sworn position unfunded and the department's budget was almost 1.4 million dollars. He said he would like to be more active in the schools, but being 2 officers short was not able to get a lot done in that area.

Commissioner Parham asked if the two vacant positions were filled and the build out for Wendell Falls Phase One was in April 2015 supposedly, would that be enough officers to take care of the additional roof tops. Chief Carter said it would go a long way. Mayor Hinnant said as we hire in our police

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department we need to make sure that we have minority officers. He said the police department needs to strive to mirror the community as far as how it looks. Chief Carter said he agreed.

Chief Carter said the police department was very close to filling its last funded position. As the positions become vacant officers earning more comp time. This occurs as the streets need to be covered while officers go to trainings, take vacations and those sorts of things which results in a need to fill that void and the only way to do that is to use the other officers that are funded.

Chief Carter said a delay in the vehicle replacement strategy creates an even greater financial burden down the road as more vehicles age out at the same time. Commissioner Laughery asked how many vehicles the police department had currently. Chief Carter stated 18 which did not include one grant vehicle that was purchased through the ABC to support our initiatives against impaired driving.

Commissioner Gray stated that she thought we had talked about a mileage goal when we replace cars. Chief Carter said the ideal mileage would be 60-70,000 miles or about every 6 years. She asked didn't the State Highway Patrol raise that mileage some. Mayor Hinnant said that was correct, they said between 60-80,000. Chief Carter said the highest mileage we have on a vehicle right now is 74,000. Mayor Hinnant said our challenge is that two cars will not get us where we need to be with the rotation. Chief Carter said we will take whatever we can get, but looking at the overall mileage scheme next year I may be back asking for five vehicles to get back into the correct rotation schedule. He said his personal goal was to get to a point where we could say we are going to replace 3 cars every year and that was just part of the budget.

Commissioner Gray asked how much driving the vehicle back and forth home every day contributing to the mileage adding up on these vehicles. Chief Carter said the take home policy right now as it is written is 5 miles from the city limits. Chief Carter said if a vehicle is driven by one officer as a take home vehicle the vehicle was better maintained. We have two exceptions to that rule that were in affect before the policy was changed. Mayor Hinnant said almost all law enforcement agencies have a take home vehicle policy. Commissioner Gray said last year we had some issues about having to drive out to Wendell Falls and Sheetz and how it was affecting the mileage and if that affects the mileage driving the vehicles home must affect the mileage. Mayor Hinnant said if you live more than 5 miles out we should keep those vehicles parked here. He said he would like to see that policy looked at and if you live more than 5 miles for the City Limits your vehicle stays parked in town. If we run short on parking spaces for them, Alton could possibly help by parking them within the fenced area. Mayor Hinnant asked what was the farthest a police officer drives right now. Chief Carter said maybe 15 miles.

Commissioner Laughery said of the vehicles that you have how many are being driven home by the officers. Chief Carter replied of the twelve officers currently on patrol, 9 are being driven home and 3 are being parked at the police department. Mayor Hinnant said it looks like the mileage issue was not with the cars being driven home. Commissioner Parham said rather than mileage, his concern would be response time. Chief Carter said from the time a police officer received a call in their car until they can arrive on the scene would be estimated at 5-7 minutes assuming the officer went from one side of the town to another in an emergency.

Chief Carter said we have 17 funded full time positions, 16 sworn law enforcement positions and 1 non-sworn position which is migrating from Dispatcher to Administrative Specialist. This migration is

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happening in part because dispatch is primarily handled by Raleigh-Wake Emergency Communications Center. He also noted there are 2 unfunded sworn positions.

Chief Carter stated the department answered 6436 Calls for Service, filed 465 Incident reports and completed 114 Crash reports in 2013.

Chief Carter said the police department also participated in activities such as Camp Choices, Public Safety Day, and the Harvest Festival.

Chief Carter said his priority would be to restore 2 unfunded sworn positions and to restore the vehicle replacement funding to the operational budget which he estimated would cost \$135,000 per year assuming replacing 3 vehicles per year.

