



Town Board Regular Meeting
July 7, 2020 – 7:00 PM
502 Southtown Circle, Rolesville, NC 27571

Minutes

A. CALL TO ORDER

Present:

Mayor Ronnie Currin
Commissioner Jacky Wilson
Commissioner Paul Vilga

Mayor Pro Tem Michelle Medley
Commissioner Sheilah Sutton
Commissioner April Sneed

Also Present:

Town Manager Kelly Arnold
Town Clerk Robin Peyton
Planning Director Danny Johnson
Police Chief Orlando Soto

Town Attorney Dave Neill
Finance Director Amy Stevens
Parks & Rec Director J. G. Ferguson
Community & Econ. Dev. Mgr. Mical McFarland

1. Pledge of Allegiance

Mayor Currin led the Pledge of Allegiance

2. Invocation

Pastor Jim Upchurch of Christ Church of Rolesville gave the invocation.

3. Review of Agenda by the Board and Additions/Changes of Items of Business to the Agenda for Consideration.

4. Public Invited to be Heard – In addition, the Town Clerk will compile and read aloud all comments in the meeting that were received prior to its start. All comments will be made part of the permanent Official Record. To submit public comments prior to the meeting, complete a [Public Comment Submission Form](#).

Town Clerk Robin Peyton read the following public comment aloud that had been submitted online (Town Manager Kelly Arnold's responses in italics):

Bryant West, 401 Virginia Water Drive, Rolesville

"Good evening everyone,

1. Why are we giving the fire department almost a million dollars? What does that money pay for specifically? I know their service, but we need a breakdown of those services. Has there been a study done to hire our own Fire Department? *The funding is equivalent to a total of ten (10) cents of property tax. Seven (7) cents are used for operating purposes, one (1) cent is used to fund future capital equipment; and two (2) cents is to pay for the debt of the ladder truck that was purchased and debt funded about eight years ago. There has not been a formal study for a Town owned and operated Fire Department. Rolesville Fire District provides service to both Rolesville and unincorporated Wake County. As Rolesville grows, so does the*

number of calls for the Town. It is anticipated that there will be a need to study the continued operating and funding structure of fire services in the future.

2. In a town that is growing really fast, we see an increase of minorities. When I look at the staff, it doesn't reflect the town at all. What is being done to hire (not elect) people of color? Why do we only have one person of color in a management position? Does Rolesville practice Affirmative Action? *You are correct that the Town is growing as is the number of staff over the course of the past ten years. The total number of employees does not mandate a Federal Affirmative Action program, but the Town is following best practices to expand our recruitment outreach and seeks a diverse candidate pool for open positions. Here is a summary of our current employee roster:*

The Police Department current roster of 20, there are 2 Hispanic, 2 Black, and 2 female employees – 3 of those positions are supervisory.

Of the remaining 15 non-police personnel, 3 staff members are Black and 1 is Asian/Pacific Islander. As the number of personnel has grown, the overall staff has become more diverse.

Of the Town Manager and the four department heads who supervise employees, 1 is Hispanic and 1 is female.

3. Does the town have evaluations with its staff? How does the town manager deal with complaints that may come into HR from employees? Is the HR Department full time or pulling double duty? *The Town does have a performance coaching system that incorporates bi-monthly supervisor/employee sessions with an annual evaluation. The Town Manager involvement with complaints is dependent upon the complaint. The Human Resources functions are currently supervised by the Finance Director. Until one year ago, the Town did not have any Human Resources support. Last year, a Human Resource Analyst position was funded and hired to bring our human resources practices, policies, and procedures to a level that is needed for our current organizational size. The Town has funded an organizational study to review the current organization structure and to develop a staffing plan. This study has not started but should be completed in the next six to nine months.*

5. Town Board Liaison Reports

- Planning Board – Commissioner Medley: **Medley reported that the Planning Board held a very short meeting at which questions were raised about upcoming Case: PR19-03. A-Master. Namely: Clarification on the road by CVS, what type of commercial would/could be in front, what is the timeframe and who would maintain the lot.**
- Parks & Recreation Advisory Board – Commissioner Vilga. No report as meeting was cancelled.

The Town of Rolesville is committed to providing accessible facilities, programs and services for all people in compliance with the American with Disabilities Act. Should you need assistance or a particular accommodation for this meeting please contact the ADA Coordinator.

- Economic Development – Commissioner Sutton. **Sutton highlighted that a meeting with the Chamber is coming up. Sutton stated her focus is on businesses. A business after hours was to have been sponsored by the Town on June 25th but was cancelled due to COVID-19. Commissioner Sutton met in late May with Wake Tech who was found to have excellent programs being provided. Sutton stated she would like to see us take advantage of them as a new business resource. More to come on REDAC. More information is to be reported from Mical McFarland under his staff report later in this meeting.**
- Public Safety – Commissioner Wilson: **Fire Chief Privette and the board met with the eleven full-time firemen and the fire department’s current benefits provider representative. Current benefits do not compare to what the Town can offer. The fire fighters are getting both antsy and recruited by other fire departments.**

Commissioner Sneed asked what benefits the fire fighters were not receiving. Commissioner Wilson responded that they do not receive retirement on a state level and were they to become injured they would not receive supplemental income.

