



Board of Commissioners

**Work Session**

**January 13, 2026**

**6:30 PM**

**MINUTES**

**Present:** Mayor Ronnie Currin                      Town Attorney Dave Neill  
Mayor Pro Tem Dan Alston                      Town Manager Eric Marsh  
Commissioner April Sneed                      Town Clerk Christy Ynclan Frazier  
Commissioner Lenwood Long                      Police David Simmons  
Commissioner Michael Paul                      Finance Director Amy Stevens  
Parks & Rec Director June Greene  
~~Commissioner Jenn Bernat~~                      Capital Project Manager Medhat Baselious  
Facilities Maintenance Supervisor Eddie Henderson

Call to Order

The Mayor called the Rolesville Board of Commissioners work session to order at 6:30 PM on January 13, 2026. He welcomed everyone in attendance, noting that a few people were present in person and thanking those watching online. The Mayor mentioned they were starting slightly late due to the swearing in of the new fire chief, acknowledging this as a significant milestone - Rolesville's first fire chief had just been sworn in. He expressed his desire to conclude the meeting by 9:00 PM, with 9:30 PM as the absolute latest, having already discussed timing with some of the presenters.

Consideration of Agenda

The Mayor directed attention to the agenda, noting that four items were listed with a possible closed session. He asked the Town Attorney, Dave Neill, whether a closed session would still be needed. The Town Attorney explained that they would first have an open session discussion of a capital improvements matter, and, depending on the board's conversation, he would then determine whether to recommend a closed session for certain aspects of that discussion.

**Mayor Currin then asked that the agenda be considered as written, without a closed session. Commissioner Long made a motion to approve the agenda as**

**presented. The motion received a second from Commissioner Paul. All voted in favor with no opposition.**

#### Consideration of Approval for the Town Campus Owner's Representative

Amy Stevens, Finance Director & Jessica Killian of Turner, Townsend & Heery

The Mayor introduced the next item, noting that it was the only voting item in the work session requiring board action, consideration, and approval for the town campus owner representative. He indicated that Finance Director Amy Stevens would kick off the presentation, possibly with Jessica tag-teaming on the topic.

Before Amy Stevens could begin, Town Manager Eric Marsh interjected, mentioning a conversation with Commissioner Sneed about Toastmasters that had prompted him to take the opportunity to introduce two new staff members. He first called forward Jason Deitch, the newly sworn-in fire chief, emphasizing the excitement about having him on board and inviting him to introduce himself to those watching both in person and at home.

Fire Chief Jason Deitch stepped forward and introduced himself with humor, stating, "Thank you for having me. Yeah, let me introduce myself. So the name is Jason Deutsch. I'm 42 years old. I'm a cancer. I like long walks on the beach." After the lighthearted opening, he expressed that it was "a true honor to be your fire chief." He shared his fire service journey, which began as a junior member on the north side of the department, and then, in 2005, when he joined the Garner fire department. He detailed his work through all ranks, from firefighter to assistant chief, until this position became available. Deitch expressed genuine excitement about the role, noting that many of the experiences Garner went through were either happening in Rolesville or about to happen, making him particularly well-suited for the position. He mentioned being a resident of Wake Forest right on the line and concluded by saying he looked forward to meeting and working with everyone, emphasizing his love for the fire department and his excitement about being there.

Eric Marsh then introduced the second new addition to the team - Stephen Wensman, the new planning director. Marsh made a playful reference to his name, joking, "WEN even though all we're going to do is win, win, win, no matter what, with him as our planning director." He noted they had been patiently waiting for Wensman after a rigorous 7-month search process, emphasizing the importance of planning matters, which "sit at the forefront of a lot of your minds and a lot of our community's mind" and are among the things that touch the community most through development.

Stephen Wensman introduced himself, explaining he came from the town of Smithfield, where he had served as Planning Director for 8 years. Before that, he had lived in the Twin Cities, "in the winter there," and served as planning director for the city of Lake Elmo, which he described as a first-ring suburb experiencing growth similar to Rolesville's. He noted that Smithfield had also experienced similar growth patterns, making him well-versed in managing such situations. He expressed hope that his experience would enable him to contribute meaningfully to the town.

Eric Marsh concluded the introductions by noting that the following week, their HR director would complete their fully staffed executive leadership team, with no remaining vacancies at the department level. He expressed excitement about this milestone before returning to the agenda.