Commissioner Boyette asked if the two unfunded position were funded, would that require an additional two cars. Chief Carter said we would probably need 1 more vehicle.

Mayor Hinnant called for a 10 minute break.

Planning Department

David Bergmark stated that as far as needs in the Planning Department the biggest ticket items would be a need for the transportation plan update. He said we received an estimate of \$30,000 from AMT and that would be to review all of our documents to make sure they are all consistent, review external documents and create a street classification system that would tell us the different street types and assign those to our streets both existing and new connections if needed.

Mr. Bergmark said another item would be the Greenway/Open Space Plan Update and we have been given an estimate of \$32,000 minimum for core services. He said it was adopted in 2002. He said we are thinking it might be possible to have a master's student with DCRP to do the plan update with staff guidance. David said an updated greenway plan would support any greenway LAPP project. He said Knightdale had approached Wendell about have a joint application to connect greenways which would be going out to the Western side of Wendell Falls up to the bypass to connect with Knightdale's greenway system.

Commissioner Laughery said he attended the CAMPO meeting last week and there were a few projects on the list for the Wendell area, not Wendell specifically but the area. He said they have a new Director Chris Lukasina and David and he would be meeting with him in the near future to talk about what Wendell could do to get some of the projects for Wendell on the list. We have has two projects eligible for LAPP funds but could not do the projects because we did not have the 20 percent match. We have to find a way to fund some of these projects.

David said if we were serious about a project we should begin discussions with CAMPO and consultants by May or June. He said if a project were selected for Wendell by CAMPO in early 2015, the local match would not be due by the town until Wendell's FY 2015-2016. David said projects given serious consideration in the past include Wendell Boulevard/Selma Road/ Old Wilson Road intersection with a minimum match of \$300,000 to \$500,000 depending on which alternative was chosen and Improvement and Sidewalk installation on Wendell Boulevard from Academy Street to IGA with a match of \$72,000.

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Mayor Hinnant said he could see the sidewalk installation; however he could not see us realigning a road with a \$300,000 to \$500,000 match. We do not have the funds for that and there was no need to have plans done on something we cannot afford.

David gave the board and subdivision update and talked briefly on permits and sketch plans that had been submitted. Commissioner Laughery asked if there was any word on Park View or Village of Wendell. David replied no activity on those. Teresa said the owners of Park View may consider selling that land. The development could be important because the property abuts Wendell Park and we would like to at least talk with them about their plans or determine the purchase price. David said we had about 300 available lots in those subdivisions. This does not include Wendell Falls. Teresa said none of those subdivisions are subject to the UDO they were approved prior to the UDO and we have not had any new start subdivisions.

Mayor Hinnant said House Bill 150 was getting ready to be looked at again by the legislature so there was a possibility that the design standards may be going away.

Commissioner Boyette asked if Pepper Pointe II included extending Academy Street all the way out to Old Zebulon Road. Mrs. Piner said it would not, the subdivision would go north from where it was now.

David said they were in the process of going over applications for the Planner vs. Planning Tech. He said we will probably be looking at adding another position midway the FY 2014-2015 or 2015-2016 because once Wendell Falls gets started they could come in with bundles of permits.

David said we do not have a lot of equipment/software needs. Tamah was aware that we need 2 new computers in the next FY. We would like to add another ArcGIS user license, because right now the department had only one license and we used to have three.

David said Planning Staff had developed a proposed text amendment to address murals. We will be asking the board to direct that to the Planning Board at the March 17th meeting.

David provided a list of 30 UDO amendments that have been made to date just for you information.

Commissioner Gray asked if there had been any thought given to the Street Scape Project Downtown. Mrs. Piner said the Street Scape Project was designed by McKim and Creed Engineers and we went back to USDA at several different times and put together applications. The last application submitted was turned down, so we would have to see if there were funds available to go back to USDA and do. She said because Universal Chevrolet was continuing to do some work at the corner of Fourth and Main as part of the street scape and we had talked about doing some curb changes and bump outs, but did not get the funds so it may be worth talking about it, because it might be cheaper since they are already doing work there. She said otherwise we would have to put it in our operation budget to start each year to do sections or continue to apply for grants. Commissioner Gray said I am concerned that the trees are going to look different sizes and I don't one part of the downtown to be forgotten as compared to the other. I feel we went straight down and did not do the sides and those folks need their side prettied up too. Mrs. Piner said it is part of the plan, but with getting the grant and budget limitations we were not able to put it in. She said there may be things that we can do in house to help from the appearance standpoint, but it is still several hundred thousand dollars.

