

TOWN OF ROLESVILLE  
ANNUAL TOWN BOARD RETREAT

FEBRUARY 21, 2014  
MINUTES

**PRESENT:** Frank Eagles, Mayor  
Gil Hartis, Commissioner  
Shannon Whitley Commissioner  
Bryan Hicks, Town Manager  
Thomas Lloyd, Planning Director  
Leslie Rudd, Town Clerk  
Bobby Langston, Police Captain  
Clellie Allen, The Wake Weekly  
Ronnie Currin, Commissioner  
Betty Whitaker, Commissioner  
Frank Hodge, Mayor Pro Tem  
JG Ferguson, P&R Director  
David York, Town Attorney  
Matt Anderson, Police Chief  
Dr. Ron Shearon

**Call to Order**

Dr. Ron Shearon welcomed everyone to the town board's annual planning retreat. He outlined the ground rules of the meeting.

Mayor Frank Eagles made a brief comment about what he hoped to achieve during the planning session and thanked Dr. Shearon for volunteering his time as facilitator.

**Presentation on the Town of Rolesville Capital Improvements Plan (CIP)**

Town Manager Bryan Hicks noted that, with the improving economy, it is time to move beyond band-aids for infrastructure and the CIP is critical to that. The plan, he added, focuses on projects greater than \$5,000 that will be sustained over five years or more.

While the CIP reviews plans for 2014-2019, the plan will be updated annually.

Overall there were 28 projects from all of the town's four departments, each have been ranked by criteria and priority. The CIP also looks at funding sources for each project.

For the immediate 2014-15 projects, \$818,000 in funding is required, said Hicks. This does not include immediate staffing needs. To complete these projects, the town may need to use money from the general fund, he added.

**Police Department Presentation**

Chief Matt Anderson outlined the Police Department's accomplishments in 2013-14 as well as a short outtake from police surveillance videos. Chief Anderson also noted Rolesville's increase in the crime index, coinciding with the town's population increase.

As such, Chief Anderson referred to the U.S. Department of Justice's guidelines for officer volume, which recommends 5.8 officers per 1,000 residents, or 17 officers for a municipality of 5,000 people. Rolesville currently has 13 officers. He also compared the officer to resident ratio in surrounding towns.

Captain Bobby Langston stressed that the department is in need of more patrol officers rather than supervisors. Captain Anderson suggested that three officers are needed on each shift – two officers and one supervisor. He requested that three officers be hired in the 2014-15 fiscal year, with one hired in July and two more in January to help curb the impact on the fiscal year's budget.

The total cost for three officers, additional vehicles and equipment would total \$260,000.

Chief Anderson outlined the department's five year plan to expand the department, including the hiring of a second school resource officer, a second investigator and four more officers in subsequent years.

Chief Anderson also outlined a plan to monitor and improve officers' physical health. The department would work with the North Carolina League of Municipalities to assess officer health and establish health goals. He requested town funding to provide each officer with a gym membership and reward officers with cash bonuses once their goals are met.

Captain Langston outlined the department's fleet management plan to maintain and update its 15 vehicle fleet.

The plan includes the purchase of three new vehicles in the 2014-15 fiscal year, with older vehicles being replaced in subsequent years.

Chief Anderson reviewed issues with the police department's current facilities and plans for a possible relocation to the old credit union building on Southtown Circle. With the move, the department could transfer its existing five year lease to the new location and gain 900 square feet of additional office space.

Captain Langston said there is also a need to upgrade officers' radios to stay in compliance with county standards.

Dr. Shearon called for a 15 minute break.

Dr. Shearon brought the meeting back to order.

### **Parks and Recreation Presentation**

Parks and Recreation Director JG Ferguson outlined plans for parks and recreation expansion, including the purchase of outdoor movie screening equipment, implementing new youth athletics camps, the creation of an open space plan, replacing Main Street Park playground equipment and installing outdoor lighting to Rolesville Middle School's athletic fields.

Town attorney David York offered to review the town's agreement with Wake County Public Schools to see if the cost of the field lights could be shared.

Commissioner Frank Hodge asked about how the department could better utilize Mill Bridge Nature Park.

Mr. Ferguson said that, with the creation of a new open space plan, the department could pursue grant money to add restrooms and a picnic shelter at Mill Bridge in the 2015-16 fiscal year. Mayor Eagles also suggested adding a dog park to Mill Bridge Nature Park.

Commissioner Hodge also suggested utilizing funding to purchase land for a future athletics complex.

With the increased population and popularity of the department's programs, Mr. Ferguson said, many programs are at risk of having to turn away participants.

Commissioner Hodge asked if, at this juncture, the town's tax rate is too low to sustain the demand for additional services. Mayor Eagles said that the larger issue lies with the imbalance of the town's residential vs. commercial tax base.

### **Planning Department Presentation**

Planning Director Thomas Lloyd reviewed the continued growth of residential development over the past year. He has projected 150 new residential building permits for the 2014-15 fiscal year.

Because of the amount of growth in the current fiscal year, Commissioner Shannon Whitley suggested that estimate could be increased.

As far as CIP requests over the next five years, Mr. Lloyd recommended creating a new land use plan, a comprehensive transportation plan and, in the 2015-16 fiscal year, purchasing a new large format printer for the department.

Dr. Shearon adjourned the meeting for lunch.

Dr. Shearon resumed the meeting.

### **Administration and Public Works Presentation**

Town Manager Bryan Hicks reviewed the department's CIP, which includes plans for a farmers market in the 2014-15 fiscal year. The plan also calls for \$34,000 towards site preparations for the new town hall campus.

Commissioner Hodge, who chairs the town campus planning committee, said that the idea is design and build a facility that will last 30 years or more. The committee will consider if the police department and new community center should be part of the town campus. Planning and design will begin in the 2014-15 fiscal year.

Mr. Hicks also discussed potential changes to procedure in the interest of better informing the public of rezoning cases. He provided commissioners and those present with a draft template letter that will be used to notify adjacent property owners during the rezoning/development process.

Mayor Eagles also suggested detailing public hearing protocol in the town board agendas.

Mr. York suggested the mayor also read a statement prior to proceedings that explain and outline the rules of legislative, administrative and quasi-judicial public hearings. He went on to recommend that a more defined process be set for quasi-judicial hearings.

**Prioritization of Goals**

Mr. Hicks asked for feedback from the board about which immediate department requests they want to set as priorities in the upcoming budget year.

Commissioner Whitley noted that the open space master plan needs to be a priority so that the town can more effectively pursue grants for larger long term projects.

Commissioner Hodge said he sees the hiring of a cultural programs director is a top priority. Mayor Eagles said the addition of three police officers also needs to be a top priority.

Commissioner Hodge suggested weighing the options and further prioritizing the need for police vehicles and an expanded police department office.

**Adjourn**

Mr. Hicks noted that staff will summarize their presentations and review budget plans with the board at a future meeting.

Dr. Shearon adjourned the meeting.

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Leslie Rudd, Town Clerk

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C. Frank Eagles, Mayor