Amy Stevens then began her presentation about the owner representative for the town campus project. She reminded the board that this conversation had started in November regarding the town campus project - the site, including the police station and main fire station. The discussion focused on engaging an owner representative to serve as the project manager for this large, complex project, bringing expertise in vertical capital projects.

Stevens explained that the town had chosen to use the construction manager-at-risk method, which differs from the usual design-bid-build approach. She described it as taking more time on the front end to get the design right, but allowing construction to proceed faster once it begins. This method, she explained, is "like a three-legged stool" with three components: the contractor (Samet, selected), the architect (ADW Architects), and the owner (the town).

Following an open and competitive RFP process that received about 10 responses, Stevens reported that the town staff team was recommending Turner and Townsend Heery to serve as the owner's representative. She highlighted that this is a national firm with local presence in Raleigh, and they had demonstrated experience with multiple public projects in North Carolina, particularly public safety facilities - an important consideration given the police and fire buildings in this project. Additionally, they demonstrated a strong approach to communication with staff, the board (as the ultimate owner), and the public.

Jessica Killian from Turner and Townsend Heery then took the floor, expressing excitement about being present on the night of the fire chief's introduction. She provided background on her company, explaining that it had been doing project management work in North Carolina for over 30 years, focusing exclusively on public-sector project management. The company works with cities, K-12 schools, and other public clients both in North Carolina and nationally. They have 10 project managers in the Raleigh area, 18 in North Carolina, and about 450 nationwide, all focused on public projects, including public safety complexes.

Killian introduced herself personally, sharing that she has a bachelor's degree in architectural engineering and a master's in construction management. She mentioned connecting with Eric as "buddy engineers" and explained she had been doing project management for over 20 years, with over 10 years in the public sector. She expressed her passion for moving projects forward and getting things done, acknowledging that while projects can feel like they're taking forever, there's a process behind it that's important to follow while maintaining communication and answering questions.

She also introduced her colleague, Chuck Bostick, who would focus more on the site infrastructure portion, given its rapid progress and significant impact on both their project and Wake County. Bostick has an environmental science degree, nearly 25 years of project management experience, and a particular interest in site infrastructure projects.

Killian outlined their approach to project management as a team effort, positioning themselves as advocates for city staff, the board, the fire department, and the police department. She emphasized the importance of ensuring that what's important to these stakeholders is heard, listened to, and remembered throughout the design process. She stressed their focus on staying within budget and meeting schedules, acknowledging that this project is part of a larger financial plan and phased development.

"Transparency," Killian stated, "is really, really critical to us." She encouraged direct communication regarding any questions, emphasizing the importance of keeping both the governing body and community informed about this significant financial investment. She touched on collaboration, noting they're already working with Samet and ADW on another fire station for Durham, which helps with understanding deliverables and design expectations. Regarding stakeholder engagement, she reiterated the importance of ensuring that questions are answered and that voices are heard. On accountability, she emphasized budget and schedule adherence, noting they have a timeline for when funds must be spent and that they are accountable to the needs of those who will use these 50+-year facilities. She concluded by positioning themselves as partners and advocate, expressing excitement about their selection and their immediate engagement with the project to avoid delays.

Commissioner Lenwood Long asked about recently completed projects that they could visit to learn about their work. Killian responded that most of their projects are currently ongoing, including work with Guilford County Schools, the City of Durham, the Triangle YMCA, and various other projects, and offered to facilitate visits if needed.

Commissioner Dan Alston inquired about the frequency of reports to the board regarding timely information and schedule adherence. Killian deferred to the board and staff's preferences, suggesting monthly reports as optimal, since more frequent updates wouldn't show significant change. Eric Marsh clarified that they would follow the same cadence established with the Main Street project: updates at every business meeting, with work session presentations for action items or change orders as needed. He noted the town campus project has advantages, including being set back from the road, avoiding traffic disruptions, and avoiding the urgent issues that had characterized the Main Street updates.

The Mayor then posed what he called a "comment, kind of a question, comment-type thing" about accountability, specifically regarding budget and schedule. While acknowledging the need for regular reports, he made a specific request: "I would like as soon as you guys can, once we approve tonight and you know, you're on board, is to give us dates, dates when the police department can move in their building, well it's July 1 of 2028 or September the fifth of 2026." He wanted specific move-in dates for both the police and fire departments, emphasizing, "I want the dates that you think that we can move them in... Move them out of the building and into the new building." Killian acknowledged this request, noting the distinction between contractor completion and actual occupancy, which includes furniture moving, equipment installation, and building training for both departments.