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Commissioner Laughery said as he passed Acts Medical Center yesterday there were three young men walking in the street because there was no sidewalk there and it was muddy where the sidewalk should be. He stated that he almost hit one of them. He said he needed to better understand why we built that nice sidewalk from Oliver House across the street all the way down just to the end of the ACT's property and there were three properties that refused to help us get the sidewalk there. He would like to understand what we need to do as a town to make that sidewalk happen. Mayor Hinnant said we would have to do a condemnation and seize their property if they were unwilling to give us an easement. Commissioner Grays said would it be possible to come out to the curb with the sidewalk and not have to condemn their property. She knew it might not look as good aesthetically but it would avoid having to condemn the property. Mayor Hinnant said it would not be cheap to condemn. Attorney Cauley said that was correct, a condemnation was the most expensive way to acquire property. He said in some cases it is the only way. Commissioner Laughery said this was something that we needed to seriously look at in the near future. Attorney Cauley said it might be of helpful if you sent someone that knows the property owners to talk with them and see if they could work something out.

IT Department

Tamah Hughes IT Administrator stated she had a needs list. She said the current backup solution was a tape which had to be carried offsite for storage. Recovery time was several hours for one file. The goal was to improve recovery time, improve access to files remotely and improve our overall Disaster Recovery plan.

Tamah said there was no formal disaster recovery plan other than taking the tapes home. She said if there ever was a disaster someone could go to her house and get those tapes. Mayor Hinnant asked if the vault could not be used for storage of the tapes. Tamah said it could be used; it was the idea that if the building were damaged there would be an off-site storage. Commissioner Parham asked what would happen if something happened at your house. Tamah said we would still have the records at town hall. Tamah said she would like to write a formal disaster recovery plan. The cost would be approximately \$15,000.

Tamah said Public Stuff was an application used by the citizens to report and track issues they report to the Town via a downloadable free app from the app store or apple store. The application provides a transparency from citizen to Government work requested. Each time the work order is updated or completed, the citizen will receive an email. These work orders are viewable to the public. Currently, Raleigh is using SeeClickFix for this purpose. Wake Forest was using an app built by a local company, Purple Monkey Apps. Attorney Cauley asked if its usefulness was affected by our wireless challenge. Tamah said it uses the citizen's cell data. Tamah said the cost for the app would be \$3,000-\$3500 yearly.

Tamah said the Criminal Justice Information System required that we purchase fingerprint readers for all MDT's and the Security Software in conjunction with Wake County. The estimated cost was about \$5,000. Mayor Hinnant said if we were out of compliance, we do not have a choice but to budget this purchase some way or another.

Tamah said we have 20 desktop and laptops that are at the end of life in April 2014. Last October Microsoft announced the Windows XP would no longer be supported which means they will not send any updates out. Without updates the computers will be potentially exposed to hackers, but the Police

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Department and Finance Department are the most critical right now, we can hop along a little while with the others.

Mayor Hinnant said he knew we had little money to pay for this, but when you are talking about being in compliance, safety and the citizen's app, he did not think we had a choice but to move forward. Commissioner Gray said she agreed. Commissioner Boyette asked if the data was backed up and someone was carting the tapes around was there anything on there that was a security issue. Tamah said yes, it was the police data, exchange data, payroll and personnel and it need to be secured. Mayor Hinnant asked Teresa to take a look at the things Tamah had talked about and see if the money could be found to move forward with the things Tamah had talked about. Commissioner Laughery said he was as much concerned about having a catastrophe at the Town Hall and losing our hardware as anything else. That doesn't mean that you have to buy new hardware and house it somewhere else, there are a lot of options where you can have access to hardware at other locations and it is cheaper than having to buy the actual hardware.