B. CONSENT AGENDA

Moved by Commissioner Sutton to approve the July 7, 2020 Town Board Regular Meeting Consent Agenda with one change to the Wake Transit Local Area Roles and Responsibilities Agreement to add that staff administratively add that there be a stop added at Lowes Foods on 401 with consent agenda further consisting of the following:

1. Minutes of the June 2nd and June 16th Town Board Meetings.
2. Proclamation Recognizing the Centennial of the 19th Amendment and the 100th Anniversary of the League of Women Voters.
3. Wake Transit Local Area Roles and Responsibilities Agreement (GoRaleigh Bus Service)
4. FY20-21 Budget Ordinance Amendment – Rollover Items from FY19-20
5. PR19-03 A-Master Mixed -Use Master Plan – CO/SUD District (Townhomes/Commercial)
 - a. A-Master Mixed -Use Master Plan – CO/SUD District (Townhomes/Commercial) Order Approval.
 - b. PR 19-03 A-Master Team Townhomes/Commercial Preliminary Subdivision Plat Approval.
6. Approval of Rolesville Crossfit Order – Case SP19-04.

The motion was seconded by Commissioner Vilga and carried by unanimous vote.

The Town of Rolesville is committed to providing accessible facilities, programs and services for all people in compliance with the American with Disabilities Act. Should you need assistance or a particular accommodation for this meeting please contact the ADA Coordinator.

C. ITEMS OF BUSINESS

1. Community Input on Americans with Disabilities Act (ADA) Draft Transition Plan

Finance Officer Amy Stevens provided a summary introduction of the proposed Town of Rolesville ADA Transition Plan as provided to the board in its agenda packet.

2. Public Hearing (Legislative) – Case: ANX20-02 – Evans Property, 3608 Foxwild Lane.

INTRODUCTION BY STAFF

Planning Director Danny Johnson provided an historical summary of the voluntary annexation petition under consideration.

OPEN PUBLIC HEARING

Mayor Currin opened the public hearing on Case: ANX20-02 at 8:03 p.m.

COMMENTS FROM PUBLIC IN FAVOR

Mr. David Evans, 3608 Foxwild Lane.

Mr. Evans was present to support his petition and stated that radon has been found in his well water system thus his reasoning for wanting annexation and hooking on to the public water system.

COMMENTS FROM PUBLIC IN OPPOSITION

NONE

CLOSE PUBLIC HEARING

Mayor Currin closed the public hearing on Case ANX20-02 at 8:06 p.m.

Moved by Commissioner Wilson to approve voluntary annexation of ANX20-02, David and Ashby Evans for 1.972 acres located at 3608 Foxwild Lane in to the Rolesville Town limits; seconded by Commissioner Sutton. Motion carried by unanimous vote.

D. COMMUNICATIONS

1. Town Attorney - NONE

2. Town Manager

Town Manager Kelly Arnold provided the following report:

- Reminder that the next work session is July 16th. A joint virtual meeting with the Rolesville Chamber of Commerce is planned and will begin at 6:00 p.m.

The Town of Rolesville is committed to providing accessible facilities, programs and services for all people in compliance with the American with Disabilities Act. Should you need assistance or a particular accommodation for this meeting please contact the ADA Coordinator.

- July 24th from 8:00 a.m. to 1:00 p.m. is a scheduled special virtual work session to discuss and receive information on two one-hour topics: the text amendment tabled at the last board meeting and the draft of the mixed-use downtown district that will be used or the new UDO that is being expedited for use on a private-public development on Main and Young streets. The latter will include all components including parking, zoning, signage, etc.
- Due to the beginning of Summer, there has been a rise in golf cart use on town streets and the police department has been out educating citizens regarding the town's policy to follow the state's statutes mandating they be road worthy, a decision made by the board in October 2018.
- A future facility discussion, funded in this year's budget, has started and more information is to come soon. Feasibility study has been kicked-off and will determine if the NCDOT project on Young and NC-401 will be a viable option for a future public works facility in future. Meeting held with Stantec where they revealed the two proposed options for the intersection of Young and Main Streets. Stantec has been asked to create a videotape of the two options for distribution out to stakeholders for their review and comments.
- The school park has new mulch, fresh paint and Wake County Public Schools has removed its sign. This provides opportunity for a new sign by the Town.
- Wake County is in receipt of a large shipment of face masks for distribution to municipalities and their large employers.