Commissioner Michael Paul sought clarification about their role as project manager, confirming they would ensure contractors do their jobs without breaks in forward

movement, thereby saving money to help offset the cost of hiring them. Killian confirmed this understanding, explaining that local governments often bring in owners' representatives because it's their whole job to ensure project completion while allowing staff to focus on their regular duties. She emphasized the project's complexity and the value of having a third party manage details and ensure all parties are reminded of decisions and deadlines.

The Mayor expanded on Commissioner Paul's point for the benefit of those watching, asking about their engagement with obstacles, including the City of Raleigh, Duke Energy, and other entities that could hinder the project. Killian affirmed they would fully engage with all such obstacles, noting that while the architect focuses on design obstacles and the contractor on construction challenges, their role is to coordinate everything, including furniture and other elements outside specific scopes. She specifically mentioned the need to engage Duke Energy early regarding underground power, which will take time and money. She acknowledged the City of Raleigh as "its own thing" requiring proactive planning. She emphasized the importance of ordering equipment early due to long lead times and their role in identifying and solving problems to maintain project goals.

The Mayor pressed further: "So it doesn't sound like you pass the buck." Killian responded firmly: "No, no, absolutely not, yeah. And again, that's why you're hiring us: we are accountable for what is happening on the project, you know. If we've got bad news, we'll bring it to you, talk about it, and figure out a solution. But that's, if we have to have hard conversations with the architect, with the contractor, with other folks, that's our job, that's what we do."

Commissioner April Sneed offered her understanding of an owner's representative, saying, "They said it's like you have a seat at every single table and they're the expert at that table for your organization." Killian confirmed this characterization, adding, "And if I don't know the answer, I'll find it."

Amy Stevens then clarified that the contract in the packet was an earlier version, with legal counsel still working through remaining issues, though the contract was substantially unchanged. She explained the motion would authorize the manager to sign, subject to the town attorney's final review.

**The Mayor called for action. Commissioner April Sneed made a motion to authorize the town manager to execute a contract with Turner and Townsend Heery for owner's representative services for the town center project, subject to the town attorney's review. Commissioner Lenwood Long seconded the motion, and the vote was passed unanimously.**

#### [Capital Improvement Project Updates – Eric Marsh, Town Manager and Staff](#)

Eric Marsh introduced the capital improvement project updates, explaining that before diving into the CIP portfolio, they would provide rapid-fire updates on active CIP projects from a 40,000-foot view. He noted that Medhat would provide updates on general town CIP projects, including Main Street, followed by Parks and Recreation updates on the farm and recreation-specific infrastructure. He mentioned that the written version of these updates had been provided in a memo to the board and added to the agenda packet for public access.

Medhat Baseliouis, Capital Project Manager, began his updates with the town campus project. He confirmed they now had Turner as the owner representative,

ADW as the architect, and Summit as the construction management at risk. For site development, he reported that he was almost in the final stage of design and cost estimate, with site work expected to start in April. The police department was in the last stage of development, design, and cost estimate. The fire station was similarly positioned, with development design almost ready and negotiations ongoing for the cost estimate. He reiterated the expected April start for site work, noting Turner's help might adjust timing.

For the Main Street project, Medhat reported working directly with Duke Energy and Wake Electric. Landscape work was estimated to start in the spring due to cold weather, and final paving was scheduled for March 2026.

The Granite Falls Boulevard resurfacing project was almost complete, with only minor items, such as manhole covers and road edges, remaining to be finalized.

June Green, Parks & Recreation Director, then provided updates on Parks and Recreation projects. For Farm 1B (the event center), they were in the design phase, with ADW helping develop the farm's master plan.

Regarding the Hud Main Street Park enhancement, Green reported receiving environmental reviews with a couple more items to check off. They were reacquiring bids for the project to follow the town's best-practice purchasing policies, reaching out to vendors for three bids to start enhancement projects, hopefully by spring.

For Farm 1A (the entrance), the driveway and parking lot were completed. They were working with DOT to get an easement to remove DOT fencing and install their own fencing along the front.

The Millbridge Amphitheater project was complete, with the town awaiting reimbursement from the state after submitting all invoices and billing for the grant.

