

TOWN OF WENDELL
BOARD OF COMMISSIONER BUDGET WORK SESSION MEETING MINUTES
APRIL 24, 2017

The Wendell Town Board of Commissioners held a budget work session meeting on Monday, April 24, 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, and Jason Joyner.

ABSENT: Commissioner Ben Carroll

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, Parks and Recreation Director Jeff Polaski, and Police Chief Bill Carter.

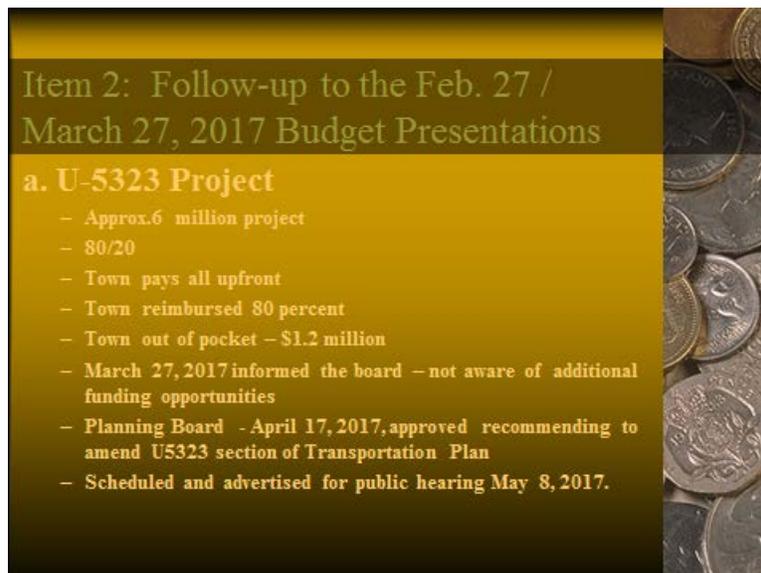
1. MEETING CALLED TO ORDER

Mayor Gray called the meeting to order at 5:35 p.m.

2. FOLLOW UP TO THE MARCH 27, 2017 [FEBRUARY 13, 2017] FOR THE FOLLOWING ITEMS:

a. U-5323 Project

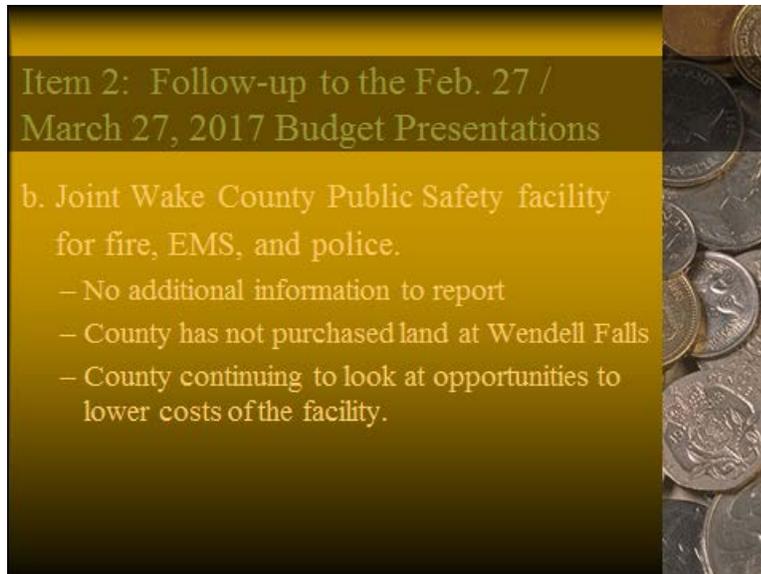
SPEAKER: Commissioner Jason Joyner / Town Manager Piner



Town Manager Piner provided an overview of the U-5232 Project.