Tamah said the website that we have was good, but it was only as good as the information we had on there. She said we have implemented a three month rotation that departments will go through and check the links and make sure they are working and the information is relevant. Each department sends news articles and we post it on the department page to keep the public informed. Commissioner Gray said she just wanted to keep the website as current as possible all the time.

Teresa said Tamah's duties focused on keeping us up and running. She was not the web master and that was the reason we divide information management between departments. Commissioner Gray said we spent a lot of money on the new website and wanted to make sure that the most current information was always on the website for citizen's information. Tamah said if there was something that was not on the website that you think should be, please call us and we will put it on there.

Attorney Cauley stated that they learned there was value in being involved with the board retreats. He said it keeps the firm up to date with the board and if something comes up a few months from now, it gives us the context and background to know where that came from. He said as part of our contract, if there were no conflicts, someone from the firm would attend the board retreats. There is not a cost associated with his attendance and he was glad he could attend the meeting. He stated he would be leaving at 11:15. No one had any questions for Attorney Cauley.

Mayor Hinnant excused Butch Kay from the meeting due to another obligation he had scheduled.

Finance Department

Butch Kay stated he wanted to focus on the budget calendar, because there were dates on the calendar that had to be followed. Mr. Kay said we only have two loans outstanding at this time and one was the open space loan and a loan with BB&T for equipment that we purchased a few years ago. He said from a debt standpoint the town was in good shape. He said as we go into the next budget cycle the board will know where we stand as far as debt.

Mr. Kay said all departments are in line with what the budgeted. He said revenues were a little higher and the reason for that was the property taxes are usually collected between November and January so

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we are at about 90% collection on the property tax and a lot of that money has already come in so we will have to float between now and next January with the money we have on hand now.

Mr. Kay said in looking at the budget calendar about halfway down we need to set a date for a staff meeting with the Board for a work session on preliminary budget request. The two options we have are March 24th or March 31st. Mayor Hinnant said if we keep the agenda light for March 24th Work Session we can attend to any major business we have to discuss. He said after we have our brief work session, we can go right into our pre-budget meeting. He said if we do not finish on the 24th we can continue the meeting for the 31st. Everyone was in agreement with the dates. Commissioner Gray asked if there was anything on the agenda that needed action at the meeting on the 24th. Teresa stated she was not aware of anything for action other than the amenity center for Wendell Falls, but she would try and keep the meeting light.

Butch said the second meeting may be needed. Mayor Hinnant said lets go ahead and set March 31st as a second or follow up meeting if needed. Everyone was in agreement.

Town Hall Renovations

Mayor Hinnant said he asked for the Town Hall Renovations to be discussed. The Town Hall was in such bad shape we are not able to have meetings there with someone out of town. He said the carpet looks awful, the manager has surplus furniture, the building is chopped up, and it is not ADA compliant. He said we were going to have to do something with it. Mayor Hinnant said from a short term point he thought we need to take \$300,000 out of our fund balance and make renovations to this building or we could do a loan and look at a site and building for a new town hall.

Manager Piner said she thought it had come to the point if we were going to stay at the current location, the building needed renovating. Teresa said even though we know that we can get a loan for a new facility, we were trying to reduce that cost by just renovating and giving us a nice place to meet by making it more presentable and usable for about ten years.

Commissioner Laughery said you mentioned borrowing money to fix up town hall which he thought was our initial priority that we had to deal with and he would like to see a list of what the priority items were from the most important down to the least important and the cost of those items. He said we need to decide what we can do. Commissioner Gray said she thought we definitely need to do something. She said she thought one place where we fell into a hole last time was the ADA requirements and that was where a lot of the cost came in. Mrs. Piner said she thought we would be focusing more on making it look presentable rather than doing a major makeover. Commissioner Gray said if we use the fund balance how close would we be to the danger zone. Commissioner Laughery said the list that we got from the architect was outrageous. Mayor Hinnant said he thought Teresa has a list of \$265,000 that she had sent us and that was where we need to start. Mayor Hinnant said we need to get this started and not wait two years, so get the list to us ASAP and let's move forward.