For the Sanford Creek playground, they were working with a vendor selection process. The school had provided two vendors, but they needed a third to meet purchasing policy requirements. They expected to start fixing the playground in the next couple of months, including installing matting.

The Granite Acres Greenway project was still waiting on easement acquisition and litigation resolution related to their grant before knowing how to proceed.

Eddie Henderson, Parks Superintendent, who is now in public works, provided the final update on the town hall HVAC renovation. He explained the building's older HVAC units were being replaced as needed, with 6 of 9 total units already replaced and 3 remaining to be monitored and replaced when necessary.

Commissioner Sneed asked two clarifying questions. First, she requested examples of enhancements to Main Street Park. June Green and Eddie Henderson explained these would include Wi-Fi, cameras, painting the gazebo, rebuilding the shelter, restructuring the parking lot, and installing rubberized surfacing for the playground behind the bathrooms.

Her second question concerned Sanford Creek Park, noting it's Wake County School property and asking why the town was replacing equipment there. June Green explained that under their joint-use agreement with Wake County Schools, the town must purchase equipment upfront and then receive a 50% reimbursement.

Commissioner Paul clarified that this arrangement allows the town to use the ball fields and other facilities.

The Mayor asked about complaints about inadequate fencing that prevents kids from crawling under and reaching the road. Eddie Henderson confirmed the fencing had been replaced last year, addressing those complaints. June Green added that they had also cut branches and trees that were compromising the fence's integrity.

#### [Five-Year Capital Improvement Plan Financial Update – Davenport Financial Advisors](#)

Amy Stevens introduced the five-year capital improvement plan financial model update, joking that after the "appetizer" of project updates and "soup" course, they were now getting to "the entree" - "the steak and potatoes of the night."

She reminded the board that the last update was shared in March, almost a year ago, and that these updates have been ongoing annually since then. The March 2025 model had focused primarily on the town campus and farm activation projects, as highlighted in the red figure on her presentation. That model had been limited to those projects, had maximized available revenues, including fund balance above the minimum policy requirement, and had been based on assumptions of continued growth built into the revenue projections.

Stevens recalled that a year ago, they were examining the main fire station and had to adjust the number to right-size it, ensuring they could proceed without additional revenue resources. She emphasized that things change year to year - revenue situations change, expenditures change, and they're still working to finalize figures on town campus projects. She noted there were different faces at the table, including someone new, and that board members may have changed thoughts or priorities based on public feedback or community observations.

The goals for the conversation, Stevens clarified, were not to reach resolutions that night but to begin a conversation for the next few months. The objectives were to reaffirm that the CIP reflects board priorities and to prepare for debt issuances as they proceed with town campus projects (site, police station, fire station) currently in design, serving as a final check-in before debt issuance activities.

Stevens then introduced Mitch Brigulio from Davenport Public Finance to provide the model update. Mitch began by acknowledging the Mayor's 9:30 PM deadline, joking that it was only 7:20 PM. He encouraged interactive discussion and questions throughout rather than waiting until the end.

Mitch explained they were preparing for town campus financing, with actions expected in the spring before the fiscal year-end. He began with an overview of funding requirements for CIP, particularly the upcoming town campus financings. Using relatable analogies, he compared the process to buying a home or car - first understanding if you can get a loan based on your credit score. Similarly, municipalities need credit ratings instead of credit scores.

He explained that national credit rating agencies (Moody's, Standard and Poor's, Fitch) issue ratings for specific types of financings. While the town had previously gone directly to banks without needing national ratings, banks use similar evaluation criteria to those of these agencies. Mitch outlined that they would examine peer

comparisons at the highest credit ratings: triple-A, double-A, and single-A, both nationally and in North Carolina. He noted North Carolina communities, particularly in Wake County, are generally strongly rated, boding well for Rolesville's access to credit markets at attractive rates.

Reviewing the town's financial performance over the last five years, Mitch highlighted the importance of maintaining a structurally balanced budget in which annual revenues cover expenses, enabling fund balance growth or maintenance. The graphs showed Rolesville had successfully maintained this balance, with revenues (gold line) covering expenses (green bars) and allowing transfers (gray bars) for capital projects. The town had done "a very nice job" setting aside dollars in fund balance largely for capital funding.