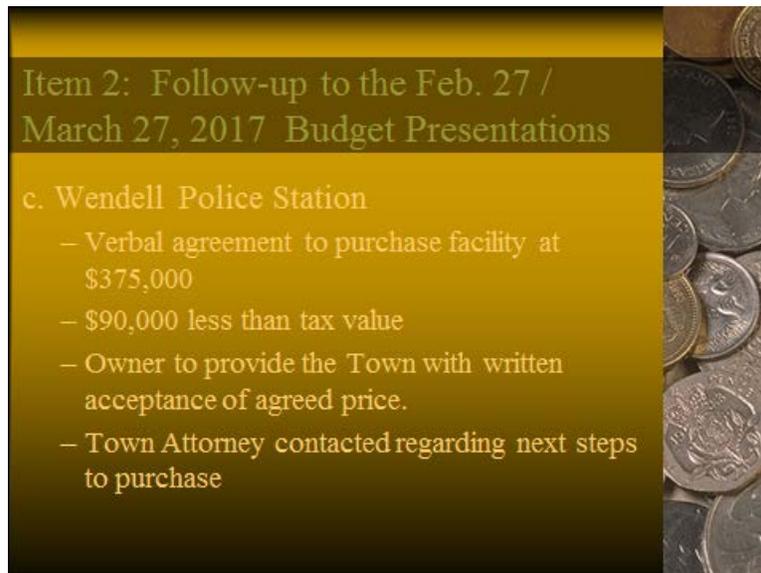
b. Joint Wake County Public Safety facility for fire, EMS, and police.

SPEAKER: Town Manager Piner



Town Manager Piner provided an overview of the joint Wake County Public Safety facility for Fire, EMS, and police.

c. Wendell Police Station.
SPEAKER: Town Manager Piner



Town Manager Piner provided an overview of the Wendell Police Station. She stated the listed property value on the building is \$463,000. A draft letter was received this afternoon agreeing to the price. Town Attorney has been contacted and available to move forward with the paperwork. She asked if the Board is comfortable with the direction staff is moving at this time. Staff would add the police department to the facility loan and remove the public works up fit cost. Staff would use funds from the current year's budget to complete as much of the building as possible.

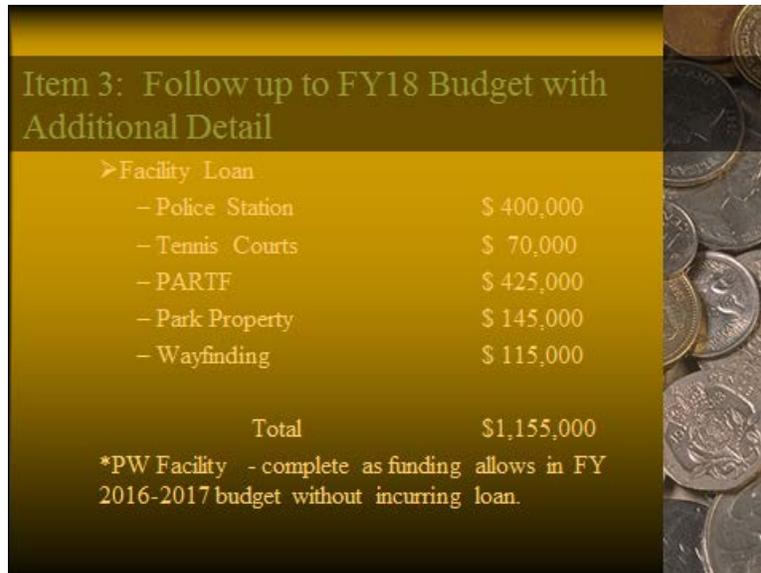
Mayor Pro Tem Lutz stated he is comfortable moving in the direction of acquiring the property.

Mayor Gray is in favor of moving forward.

Commissioner Myrick is in favor and it seems like a good deal.

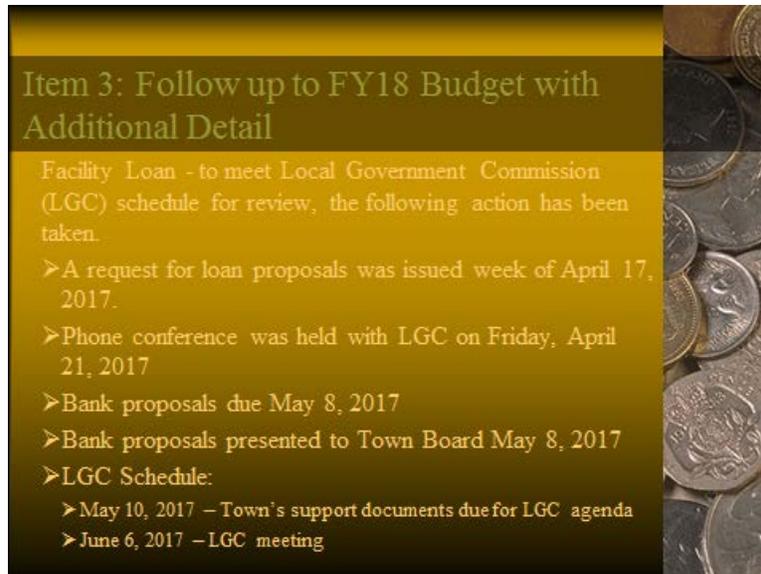
3. **FOLLOW UP TO THE MARCH 27, 2017 [FEBRUARY 27, 2017] FY 2018
BUDGET PRESENTATIONS WITH ADDITIONAL DETAIL.**

