

Town of Rolesville  
Mayor & Board of Commissioners'  
Annual Workshop

March 20, 2015  
Minutes

**PRESENT:** Frank Eagles, Mayor  
Ronnie Currin, Commissioner  
Betty Whitaker, Commissioner  
Bryan Hicks, Town Manager  
David York, Town Attorney  
JG Ferguson, Parks & Rec Director  
Clellie Allen, The Wake Weekly  
Rodney Privette, Fire Dept. Chief  
Amy Stevens,  
Jerry Eddins, Fire Dept.  
Barry Whitaker  
Dr. James West, Chairman Wake Co. Commissioner  
Sig Hutchinson, Wake Co. Commissioner  
John Burns, Wake Co. Commissioner  
Jim Hartman, Wake Co. Manager  
Matt Calabria, Wake Co. Commissioner  
Frank Hodge, Mayor Pro Tem  
Gil Hartis, Commissioner  
Shannon Whitley, Commissioner  
Lynn House May  
Thomas Lloyd, Planning Director  
Bobby Langston, Police Chief  
Ronald Shearon  
Donnie Lawrence, Assist. Fire Chief  
Herbert Holding, Fire Dept.  
Frank Pearce, Fire Dept.

**Call to Order**

Dr. Ronald Shearon called the workshop to order and went over the ground rules for the workshop.

**Welcome**

Mayor Eagles welcomed everyone to the annual workshop.

**Presentation on Rolesville Rural Fire Department-Chief Rodney Privette**

Rolesville Fire Chief, Rodney Privette gave a power point presentation listing the Fire Department Board of Directors; the Fire Department Officers; the paid staff members; there are 32 volunteer fire fighters; training requirements; 2014 call volume; their Smoke Detector Program; Community Fire Prevention Program; VIP Program; Sub-Station Committee members; Sub-Station Committee Advisors/Consultants; maps of Rolesville Fire district; maps of approved developments in progress; and Sub-Station Long Range Plan. (Copy of power point attached)

Chief Privette noted that Mr. Frank Pearce has been the Sec./Treasurer since 1971.

Chief Privette and the Town Commissioners discussed the need for a Rolesville Fire Department Sub-Station due to all the growth in the Rolesville Fire District. The Town Commissioners' had discussed the possibility of a bill to allow Rolesville to impose Public Safety Impact Fees. Mayor Eagles said the Legislature is against this and the

proposed bill was dropped. Mr. Hicks could work with developers for land dedication for sub-station. Chief Privette also discussed the emergency signal to be used to allow the fire trucks across the Rolesville By-pass. Chief Privette invited the Town Commissioners' to the VIP (Vehicle Injury Prevention for a Very Important Person) fatal vehicle accident program on April 23 at Rolesville High School.

#### **Administration & Finance Department Presentation - Bryan Hicks**

Mr. Bryan Hicks, Town Manager gave a power point presentation on the need for a Rolesville Public Works Department. Mr. Hicks listed the many different contractors the Town now uses to handle public works and current challenges of scheduling work and cost. Mr. Hicks discussed the equipment cost; staff needed and keeping Mrs. Peggy Stell as a part time staff for the park facilities and using 109 West Young St. as the Public Works facility. Mr. Frank Pearce agreed it was time for the Town to do this and he would continue to help the Town if called. Mr. Hicks said he would like to start on this and have it in operation for July 1, 2015. Mr. Hicks and the Town Commissioners' discussed the use of Powell Bill Funds for this project. (Mr. Hicks' power point presentation copies attached)

#### **Capital Budgeting (CIP) - Amy Stevens**

Mrs. Amy Stevens, Finance Officer gave a power point presentation on the new Capital Projects Fund to allow for better long term planning of Town's Capital Projects. Mrs. Stevens also reported on the Pay & Classification Plan's two types of salary adjustments, Cost of Living Adjustment (COLA) and merit raises. Mrs. Stevens is proposing a new merit program for Town employees, noting that the economy is improving. (Mrs. Stevens' power point copies attached)

#### **Police Department Presentation - Police Chief Bobby Langston**

Chief Langston thanked the Town Manager and Commissioners for allowing him to lead the Rolesville Police Department as Police Chief. Chief Langston gave his power point presentation on the completion of the items for the organizational review conducted by Thomas C. Younce October 2 thru October 17, 2012.

Chief Langston reviewed the Police Department's accomplishments; goals for 2015-2016; proposed projects for 2015-2016; the implementation of a physical fitness program; projected cost for an additional school resource officer at Rolesville High School to help Officer Ruben De Los Santos because there are approximately 1,600 students now; current organizational and proposed organizational chart; fleet management and fleet rotation; five year plan. Chief Langston requested continued replacement of current radios; body cameras for officers and ability of wireless transfer of video data from police car to server. (Chief Langston's power point copies attached)

#### **Wake County Commissioners**

Wake County Manager, Mr. Jim Hartmann and Wake County Commissioners West, Burns, Hutchenson and Calabria attended lunch and spoke with the Rolesville Town Commissioners about their wish to work together with the Town of Rolesville. Dr. West thanked Mayor Eagles for attending all Wake County Commissioners' meetings and said Mayor Eagles views are being heard. The Rolesville Commissioners spoke of their need

for a Fire Department sub-station, a library, school resource officers and extending trails to the Raleigh greenways. The Wake County Commissioners and Manager are working on the budget and will see how, what and when items can be included.