Discussing financial policies, Mitch noted the town's existing general fund balance policy maintains unassigned fund balance at 33% of general fund expenditures - essentially enough to operate for a third of a year if revenue stopped. The policy limits the use of funds to 33% or less to one-time purposes, not ongoing expenses, thereby protecting the structural budget balance. Funds over 33% are transferred to the capital reserve, ensuring they're spent on one-time purposes. Following this policy has allowed the establishment of capital reserve funds, which are helpful for upcoming projects.

The peer comparison showed Rolesville's fund balance policy at the top of the graph in gold, with fiscal year 2025 and 2024 results showing improvement. The town compared favorably with national medians for AAA, AA, and A-rated municipalities, as well as with North Carolina peers. Even if utilizing funds down to the 33% policy level, the town would still compare favorably with medians and fall within the middle range of North Carolina cities and towns.

The Mayor interjected with historical context, explaining that at one time the town had very little money and would spend it all, and that it received letters from the Local Government Commission (LGC) about an insufficient fund balance. He noted they adopted the 33% policy and dedicated capital savings pennies without tax increases. Amy Stevens added that the treasurer's office had changed their benchmarking methods over the years, now using expenditure peer groups rather than population groups, and had broadened their financial indicators of concern beyond just fund balance.

Mitch then reviewed the property tax base overview, noting that Rolesville's tax base is a "rapidly growing tax base." Over the last 10 years, excluding revaluation years, the town grew at an annual rate of almost 9% (8.9%). For planning purposes, they assumed 8% growth for fiscal years 2027-2030, dropping to 6% for fiscal years 2031-2033, then reverting to 3% CPI growth thereafter. He emphasized this acknowledged rapid growth in the near term while using conservative longer-term projections.

The Mayor clarified: "You're planning up to '33, but we evaluate every year, and if it doesn't look like it's right next year, then that change, we change it, we redo it every year." Mitch confirmed annual evaluation, noting things change and evolve, requiring factoring in and measuring impacts.

Regarding outstanding debt, Mitch categorized all current debt as tax-supported from the general fund. He broke it into categories: town government/general fund debt

paid from capital savings (\$5.8 million), debt paid from parks and rec impact fees (restricted for park projects), and debt from street impact fees (none currently outstanding). Total outstanding debt was about \$6.5 million and was to be paid off by fiscal year 2043.

For debt ratios and capacity, Mitch examined the 10-year payout ratio - the percentage of debt repaid over the first 10 years. Currently at 72%, this exceeded the recommended minimum policy of 50%, showing responsible debt management. The second ratio, debt-to-assessed value, was 0.25% against a proposed policy limit of 2.5%, indicating significant debt capacity. The final ratio, debt service to expenditures, is currently 5.7%, but would come under pressure with new debt.

The Mayor asked about comparisons with larger cities like Raleigh, prompting discussion of how larger cities typically maintain lower percentages because of the raw dollar amounts. Amy Stevens explained it had become typical for municipalities to establish various capital funds, though Rolesville's ability to do so at its development stage was somewhat unique.

Mitch then detailed revenue sources for capital projects. The town had carved out several dedicated sources: general fund budgeted debt service (\$705,000 annually), 9.6 pennies dedicated to the capital savings fund (generating revenue that grows with the tax base), park impact fees (\$500,000 annually, conservatively assumed), and street impact fees. Additional revenues included fund balance transfers over 33%, Main Street LAPP reimbursement (\$2.3 million anticipated), reimbursement of preliminary town campus costs, and Wake County's 30% cost share for fire station debt service.

Commissioner Michael Paul asked if the Wake County contribution was fixed for the project's life. Mitch confirmed the assumption was 30% of annual payments through final debt maturity, though it still needed to be finalized with Wake County.

The debt affordability analysis showed that, utilizing all available revenues, the town could afford the projects in Scenario 1 (town campus and Farm 1B), totaling \$69.5 million. This estimate represented the higher end of potential costs, including design alternatives, inflation, and construction cost increases. The model also included \$890,000 in annual operating cost allocations for when facilities come online.

Scenario 2 added Granite Falls Boulevard improvements, downtown parking, land purchases, and the Veterans Memorial - projects assumed to be cash-funded, as debt capacity would be maximized under Scenario 1.

During a detailed review of the financial projections, Commissioner Paul expressed concern about assuming 8% growth, noting sensitivity around revaluations and whether the town could "stomach" such growth. Mitch clarified that the 8% represented natural growth (new construction), not revaluation of existing properties, and matched historical performance.