SPEAKER: Town Manager Piner



Item 3: Follow up to FY18 Budget with Additional Detail	
➤ Facility Loan	
- Police Station	\$ 400,000
- Tennis Courts	\$ 70,000
- PARTF	\$ 425,000
- Park Property	\$ 145,000
- Wayfinding	\$ 115,000
Total	\$1,155,000
*PW Facility - complete as funding allows in FY 2016-2017 budget without incurring loan.	

Town Manager Piner stated the facility loan will be a part of the FY 18 budget. This type of loan requires the Town to go to the Local Government Commission (LGC). The figure for the police station includes estimates for closing costs and inspections. The Town received a quote for the tennis courts. The Park Property [Clark property] may be re-financed for six years as that is the remainder of the loan. The Town received a quote for Wayfinding signage.



Town Manager Piner reviewed the facility loan requirements for the LGC. Proposals have been sent to the banks; handout has been incorporated into the minutes and available for inspection at Town Hall. This evening the Town Board is requested to adopt a resolution authorizing staff to file an application with the LGC. The bank proposals will come back to the Town Board at its May 8, 2017, Board meeting. The LGC needs the Town's support documents by May 10, 2017 in order to be placed on the upcoming LGC June 6, 2017, agenda.

Commissioner Myrick stated with the numbers estimated by staff, staff plugged in five percent for ten years. Town Manager Piner stated this is for a ten year loan.

Mayor Pro Tem Lutz questioned for the PARTF and Park Property the Town is committed. Town Manager Piner stated that the Town is two years into the PARTF process. The Park Property is to re-finance the remainder of the loan at a better rate and is a saving for the tax-payers.

Commissioner Joyner questioned if the Wayfinding Signage is a complete package. Town Manager Piner stated this is for the large signs coming into Town and does not include the pedestrian signs in the downtown corridor or the gateway signs.

Commissioner Joyner questioned how many signs. Town Manager Piner stated 16 signs. An example of the signage is the Knightdale signage. This project began years ago because as people exited the interchanges, they got into pockets of countryside and the drivers thought they missed the Town.

Mayor Pro Tem Lutz questioned when the Town would know our [LGC] request is approved. Town Manger Piner stated June 6, 2017.

Finance Director Kay stated on Friday spoke on conference call with LGC members and it was indicated there are not issues with what the Town is requesting. LGC requested that the Park Property loan reflect six years as that is the remaining life on the loan. LGC requested

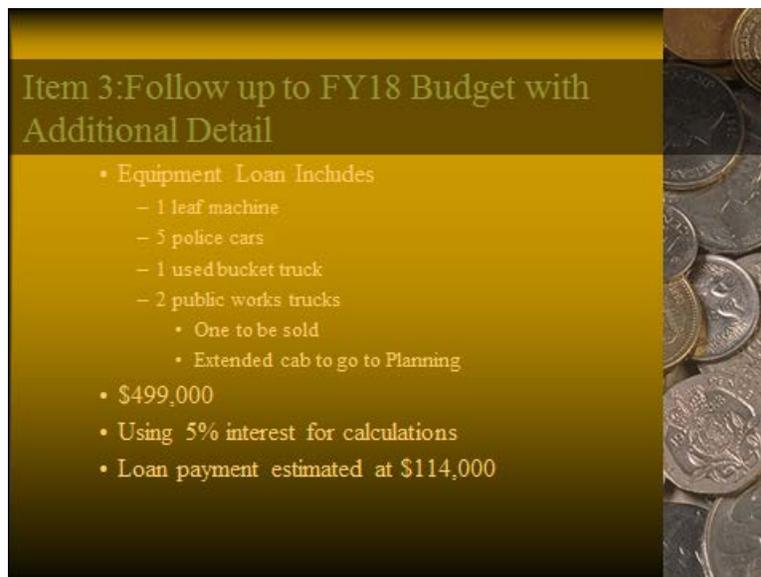
clarification on the Wayfinding Signage and he explained these are permanent signs.