Commissioner Boyette said you are talking about \$300,000 for a ten year solution and right now construction cost are relatively low, interest rates are relatively low, if we wait ten years those rates could be considerably higher and it \$30,000 a year to rehab a building that we can't really bring into compliance is that being a good steward of tax payers money. Mrs. Piner said if we went out and rented a facility to hold the town hall you are talking \$2,000-\$2,500 per month so you are getting close to

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\$30,000 per year in a building that we don't own. Commissioner Boyette said he was not speaking of renting a facility; he was talking about biting the bullet and building a new one. Mayor Hinnant said we don't want to pick a site and build one now, because we don't know what Wendell Falls will actually bring and what our needs will be. Mrs. Piner said we had talked to the Local Government Commission and we could put a number in and look at what it would be to pay over a period of time. Commissioner Boyette said he wanted to look at all options. Mayor Hinnant said Teresa if you would put this on the work session agenda for further discussion we can talk of all those things. Commissioner Gray said we already have a nice piece of property across from Town Square.

Unpaved Streets

Mayor Hinnant said he asked for discussion on the roads to be added to this agenda. He said as we move forward there was going to be a time when Wendell proper as he called it, was going to be fighting to be able to compete with the new part of Wendell and having dirt roads was something that no municipality should have at this point and time. He said we had a lot of dirt roads and we need to come up with a plan to get out of the dirt road business. He said we can't afford to bring them up to the design standards of DOT, but we could ribbon pave them to help with dust and erosion. He said we may have to do this over a period of time. Mayor Hinnant asked Public Works Director Alton Bryant if he knew exactly what it would cost to pave these dirt streets. Alton presented the board with a report of the unpaved streets. Mayor Hinnant said we would use Powell Bill money and space it out over a couple of years and we would still have enough money to repave and repair town owned streets. Mayor Hinnant said he had discussed this with Teresa and Butch and financially we will be able to do this with the Powell Bill money.

Commissioner Laughery said he supported getting the roads paved, but as he recalled, there were people in the past that had their streets paved and had to pay for it and that was the issue opposed to us paying for it. Mayor Hinnant said the huge difference was the ones that had their streets paved got it paved up to DOT standards with curb and guttering. We were talking about only ribbon paving on these streets. Commissioner Gray said things change over a period of time, let's move on. Mayor Hinnant said we would also save some money on the maintenance of these streets. Mayor Hinnant asked Manager Piner to place this on the work session agenda for further discussion.

Financial Contributions to Non-profits

Mrs. Piner said the board had stated in the past that they would not make financial contributions to non-profits. She said she had put together some numbers for a couple of things one being for the Lake Myra Lights. She said ongoing cost for Lake Myra Lights is about \$3,000 per year. I wanted to see how the board feels about contributions before we move forward. Mayor Hinnant said one thing he wrestled with was we were not were not large enough to funding the different agencies. He said if we were going to fund anything, it needed to be the façade grant. He said he looked at the Chamber as a part of the town and we should continue our partnership with the Chamber. He said he looked at the Chamber and the Façade Grant differently than other agencies that come looking for funds.

Commissioner Gray said she agreed, the Chamber sponsorship, Lake Myra Lights and the Façade Grant are very similar in nature and they directly impact the town. We are not big enough to give to all agencies and we need to focus on keeping our money here. Commissioner Lutz said he agreed we needed to focus on things that improve or impact the town. Commissioner Boyette said as a town we can say what our priorities are and as requests come in, you ask is this in line with what we had said our

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values were and we look at it systematically. Commissioner Gray said that was why it was better when we said we are not doing any of those kinds of things, because we were not picking and choosing.