3. Town Staff

Planning Department

Planning Director Danny Johnson provided the following report:

- Twenty single family home permits were issued during the month of June.
- The department is currently at 83 permits issued which is roughly one-half of the 153 the department expects for the year. The fiscal year was closed out with 151 permits.
- The Technical Review Committee currently has 13 projects under review.

Finance Department

Finance Director Amy Stevens provided the following report:

- Staff is working very hard on closing entries in order to close out the old fiscal year and begin the new fiscal year.

The Town of Rolesville is committed to providing accessible facilities, programs and services for all people in compliance with the American with Disabilities Act. Should you need assistance or a particular accommodation for this meeting please contact the ADA Coordinator.

- A change in staff health benefits is being implemented.

Parks & Recreation / Public Works Departments

Parks & Recreation Director J. G. Ferguson provided the following report:

- Thanked staff for working double-time working on programming.
- Summer camp began on-time. Only one-half participants are being accommodated (12) due to CDC recommendations for COVID-19 precautions.
- Discussions with Wake County are being held on how to help with child-care and learning.
- Programming is being communicated digitally versus printing of hard copies.
- Public Works completed fencing and curbing at the ballfields.
- Fall registration for athletics has been conducted.
- 34 vendors have already signed up for Fall Fun Fest.

Community & Economic Development

Community & Economic Development Manager Mical McFarland offered the following report:

- The department has been responding to local businesses with resources to assist during COVID-19. Five Rolesville businesses have received payroll protection loans from the Small Business Association ranging between 150K to 350K reportedly (possibly less as information on loans awarded for less than 150K are not provided).
- As of July 1st, no loans were approved for the Wake Forward Small Business Relief Program in the Rolesville zip code.
- Continue to work closely with the Rolesville Chamber of Commerce.
- There were 41 active economic development projects in Wake County This time last year there for 45. Companies are looking to relocate to the area despite COVID-19.
- The Main Street Development project continues.
- A Volleyball promoter has proposed a new facility on Granite Falls Boulevard, Cross-fit Rolesville has proposed a new location next to the State Employees Credit Union and the ground-breaking for the new 3-story medical building at Main and Rogers Road will take place soon.

The Town of Rolesville is committed to providing accessible facilities, programs and services for all people in compliance with the American with Disabilities Act. Should you need assistance or a particular accommodation for this meeting please contact the ADA Coordinator.

- Wake County/Greater Raleigh Convention and Visitors Bureau has implemented *People First Tourism* to boost tourism which has experienced a decline due to COVID-19. McFarland is working to identify appropriate sites in Rolesville to promote under the program.

Police Department

Police Chief Orlando Soto provided the following report:

- The department has been utilizing alternate means of communication under COVID-19 to remain task-oriented and responsive. Staff has been great and no complaints have been received. The department remains ready to protect and serve the community.
- The Chief reported that officers take an oath of office to be alert and vigilant to enforce the laws of the state and not be influenced in any manner on account of personal bias or prejudice and he has not heard one police officer, sheriff's deputy, state police officer, law enforcement executive, law enforcement trainer or law enforcement expert offer an excuse for the actions of the Minneapolis police officers involved in the death of George Floyd. The Rolesville Police Department enacted policies and procedures prior to the incident to ensure officers are acting according to best practices. A fact made evident by the January 2020 positive recognition of the department following a League of Municipalities review. The Chief made a promise that, under his command, the department will continue to follow best practices, policies and procedures and receive the best training possible to provide the best customer service to the community. The department has received numerous communications of support and prayers from the community and the Chief offered his appreciation of this. The Chief asked, rather than resort to posting on social media, to please contact the department directly.

E. ADJOURN TO CLOSED SESSION PURSUANT TO N.C.G.S 143-318.11(a)(4) TO DISCUSS MATTERS PERTAINING TO ECONOMIC DEVELOPMENT AND N.C.G.S. 143-318.11(a)(5) TO DISCUSS MATTERS PERTAINING TO POTENTIAL ACQUISITION OF REAL PROPERTY. 8:48 p.m.

Moved by Commissioner Wilson that the board adjourn to closed session for the following purposes: (1) pursuant to N.C.G.S. 143-318.11(a)(4) to discuss matters relating to the location and expansion of businesses in the town including agreement on a tentative list of economic development incentives that may be offered by the town board in negotiations and (2) pursuant to N.C.G.S. 143-318.11(a)(5) to instruct the town staff concerning the position to be taken by or on behalf of the town board when negotiating the price and other material terms of a contract or proposed contract for the acquisition of real estate purchase, option, exchange or lease; seconded by Commissioner Sutton. The motion carried by unanimous vote. The Town Board entered closed session at 8:49 pm.

The Town of Rolesville is committed to providing accessible facilities, programs and services for all people in compliance with the American with Disabilities Act. Should you need assistance or a particular accommodation for this meeting please contact the ADA Coordinator.