



Board of Commissioners

Work Session

January 21, 2025

6:30 p.m.

AGENDA

1. Call to Order
2. Consideration of Agenda
3. Consent Items
 - 3.a Consent 2025 Advisory Board Schedules – Planning Director Meridith Gruber
 - 3.b Consent of Lowest Bid Contract on The Mill Bridge Nature Park Improvement Project – Parks & Recreation Director June Green
4. Rolesville Fire Department Unification Agreement – Town Manager Eric Marsh & Town Attorney Dave Neill
5. Adjourn



**2025 Town of Rolesville Board of Adjustment
Meeting Schedule
2nd Tuesday at 12 PM**

January

January 14

February

February 11

March

March 11

April

April 8

May

May 13

June

June 10

July

July 8

August

August 12

September

September 9

October

October 14

November

November 11

December

December 9



**2025 Town of Rolesville Parks and Recreation Advisory Board
Meeting Schedule
4th Wednesday at 7 PM**

January

January 22

February

February 26

March

March 26

April

April 23

May

May 28

June

June 25

July

July 23

August

August 27

September

September 24

October

October 22

November

November 19* (3rd Wednesday)

December

December 17* (3rd Wednesday)

*These meetings may be combined into one December meeting



**2025 Town of Rolesville Planning Board
Meeting Schedule
4th Monday at 7 PM**

January

January 27

February

February 24

March

March 24

April

April 28

May

May 27 (4th Tuesday)

June

June 23

July

July 28

August

August 25

September

September 22

October

October 27

November

November 24

December

No Meeting



Memorandum

To: Mayor & Town Board
From: June Greene, Parks & Recreation Director
Date: 1/21/2025
Re: Mill Bridge Nature Park Amphitheater Renovation Lower Bid Acceptance

Background

The Town of Rolesville held a bid opening on December 10, 2024, for the Mill Bridge Amphitheater Renovation Project. Four companies submitted bids for the project. Out of 4 bidders, JC Lewis Company came in as the lowest bidder at \$364,997.

Board Options

- 1) Award JC Lewis Company the project

Relationship to Current Budget/Goals

NONE

Recommended Action

Approve our recommendations for awarding JC Lewis the Mill Bridge Nature Park Amphitheater Renovation Project