Mayor Hinnant said he was not saying that we couldn't do an in-kind gift. Commissioner Parham said he was thinking just the opposite for the East Wake Education Foundation. He said they were part of Wendell and as far as economic development in Wendell. He said he thought we should add them to the list and we would have four. He said he was in favor of adding East Wake Education Foundation as the fourth entity that we would support. Mayor Hinnant said what do you have in mind \$200.00 and some in-kind or just what are you talking about. Commissioner Parham said Knightdale was giving \$5,000 and Zebulon was giving them \$1,000 and we seem to find monies for everything else, so he believed \$1,000.00 minimum. Commissioner Laughery said it would help me if we could come up with an explanation of exactly what they do. Maybe we could have someone come and talk to us briefly about what their role was and what kind of support they were giving to Wendell. Commissioner Gray said we need to be careful, because if we give to East Wake Education it opens the door to other groups. Commissioner Parham said you can get around that, you develop a mission statement and if those 501C 3s don't fall within that, they do not get a grant but if they do fall within that statement consider it. He said when you talk about education, you are talking long term benefits that you don't see right now. Mayor Hinnant said Lake Myra Lights and the Chamber were volunteering their time without a salary, on the non-profit the Executive Director gets a paycheck and they were getting grants from other places. Commissioner Parham said it did not look good for Wendell when Knightdale, Zebulon, and the Wake County Board of Commissioners support East Wake Education Foundation and the town where they were located does not support them. He did not think \$1,000 was going to make that much difference in our budget.

Mayor Hinnant said he thought we should decide how much money we wanted to set aside for grant money and then we decide who gets what and when the money is gone, it's gone no more grant funding.

Everyone was in agreement. Commissioner Gray said we had been using Economic Development money for the façade grant. Commissioner Laughery said the important thing was that we could show that it went to help Wendell. Commissioner Boyette said all of these grant funding request come in, if we know we have a set number of dollars and we had values to point towards, we could prioritize as to which one was heading in the direction we had set. Mayor Hinnant asked if the board would be ok with setting aside \$10,000. Commissioner Boyette asked what the town had been spending. Teresa said Lake Myra was down to \$3,000 last year we did \$200.00 for Wake Tech, and the Chamber \$1,300 and the façade grant was \$4,000 so we are right at \$10,000.

Harvest Festival

Teresa said we were approached by the Chamber of Commerce to set up a Beer Garden in the Town Square at the Harvest Festival. She said the ordinance we had in place says the alcohol cannot be sold except inside the Community Center. She said to serve alcohol they would have to get approval from the board. The chamber submitted a map for you to see how it would be laid out. It would be in accordance with all state and ABC Board regulations.

Commissioner Gray said she thought the Beer Garden year before last was very well received. She said she thought we needed to do what we could to support this effort. She said we often talk about what

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other communities are doing and other town that have events have alcohol sales and we need to figure out a way to keep up. She thought this was a great second step. Commissioner Lutz said he knew when it was on the Agave property it was walled up, would this be more open. Commissioner Gray said the ABC regulations require that they have a barrier. Mrs. Hicks with the Chamber of Commerce said you have to be 21 and it has to be fenced in. She said she also has her own security; her husband was a sworn law officer and he would assist with the garden. Everyone was in favor of the Beer Garden. Mayor Hinnant said we probably need to waive the agreement for the Harvest Festival initially and as we grow we may have to make an additional policy. Mrs. Hicks said she would need an agreement from the town to get the ABC permit. Mayor Hinnant said Teresa would handle that for her.

Wendell Falls

Mrs. Piner gave the commissioners a calendar of events she had put together just to show them where Wendell Falls and the Town were at with meetings and site plans. Things were getting busy and this calendar was not from Newland, but one she had put together just to inform the board as to what was taking place.

They are trying to get a site for the Fire, Police and EMS station and they may be doing that sooner than later.

Parks and Recreation

Brinkley said on the update for the park in the handout you were given with Fall Baseball, Basketball we had 347 kids playing basketball in the Parks and Recreation Facility and we used 113 days for these events without having to rent other facilities and we saved about \$3,000 playing everything we did in house. The big four tournament is coming up this week in the Community Center and registration for Girls Volleyball is open for registration until March 6th and we expect 10 teams. He said Spring Baseball, and softball registration has closed and 472 kids are signed up to play for a total of 42 teams.

Brinkley said Kelley had spent a lot of time searching who the players and coaches were on all the state championships that we won over the last few years.