**Planning Department Presentation - Thomas Lloyd, Planning Director**

Mr. Lloyd, Planning Director gave his power point presentation on the history and accomplishments; 2015-2016 budget projections and CIP.

Mr. Lloyd reported there were 173 new residential permits and 72 apartment units in 2014. Mr. Lloyd gave graphs showing permits by neighborhoods and square footage; value of average improvement for new residential was \$224k and 2014 code enforcement counts compared to 2013. Mr. Lloyd said the projected 2015-2016 new residential permits is 150 but feels it will be higher.

Mr. Lloyd would like to purchase a large format printer by fiscal year 2015-2016. The cost is \$11,000.00 and would allow for larger than the present 11" x 17" documents. The only other item for CIP fiscal year 2019-2020 would be a Planning Department vehicle, a small fuel efficient possibly hybrid vehicle. A hybrid vehicle could be eligible for grants. The estimated cost is \$20,000.00.

Commissioner Hodge said he thinks the Planning Department should get the printer. (Mr. Lloyd's power point copies attached)

**Solid Waste Billing Update - Amy Stevens, Finance Officer**

Mrs. Stevens' power point presentation showed the challenges of maintaining a accurate customer database and collect payments. Mrs. Stevens discussed collection of past due bills, the amount of customer growth, other options for customers to pay, cost of collections & enforcement of garbage billing. Mrs. Stevens reported some ways of collection such as adding (a) solid waste bill to water/sewer bills; (b) add solid waste bill to property taxes and (c) add fee as part of Town's tax rate. Mrs. Stevens said her recommendation is (c) town tax rate. (Mrs. Stevens' power point copies attached)

**Parks and Recreation Department Presentation - J.G. Ferguson, Recreation Director**

Mr. Ferguson, Recreation Director updated the Town Commissioners on the full time and part time staff. Mr. Ferguson reported Mr. Ryan Vinson hired in 2014 in the new position of Program Coordinator was doing a great job increasing participants for the new type of programs being offered. Commissioner Hartis stated Mr. Ferguson is doing a great job growing programs for the Recreation Department.

Mr. Ferguson gave a power point presentation listing the park facilities and greenways offered in Rolesville; discussed the Level IV Agreement with Rolesville schools; shelter & facility rentals; results of programs survey; programs offered; special events; camps; athletic programs; 2014 concessions run by the Town and 2015-2016 CIP for fences, infield repairs, greenway repairs, Wall Creek Pocket Park development and playground equipment at Rolesville Community School Park. The total for 2015-2016 is \$205,600.00 with the possibility of Wake County helping pay for some repairs and applying for PARTF

grant. Mr. Ferguson discussed future CIP projects and cost. Mr. Ferguson noted the accomplishments of Main Street Park playground, Rolesville Middle School softball field lights, working on P&R Master Plan along with Open Space & Greenway Plan, cost recovery of programs, departmental policies and the full time staff position.

Mr. Ferguson said there is a possibility for a Fire Department sub-station to be located with a park or ball field complex on land dedicated for Parks and Recreation. Mr. Ferguson stated the on line registration for programs has been a success and may be able in the future to do the same for park shelter rentals. (Mr. Ferguson's power point copies attached)

### **Prioritization of Goals for 2015 - Bryan Hicks, Town Manager**

Mr. Hicks, Town Manager asked the Town Commissioners to review page 5-6 of the CIP. Mr. Hicks asked the Budget Committee to let him know if they have any changes they would like to recommend. Mr. Hicks gave out copies of development fees collected on a new single family home and a new restaurant (example: Bojangles). Mr. Hicks showed graphs showing what percent of fees are used for: water/sewer, recreation and transportation for these fees. The Town Commissioners discussed thoroughfare fees, increase of water capacity, reallocating development fees and plan for next 5 years. (CIP copies attached)

Commissioner Hodge thanked the staff for their great presentations and important information.

Some items listed for consideration in the next 5 years are: combination of recreation and Rolesville Fire Department sub-station; resurface existing Town streets; what the vision of the downtown area to look like in future years; need of a long range planning committee; design for a Town campus; town has land but needs to decide how to move forward; need for meetings with citizens to have their input for future use and also annex area toward bypass through development.

Mayor Eagles reported that Mr. Sherwood Bobbitt asked for the Town Commissioners to help pay off duty police officers by the Town budgeting for these events and then donate funds to the Rolesville Chamber to pay police officers. Commissioner Hartis said if donations are made for 4<sup>th</sup> July event then would there be other events. Commissioner Hodge said the Chamber still owes the Town money. Mayor Eagles stated other Towns donate money to their Chamber of Commerce.

Chief Langston said if the Town does budget this, the Town should have the Chamber invoice the Town after an event so that the Town doesn't over pay for police officers not used.

### **Adjournment**

Dr. Ronald Shearon thanked everyone for their presentations and discussion.

The meeting was adjourned.

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Lynn House May

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Mayor C. Frank Eagles