Town Manager Piner requested the Board adopt the resolution authorizing staff to file an application with the LGC.

Commissioner Joyner questioned if the LGC asked the number and placement of the signs. Finance Director Kay stated that the LGC questioned the lifespan of the signs. Once approved by the LGC, the Town may not go back for more signs or funding; however, the Town may reduce the number of signs and that is not a problem.

Commissioner Joyner questioned if the Town had to go back to LGC if reducing the number of signs. Finance Director Kay stated no. The LGC is seeking a basic description of the requested items within the loan.

Town Manager Piner stated the Town shared quotes with the items requested within the loan to the LGC so they may see the details. At the June 6, 2017, LGC meeting, to ensure the information is accurate.

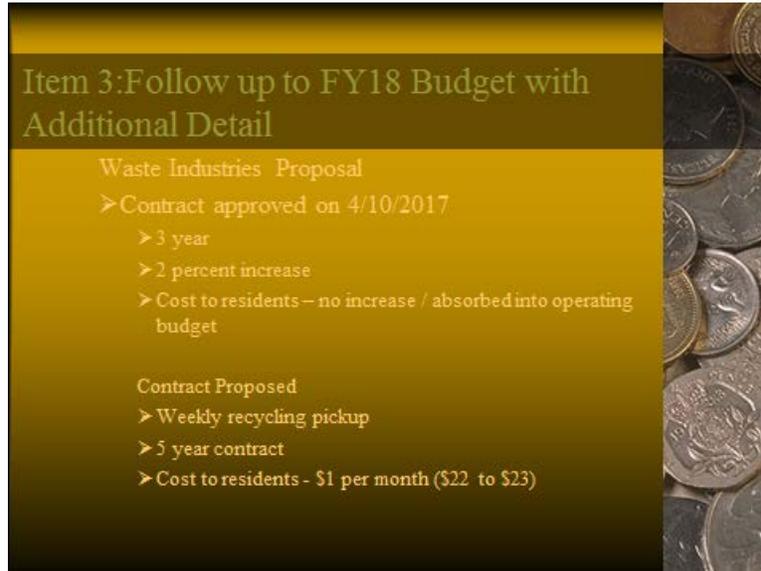


Town Manager Piner provided an overview of the equipment loan and it does **not** require LGC approval. The equipment loan can be done after the budget is approved. Five percent was used as a conservative estimate with the hopes of better rates for the Town.

Town Manager Piner clarified the number of police cars will be five.

Mayor Gray questioned the truck being moved from public works to planning. Town Manager Piner stated there are two trucks. The 1996 truck has been passed around from department to department and is worn. The other truck is in very good shape and would give it to the planning department. That truck is an extended cab but it does not have rear doors for employees to enter and exit the vehicle. The code compliance officer can use the backseat for printer and other equipment and that would allow for the passenger seat to be empty. The two new trucks would

be four-wheel drive and quad doors.



Town Manager Piner stated the Board recently approved a three year contract with Waste Industries. Waste Industries has provided a new proposal that includes weekly recycling pickup with a contract for five years and the cost to residents would be \$1 more per month. This would change the cost from \$22 per month to \$23 per month for five years.

Commissioner Joyner questioned who asked for the five year contract with Waste Industries. Town Manager Piner stated Finance Director Kay reached out to Waste Industries when researching cost for weekly recycling.

Mayor Pro Tem Lutz is satisfied with the current recycling and would leave it as it is.

Commissioner Myrick stated he sees confusion with recycling during the holidays.

Commissioner Boyette stated he uses his recycling can and he would support weekly recycling.

Commissioner Boyette requested information on the amount of solid waste and recycling picked up from the Town of Wendell and any other nearby towns.

Mayor Gray stated the expansion of the Wake County Convenience Center will allow for opportunities for disposal of solid waste and recycling.