The Mayor emphasized that the plan showed no tax increase was required for these projects, noting that dedicated pennies over the years have become increasingly valuable. He noted that while fund balance would decrease, the town historically had no capital program until recently. Mitch confirmed this approach wasn't unique, but Rolesville's ability to prepare at their development stage was somewhat unusual.

The projections showed debt service increasing from about \$1 million currently to north of \$7.5 million annually, creating a declining payment structure over 20 years with level principal payments. Key assumptions included 5% interest rates (conservative given current market rates of 4-4.5%) and maintaining the 50% payout ratio.

When the Mayor asked about dates for police and fire department occupancy, this had already been addressed earlier with Jessica Killian. The discussion covered various factors that could improve or worsen projections, including interest rates, tax base growth, impact fees, and project costs.

Commissioner Paul noted they were "getting pretty close to draining the surplus," going from almost \$13 million to \$329,000. The Mayor responded that, while concerned, the capital fund would continue providing funding for improvements with \$50 million available by 2052 - something the town never had before.

Mitch characterized the plan as maximizing revenues but acknowledged it was "tight." He emphasized the need for annual monitoring, noting that if growth doesn't materialize as projected or interest rates rise, additional revenues would be needed. Conversely, better-than-expected growth would improve the situation.

The Mayor asked Mitch directly: "Do you describe it as being healthy?" and "Do you describe our plans as realistic and not too risky?" Mitch responded affirmatively, praising the town's financial management and thoughtful preparation over several years. He noted they could have waited to address funding, but instead had already set aside dollars. He characterized the approach as striking "a nice balance" between not over-committing on the front end while setting aside what's needed based on reasonable assumptions, then revisiting annually as results come in.

The Mayor concluded by thanking Mitch and Davenport for their long partnership (8-10 years), noting, "we wouldn't be here today talking about these. I mean, this is a lot of money. For this small town to spend. We wouldn't be here without your help." Mitch reciprocated, saying it had been a pleasure working with the board over the years.

Amy Stevens then continued with visual representations of the financial model. She showed how Scenario 1 focused on immediate projects (campus and Farm 1B), maximizing available revenues and assuming receipt of the \$2.3 million LAPP reimbursement. Using bar charts, she illustrated fund balance components over five years, including general fund unavailable (33% policy minimum), Powell Bill funds (restricted for resurfacing), capital savings, and excess over 33%.

She emphasized a crucial mindset change: the town had historically maintained a large excess (green area on charts) for unexpected capital needs, but the current model programs all available funding. She showed how \$4 million had already been appropriated this fiscal year for various purposes, including Main Street project transfers. By year's end, only a \$300,000 "tiny green sliver" would remain as excess.

Stevens stressed, "The financial model is using all of this funding. It's programming the capital savings. It's programming what's left in the green. And so all of it's being used for something in this 5-year plan." This meant future new items would require something else to be removed.

Scenario 2 added additional projects in blue, requiring additional revenues except for Granite Falls Boulevard, which could use available street fees. Stevens reiterated these were conversation starters, not resolutions, aimed at ensuring the CIP reflects board priorities and preparing for debt issuances for projects already in design.

Eric Marsh provided context for the blue items (Veterans Memorial, Granite Falls Boulevard, downtown parking, land purchases), noting these had been discussed individually with board members. He clarified that Veterans Memorial had received board action on a plan, while others remained discussion items without formal action. Commissioner Alston confirmed that, legally, they still had "runway" on non-approved items - they weren't delaying something not yet started.

Stevens concluded by noting Davenport could run different scenarios if the board wanted to explore different project placements or timing.

#### Financial Policy Updates – Amy Stevens, Finance Director

Amy Stevens introduced two policies for review: the overarching financial policy and the town's purchasing policy. She noted that this would be brief, as they had already been at the meeting for two hours.

Starting with the financial policy, last reviewed in 2016, Stevens explained that it had served the town well, with few suggested changes, and that the policy remained substantially the same. Two additions were proposed to prepare for the upcoming debt issuance. Since only the Mayor had been seated when the policy was last adopted, she would highlight the major components without reading it in its entirety. The policies would be presented for adoption at the February meeting.