Attachments: Bid Abstract

Bid Abstract

PROJECT: Mill Bridge Amphitheater Renovation
 PROJECT NO: 0M0.131573

LINE ITEM	SPEC. SECTION NO.	ITEM DESCRIPTION	QUANTITY	UNIT	Bidder #1		Bidder #2		Low Bidder		Bidder #4	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID												
1	800	Mobilization	1.00	LS	\$ 60,485.00	\$ 60,485.00	\$ 848.00	\$ 848.00	\$ 28,000.00	\$ 28,000.00	\$ 26,000.00	\$ 26,000.00
2	801	Construction Staking	1.00	LS	\$ 3,375.00	\$ 3,375.00	\$ 4,239.00	\$ 4,239.00	\$ 5,000.00	\$ 5,000.00	\$ 19,000.00	\$ 19,000.00
3	SP-01	Traffic Control	1.00	LS	\$ 6,500.00	\$ 6,500.00	\$ 5,653.00	\$ 5,653.00	\$ 2,000.00	\$ 2,000.00	\$ 7,000.00	\$ 7,000.00
4	SP-02	Erosion and Sediment Control	1.00	LS	\$ 14,107.00	\$ 14,107.00	\$ 9,609.00	\$ 9,609.00	\$ 4,500.00	\$ 4,500.00	\$ 10,000.00	\$ 10,000.00
5	340	Remove and Dispose 4" CCP Storm Pipe	75.00	LF	\$ 20.00	\$ 1,500.00	\$ 28.27	\$ 2,120.25	\$ 20.00	\$ 1,500.00	\$ 15.00	\$ 1,125.00
6	SP-03	Remove and Dispose Mulch	1.00	LS	\$ 2,000.00	\$ 2,000.00	\$ 1,131.00	\$ 1,131.00	\$ 3,000.00	\$ 3,000.00	\$ 9,000.00	\$ 9,000.00
7	SP-03	Remove and Dispose Timber Edging	1.00	LS	\$ 2,000.00	\$ 2,000.00	\$ 2,120.00	\$ 2,120.00	\$ 2,000.00	\$ 2,000.00	\$ 9,000.00	\$ 9,000.00
8	SP-03	Remove and Dispose Timber Sealing	1.00	LS	\$ 7,000.00	\$ 7,000.00	\$ 2,120.00	\$ 2,120.00	\$ 3,000.00	\$ 3,000.00	\$ 19,000.00	\$ 19,000.00
9	SP-03	Remove and Dispose Wood Stage	1.00	LS	\$ 5,000.00	\$ 5,000.00	\$ 4,239.00	\$ 4,239.00	\$ 2,000.00	\$ 2,000.00	\$ 8,000.00	\$ 8,000.00
10	226	Comprehensive Grading	1.00	LS	\$ 58,390.00	\$ 58,390.00	\$ 44,514.00	\$ 44,514.00	\$ 90,500.00	\$ 90,500.00	\$ 112,000.00	\$ 112,000.00
11	SP-04	Poured-in-Place Concrete Steps	27.00	CY	\$ 636.00	\$ 17,172.00	\$ 413.00	\$ 11,151.00	\$ 1,030.00	\$ 27,810.00	\$ 1,200.00	\$ 32,400.00
12	SP-04	Poured-in-Place Concrete Stage	360.00	SF	\$ 7.50	\$ 2,700.00	\$ 46.81	\$ 16,851.60	\$ 22.00	\$ 7,920.00	\$ 34.00	\$ 12,240.00
13	848	5" Concrete Walk (4" Depth)	1,720.00	SF	\$ 7.50	\$ 12,900.00	\$ 19.51	\$ 33,557.20	\$ 8.00	\$ 13,760.00	\$ 11.00	\$ 18,920.00
14	454	Segmental Block Amphitheater Wall	415.00	SF	\$ 95.00	\$ 39,425.00	\$ 91.85	\$ 38,117.75	\$ 100.00	\$ 41,500.00	\$ 80.00	\$ 33,200.00
15	454	Segmental Block Retaining Wall	110.00	SF	\$ 130.00	\$ 14,300.00	\$ 128.68	\$ 14,154.80	\$ 100.00	\$ 11,000.00	\$ 105.00	\$ 11,550.00
16	454	Segmental Block Veneer Wall	20.00	SF	\$ 220.00	\$ 4,400.00	\$ 214.80	\$ 4,296.00	\$ 100.00	\$ 2,000.00	\$ 165.00	\$ 3,300.00
17	460	Handrails - Aluminum	200.00	LF	\$ 465.00	\$ 93,000.00	\$ 133.54	\$ 26,708.00	\$ 130.00	\$ 26,000.00	\$ 225.00	\$ 45,000.00
18	460	Guardrail - Aluminum	50.00	LF	\$ 965.00	\$ 48,250.00	\$ 2,137.00	\$ 106,850.00	\$ 160.00	\$ 8,000.00	\$ 600.00	\$ 30,000.00
19	305	4" HDPE Drainage Pipe	9.00	LF	\$ 143.00	\$ 1,287.00	\$ 47.56	\$ 428.04	\$ 135.00	\$ 1,215.00	\$ 40.00	\$ 360.00
20	305	6" HDPE Drainage Pipe	48.00	LF	\$ 158.00	\$ 7,584.00	\$ 28.27	\$ 1,356.96	\$ 135.00	\$ 6,480.00	\$ 65.00	\$ 3,120.00
21	SP-05	Area Drain	2.00	EA	\$ 1,100.00	\$ 2,200.00	\$ 3,533.00	\$ 7,066.00	\$ 500.00	\$ 1,000.00	\$ 2,000.00	\$ 4,000.00
23	SP-05	Stone Pipe Outlet	2.00	EA	\$ 1,125.00	\$ 2,250.00	\$ 706.50	\$ 1,413.00	\$ 400.00	\$ 800.00	\$ 1,000.00	\$ 2,000.00
22	SP-05	Cast-in-Place Concrete Collar (4" Depth)	2.00	EA	\$ 1,000.00	\$ 2,000.00	\$ 2,120.00	\$ 4,240.00	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00
24	SP-06	Topsoil (4" Depth)	135.00	CY	\$ 170.00	\$ 22,950.00	\$ 28.26	\$ 3,815.10	\$ 100.00	\$ 13,500.00	\$ 112.00	\$ 15,120.00
23	SP-06	Seeding	3,840.00	SF	\$ 1.50	\$ 5,760.00	\$ 0.45	\$ 1,728.00	\$ 1.30	\$ 4,992.00	\$ 1.00	\$ 3,840.00
25	SP-06	Sodding	6,840.00	SF	\$ 3.75	\$ 25,650.00	\$ 1.50	\$ 10,260.00	\$ 3.00	\$ 20,520.00	\$ 2.30	\$ 15,732.00
24	1664	Water	100.00	MGAL	\$ 25.00	\$ 2,500.00	\$ 42.39	\$ 4,239.00	\$ 5.00	\$ 500.00	\$ 300.00	\$ 30,000.00
BASE BID					\$ 464,685.00	\$ 464,685.00	\$ 362,825.70	\$ 362,825.70	\$ 334,997.00	\$ 334,997.00	\$ 482,907.00	\$ 482,907.00
OWNER'S CONTINGENCY:					\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
TOTAL BASE BID					\$ 494,685.00	\$ 494,685.00	\$ 392,825.70	\$ 392,825.70	\$ 364,997.00	\$ 364,997.00	\$ 512,907.00	\$ 512,907.00