Brinkley said on the rental of the facility since July of last year and we had generated rental amounts that made up 26 percent of the parks and recreation budget. He said the department continued to apply for grants to improve our parks and so far we had not received any of the grants we had applied for, but we continue to try. We just applied for the John Rex Foundation which is a 15,000 square foot playground that we feel like would be the hub for the town.

Brinkley said there were two facility needs that we need to consider. One was the outdoor restroom and concession stand improvements and the tennis courts. He had also put a copy of the executive summary from our East Carolina Master Plan at the board's seats. He said the Parks and Recreation Committee had started to work on this and it talked about expanding the park.

Brinkley said we had never had a team over 15 years of age here to play because of our facility. We can't host, or have showcase camps because we do not have a regulation field. These are things that people had asked for in the plan and we were working towards that. We need new playground equipment and that was what the John Rex Foundation Grant would do.

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Commissioner Lutz said this is one of his passions. He felt that the location of this facility in connection with Wendell Falls and being close to our downtown had great potential for being a hub for town activity. He said he was in favor of doing anything we could to attract outsiders to this area. Brinkley said we currently have 100 acres in the park and as we start building toward the west, we were going to be very fortunate one day to say we had a park of 100 plus acres in the middle of town.

Commissioner Boyette said he thought it was perfectly located, but all of that was contingent on getting these connectors and he wondered how hard that was going to be. Brinkley said if we could have gotten the CDBG grant that would have given us a good start, but by not getting it we are hoping the John Rex Foundation would come through and that would be \$130,000 and maybe we could get something started.

Commissioner Gray said what about now and the next five years. What can we do now to expand our programs and what we are offering to citizens? Brinkley said we use this facility every day and we were partnering with Passage Church and Ginger Lee Dance and they were both looking for facilities and we had been able to meet their needs so far. Commissioner Gray said on the Dance Studio she had gotten a lot of calls on that lately and it was kind of like something we were offering to the public, but it really isn't. It was not like someone could just walk in here and say they wanted to sign up. It was not a rotating class that the town offers. It is their business and they are conducting it here. Brinkley said we would do the same thing for anybody, whether it is Zumba or aerobics. The Dance Studio pays \$540.00 a month and otherwise the room would be empty. Commissioner Gray said not if we did something else in here. Brinkley said we do not have anybody beating the door down to take her spot, and when we have someone who wants to come in and do something special we adjust the schedule. Commissioner Gray said she did not think we could take the position where we sit and wait for someone to come and tell us they want to teach Karate. We need to be seeking opportunities here. It was bothering people because it is a business. Brinkley said he would encourage when people call you about an activity or program, ask them to contact him, Kelly or Tim and talk with them. We can look at a time that was convenient for everyone. We are open to any activity.

Commissioner Boyette said the implication Ms. Harmon made was that people aren't beating the door down because they are just assuming it was already rented to the Dance Studio and it could be a perception issue. He said a business was different than athletic events that we have. Teresa said she had talked with other towns about this and they also rent to these type entities because they too are looking at the revenue part of it and if they did not rent to these they might not have anyone renting the facility or offering a program but this can be changed if needed.

Commissioner Gray said when we had a wedding reception or Quinceanera in the gym we can't have other activities going on outside. Brinkley said that was because of the use of alcohol. Teresa said most of the time, there are logistical reasons this does not happen at the same time. If we had a major event outside at night, the bathrooms are not adequate and they would have to come into the gym and there you have the alcohol. Commissioner Gray said we need to do something to control the use of the gym and continue to have outside activities. Brinkley said he did not have a problem changing the policy; this was just the way the policy was written. Commissioner Gray said we need to look at the policy and see how we can help with this problem. Brinkley said another issue was when they had a wedding reception here, and a baseball game outside the issue was with parking more so than alcohol.

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Commissioner Parham said people need to go the Senior Center, they have all kinds of activities going on out there and they are welcome to join them.

With no further items for discussion the meeting was adjourned at 12:30 p.m.

James Parham, Mayor Pro Tempore

Attest:

Jonnie S. Driver, Town Clerk