Town Manager Piner stated staff will bring back a balanced budget on May 8th. She is seeking Board direction.

Commissioner Joyner questioned if the rate is part of the fee schedule. Town Manager Piner stated yes.

Commissioner Joyner questioned if the complaint for the recycling bin is about overflowing.

Board Budget Work Session Meeting Minutes
April 24, 2017

Town Manager Piner stated no. She added complaints are about not knowing when to roll out the cart.

Finance Director Kay stated the three-year contract has been adopted. This is an opportunity for a five-year deal.

Commissioner Boyette questioned the amount the contract has changed. Finance Director Butch Kay stated this contract is two percent. He recalled either one or two percent previously.

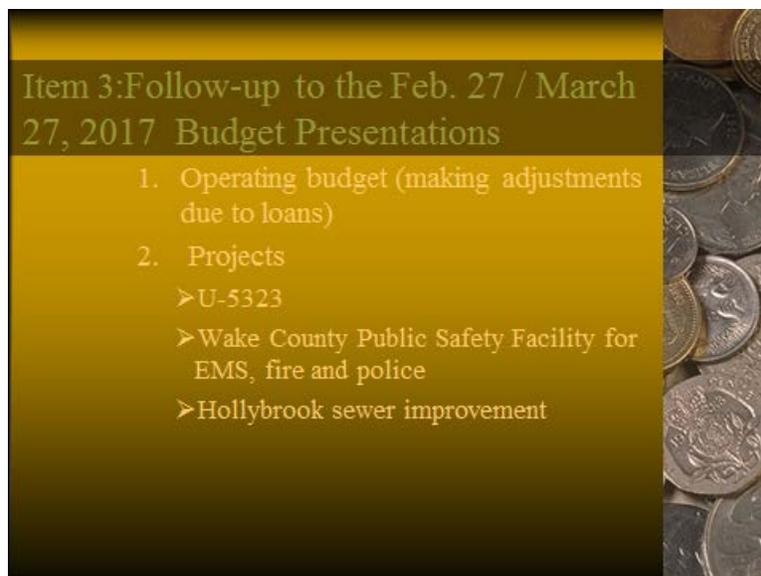
Commissioner Myrick stated he concurs with Mayor Pro Tem Lutz.

Commissioner Boyette stated he uses recycling and would be happy to have it once a week.

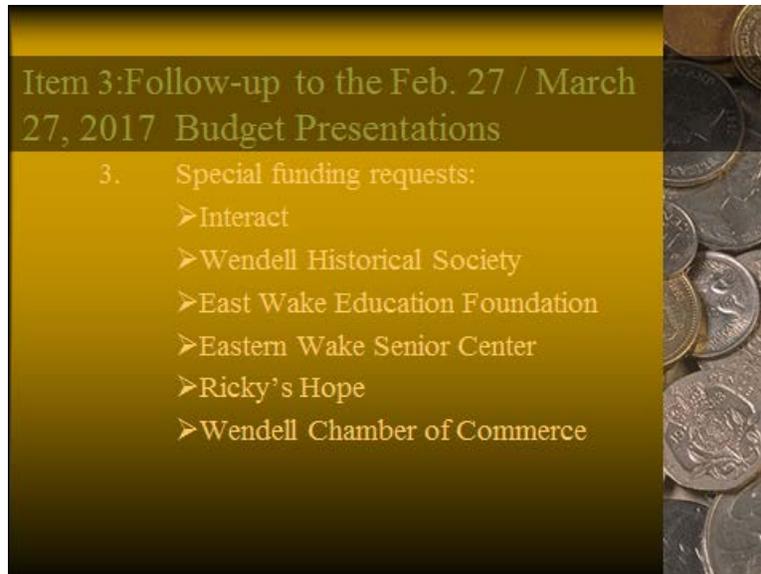
Commissioner Joyner stated he sees it both ways. He likes the five year proposal.

Commissioner Boyette requested to follow up with staff later this week.

Commissioner Joyner stated he is trying to do the math for the five year deal.



Town Manager Piner provided an overview of the operation budget and projects.