Financial Update

For quarter ending December 31, 2024

50% percent of fiscal year



General Fund

GENERAL FUND SUMMARY

Revenues	FY23-24	FY24-25	FY24-25	
	Actual	Budget	YTD	YTD %
Ad Valorem	6,676,814	9,066,000	7,626,441	84%
Ad Valorem DMV	752,703	693,000	329,486	48%
Local Opt Sales Tax	3,366,189	3,360,000	875,989	26%
Solid Waste Fees	1,067,352	1,124,100	970,383	86%
Utility Sales Tax	608,506	574,000	192,634	34%
Fund Balance	-	1,123,056	-	0%
All Other Revenue	2,690,940	2,398,400	1,477,946	62%
Total	15,162,503	18,338,556	11,472,878	63%

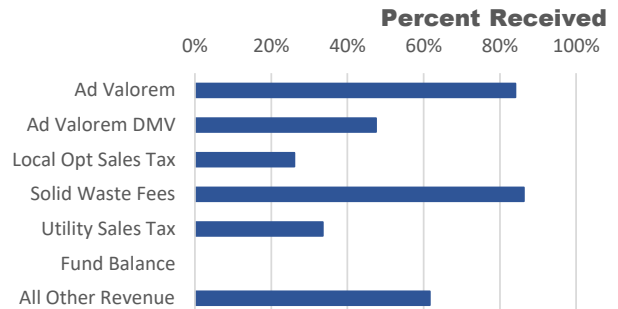
Expenditures

Governing Board	167,303	197,400	69,870	35%
Administration	1,022,992	1,199,310	421,108	35%
Finance	633,819	824,990	370,758	45%
HR	314,727	388,389	170,870	44%
Special Approp	1,722,721	3,709,750	517,009	14%
Planning	1,164,521	1,571,776	579,839	37%
Com/Econ Dev	200,764	250,610	92,289	37%
Police	3,889,727	4,639,740	2,185,946	47%
Fire	1,153,842	1,364,100	665,877	49%
Public Works	824,632	1,228,746	511,578	42%
Powell Bill	242,008	-	8,597	
Solid Waste	990,445	1,596,000	1,021,555	64%
Parks & Rec	1,170,190	1,367,745	657,953	48%
Total	13,497,691	18,338,556	7,273,249	40%
<i>Fund Balance Change</i>	<i>1,664,813</i>		<i>4,199,630</i>	

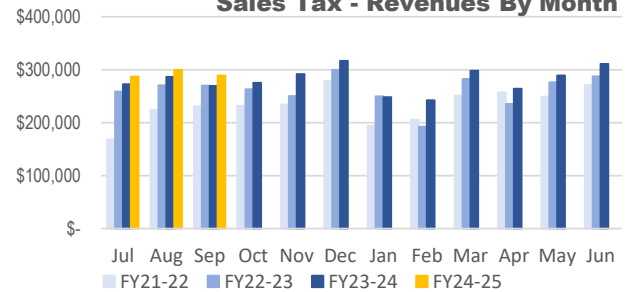
GENERAL FUND NOTES

- No items of concern noted.
- Some revenues have a lag in receipt so they will always show behind year-to-date levels.
- Expenditures are generally within expected levels.
- Solid Waste is slightly above expected due to service contracting as a result of emergency repairs to equipment.

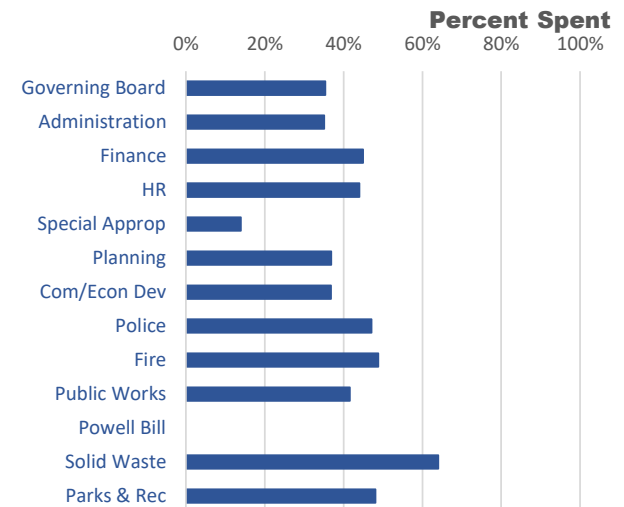
Revenues



Sales Tax - Revenues By Month



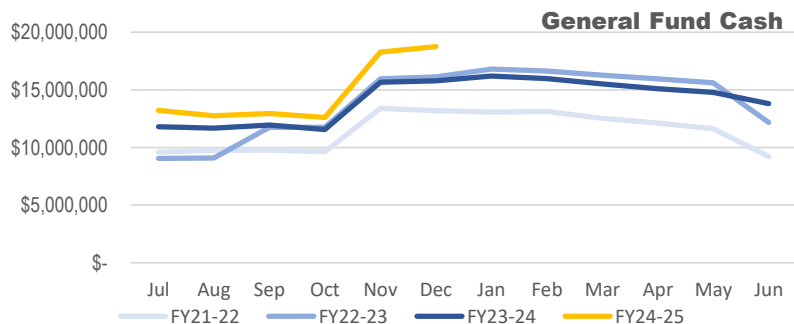
Expenditures



Cash & Investments

As of date noted above

General Fund	\$18,748,689
Capital Projects Fund	\$8,769,874
LAPP Grants Fund	\$6,081,618
Utility Projects Fund	\$2,040,951
	\$35,641,131
Checking	\$2,597,661
Investment	\$33,043,471
	\$35,641,131



Financial Update

For quarter ending December 31, 2024



50% percent of fiscal year

Capital Funds

CAPITAL PROJECTS FUND

Revenues	FY23-24	FY24-25	FY24-25	
	Actual	Budget	YTD	YTD %
Streets-related	1,359,606	-	406,939	
Parks-related	1,457,144	-	467,274	
Fund Balance Approp		2,963,519	-	0%
All Other Revenues	96,678	202,162	29,131	
Transfer In	730,000	935,000	-	0%
Total	3,643,428	4,100,681	903,344	22%
Expenditures				
Streets & Sidewalks	838,171	558,192	257,287	46%
Parks & Greenways	706,328	2,417,046	796,884	33%
General	2,455,093	1,125,443	101,194	9%
Transfer Out	-	-	-	
Total	3,999,592	4,100,681	1,155,365	28%
<i>Fund Balance Change</i>	<i>(356,165)</i>		<i>(252,021)</i>	