Town Manager Piner stated the Board's assistance is needed and provided an overview of the requests:

- Interact – requested \$1,000
- Wendell Historical Society – requested \$500
- East Wake Education Foundation – requested \$1,500
- Eastern Wake Senior Center – requested \$4,000 for ADA door to the facility
- Ricky's Hope – requested \$1,000
- Wendell Chamber of Commerce - \$2,000 is included in the Parks & Recreation Events for the band for the Harvest Festival

Town Manager Piner stated \$200 was provided to the Wendell Historical Society last year and it was spent on the July 4th celebration.

Commissioner Myrick stated he attended the Senior Center meeting last week. The quote came in at \$4,000. That is a building owned by the Town and the quote is for ADA access so that a button may be pushed to open the doors. This is a building that serves seniors. His hope is to help with half and the Senior Center to raise the remaining half. He added the Senior Center is interested in this arrangement.

Mayor Gray questioned how much was given last year in special funding requests. Town Manager Piner stated \$1,000 to East Wake Education Foundation, \$2,000 to the Chamber and \$200 to the Wendell Historical Society.

Town Manager Piner requested direction on the non-profit requests.

Mayor Gray would like to do the ones the Town did last year. She could see \$250 for the Wendell Historical Society. Glad to hear the Senior Center willing to fund raise for improvements and agreeable to appropriating \$2,000.

Board Budget Work Session Meeting Minutes
April 24, 2017

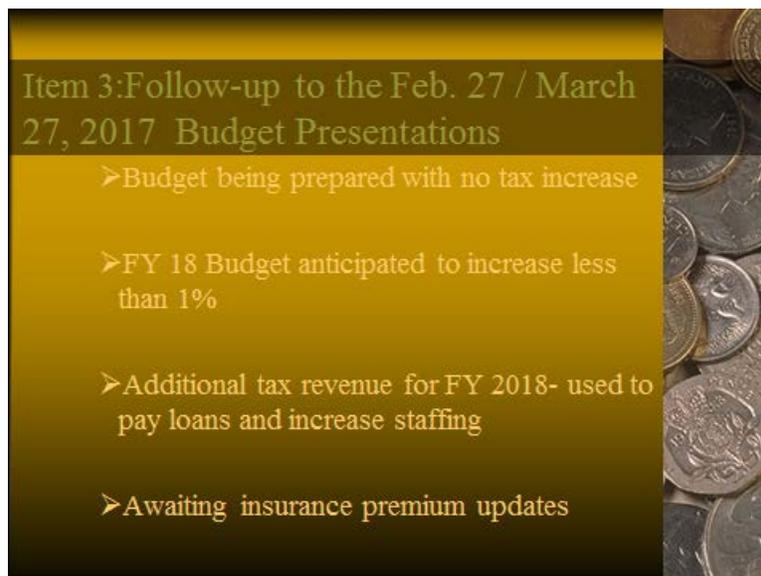
Commissioner Myrick stated the Senior Center is willing to fund raise \$2,000 toward the door. He added the Senior Center would like a new sign and a secondary sign on the building. He feels strongly about the doors because it is a Senior Center.

Mayor Pro Tem Lutz stated he sees the requests as a range for budgeting purposes. He would like to keep what the Town did last year.

Commissioner Joyner questioned if the Town uses Interact. Police Chief Bill Carter stated Interact is utilized and is a one-stop for women who are victims of domestic violence.

Commissioner Joyner stated he is aware of Interact's work. He would like to see if the Town can meet the request.

Mayor Pro Tem Lutz stated the Wendell Historical Society has taken an active role in the community and he is willing to meet the requested amount.



Town Manager Piner provided an overview of the upcoming FY 18 budget. An updated fee schedule will come forward to the Board on May 8, 2017.

Town Manager Piner questioned if the Board is comfortable taking action on the resolution to file an application with the Local Government Commission.

ACTION:

Mover: Mayor Pro Tem Lutz moved to adopt the resolution authorizing filing of application with the Local Government Commission (LGC). [Resolution filed as R-09-2017]

Vote: 4-0.

4. ADJOURN.

Board Budget Work Session Meeting Minutes
April 24, 2017

ACTION:

Mover: Mayor Pro Tem Lutz moved to adjourn at 6:34 p.m.

Vote: 4-0.

Duly adopted this 8th day of May 2017, while in regular session.

ATTEST:

Virginia R. Gray, Mayor

Sherry L. Scoggins, MMC; Town Clerk