LAPP GRANTS FUND

Revenues	FY23-24	FY24-25	FY24-25	
	Actual	Budget	YTD	YTD %
All Other Revenues	229,789	-	116,894	
Grants - Federal	5,256,532	4,015,794	647,855	16%
Transfer In (LAPP)	-	4,868,113	-	0%
Reimbursements	3,021,129	786,953	-	0%
Transfer In (Wallbr)	-	881,869	-	0%
Grants - State	1,137	116,863	40,720	35%
Transfer In (ADA)	-	60,856	-	0%
Total	8,508,588	10,730,448	805,469	8%
Expenditures				
LAPP Project	4,258,904	8,883,907	1,375,742	15%
Wallbrook	2,657,454	1,668,822	166,854	10%
ADA Curb Ramps	1,421	177,719	188,602	106%
Total	6,917,779	10,730,448	1,731,198	16%
<i>Fund Balance Change</i>	<i>1,590,809</i>		<i>(925,729)</i>	

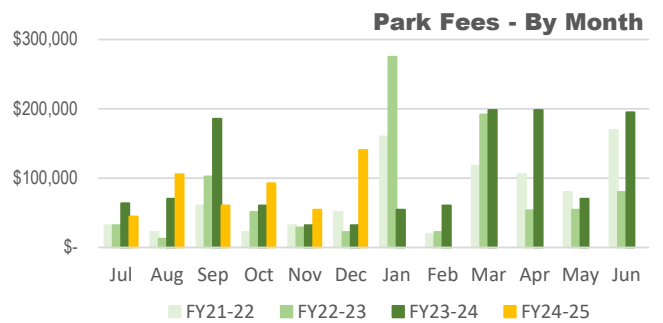
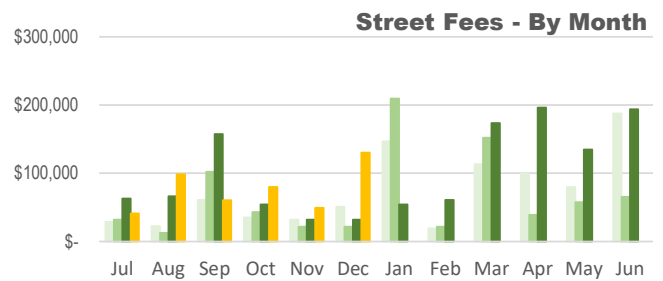
UTILITY PROJECTS FUND

Revenues	FY23-24	FY24-25	FY24-25	
	Actual	Budget	YTD	YTD %
Investment Income	113,428	-	48,798	
All Other Revenues	-	-	-	
Total	113,428	-	48,798	
Expenditures				
Total	-	-	-	
<i>Fund Balance Change</i>	<i>113,428</i>		<i>48,798</i>	

CAPITAL FUND NOTES

- No items of concern noted.
- Capital fee revenues are driven by development activity.
- Projects continue to proceed within appropriations.

Revenues

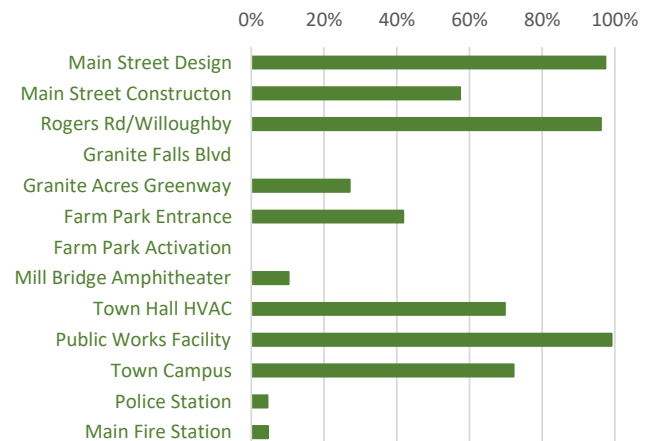


Expenditures

Capital Project Ordinances - Project to Date

Project	Budget	Actual	% Spent
Main Street Design	2,523,994	2,458,173	97%
Main Street Constructon	21,153,339	12,154,090	57%
Rogers Rd/Willoughby	915,000	879,916	96%
Granite Falls Blvd	200,000	-	0%
Granite Acres Greenway	323,500	87,603	27%
Farm Park Entrance	1,550,000	647,548	42%
Farm Park Activation	60,000	-	0%
Mill Bridge Amphitheater	470,000	48,509	10%
Town Hall HVAC	80,000	55,825	70%
Public Works Facility	4,620,000	4,581,467	99%
Town Campus	2,552,000	1,841,809	72%
Police Station	150,000	6,750	5%
Main Fire Station	150,000	6,900	5%

Percent Spent



Financial Update

For quarter ending December 31, 2024

50% percent of fiscal year



Budget Transfers & Amendments

ADMINISTRATIVE ADMENDMENTS - unfulfilled purchase orders from previous fiscal year

Date	Revenue		Expenditure		Amount	Explanation
7/1/24	100-4410	Consultants	100-210-5268	Development Review Svs	\$38,750	Planning - developer TIAs in progress
7/1/24	100-6900	Fund Balance Approp	100-110-5284	Special Events	\$1,400	Gov Bd - EWGA dinner
7/1/24	100-6900	Fund Balance Approp	100-210-5262	Contracted Services	\$205,364	Planning - plans in progress - hsg, comp, etc
7/1/24	100-6900	Fund Balance Approp	100-210-xxxx	Various	\$17,292	Planning - move to 211 S Main St
7/1/24	100-6900	Fund Balance Approp	100-310-xxxx	Various	\$86,055	Police - equipment on order
7/1/24	100-6900	Fund Balance Approp	100-510-5420	Vehicles	\$560,000	PW - yard waste trucks on order
7/1/24	100-6900	Fund Balance Approp	100-610-5334	Community Events	\$3,445	P&R - G Taylor event

ADMINISTRATIVE TRANSFERS

Date	From		To		Amount	Explanation
7/16/24	100-210-5210	Maint/Repair - Bldg/Grnds	100-610-5108	Temporary	\$3,100	custodial svcs - part time i/o contracted
7/16/24	100-410-5108	Temporary	100-610-5108	Temporary	\$6,200	custodial svcs - part time i/o contracted
8/2/24	100-110-5280	Training/Travel	100-110-5415	Equipment/Furniture	\$1,400	replace Mayor laptop
8/26/24	100-310-5232	Facility Lease	100-410-5120	Maint/Repair - Bldg/Grnds	\$1,350	stone for PD storage at PW yard
8/26/24	100-310-5420	Vehicles	100-410-5120	Maint/Repair - Bldg/Grnds	\$1,125	stone for PD storage at PW yard
9/27/24	100-140-5282	Tuition Reimbursement	100-410-5280	Training/Travel	\$3,721	CDL training
9/27/24	100-310-5420	Vehicles	100-130-5264	Computer Software/Svs	\$5,000	scheduling and timekeeping software
9/27/24	100-320-5262	Contracted Services	100-130-5264	Computer Software/Svs	\$6,000	scheduling and timekeeping software
10/29/24	100-610-6101	Athletics:Youth Baseball	100-610-6103	Athletics:Football and Chee	\$3,000	increase in number of teams
11/15/24	100-410-5210	Maint/Repair - Bldg/Grnds	100-410-5212	Maint/Repair - Equipment	\$5,000	street sweeper repair
1/6/25	100-610-5332	Programs	100-610-5264	Computer Software/Svs	\$1,500	cost increases

TOWN BOARD AMENDMENTS & TRANSFERS

Date	Revenue/From		Expenditure/To		Amount	Explanation
10/8/24	100-6900	Fund Balance Approp	400-724-5262	Contracted Services	\$200,000	Main St right-of-way, design
10/8/24	400-6900-7600	Fund Balance Approp.Park	400-4325-7600	Grants - State.Parks	\$202,162	Accessibility Grant for Mill Bridge Nature Pk