The Budgetary Policy section states that the town will comply with state law. Stevens had cleaned up redundant language that merely restated the law. It clarifies that one-time revenues will be used for one-time purposes, citing ARPA funds as an example, noting that the board had discussed using the one-time cash infusion for one-time purposes rather than operations. The policy requires regular reporting to the board, at a minimum, quarterly. However, Stevens noted she had returned to providing monthly financial reports - a streamlined one-page front and back format she felt was important for the board and public.

The Fund Balance Policy section proposed no significant changes, maintaining the 33% minimum general fund expenditures. Stevens briefly touched on the importance of fund balance for emergencies and cash flow, noting that most revenue arrives in November and December.

The Mayor provided historical context about previously receiving LGC letters about insufficient fund balance when the town "really had not very much money and we would spend all of it." He confirmed they adopted the policy without tax increases by dedicating pennies annually. Stevens added that the treasurer's office had updated their benchmarking methods and broadened financial indicators beyond just fund balance.

The Capital Improvement Policy had one significant change: increasing the threshold to \$100,000 or more with a useful life of 5+ years. Stevens explained that when she arrived, the capital budget included items like police cars and snowflake lights, now rolled into operating budgets. The town had grown to focus on "ABCD of capital:

asphalt, bricks, concrete, and dirt," with the Fire Department addition adding "F" for Fire Apparatus - million-dollar equipment requiring planning.

The Debt Policy included significant additions. While maintaining existing provisions (no debt for operating expenses, financing matches useful life), it added the debt ratios Mitch had discussed: a 10-year payout minimum of 50%, a debt-to-assessed-value maximum of 2.5%, and a future debt service-to-expenditures range of 15-20%.

The new Cash Management and Investment Policy wasn't changing practices; it was putting current procedures in writing, as recommended by the North Carolina Government Finance Officers Association. It emphasizes safety and liquidity over yield, avoiding risky investments. It specifies deposits in official depositories (banks) or the Capital Management Trust, with regular reporting at least quarterly (though provided monthly).

For the Purchasing Policy, Stevens didn't include the full, lengthy, technical document that restates state and federal law. The major change clarifies contract approval. Current policy contains broad, non-specific delegation to the town manager, though recent managers haven't fully utilized this broad authority, bringing large contracts to the board.

The proposed language clarifies that the Town Board approves contracts of \$250,000 or more, legal services (as they hire the town attorney), and formal bidding (required by state law anyway). The town manager is explicitly authorized to sign contracts under \$250,000, with delegation to department heads for contracts under \$2,500 and certain software renewals.

The Mayor asked how the \$250,000 threshold compares to peers. Stevens said it varied - some at \$100,000, others at \$500,000, with some much higher, as seen in recent news. She felt \$250,000 was reasonable and middle-ground. The Mayor clarified these were budgeted items with amounts already approved, and the manager was awarding contracts by signature. He emphasized that this should cover small emergency repairs, such as AC units, without board approval, which Stevens confirmed the policy would allow.

Eric Marsh added that formal bidding would capture almost all significant contracts, typically covering items such as HVAC replacements or vehicle purchases that are already budgeted. Town Attorney Neill explained that the legal concern was that the previous policy could be read as delegating everything to the manager unless state law required board action, making this clarification important.

Commissioner Long noted that, given recent developments around spending, having specific numbers would eliminate unnecessary questioning. Stevens agreed, noting they'd discussed this for months - not necessarily in reaction to recent events but with appropriate timing. The attorney added that managers typically brought significant items to the board as good management practice, even when they had authority.

Commissioner Sneed asked about federal thresholds in the resolution. Stevens clarified that all changes in section 2 reflected updated federal uniform guidance thresholds, acknowledging inflation.

Stevens concluded that both policies would be presented on February 3rd for consideration, encouraging board members to read them and contact the manager

with any questions. She confirmed the debt policy included the ratios Mitch discussed, which she was comfortable with based on benchmarking peer communities and ensuring they wouldn't immediately violate newly adopted policies.

Mitch added context on typical policy ranges: 10-year payout 50-60%, debt-to-assessed-value 2-3%, making their proposed limits reasonable. For debt service to expenditures, many growing communities don't address it initially, as infrastructure must be built before budgets can grow into it. The proposed approach acknowledges its importance through monitoring without setting limits that the town would immediately exceed.

Mayor Currin took a recess at 8:40 and reconvened at 8:49 p.m.

## Communications

### Town Manager

Eric Marsh asked whether the board wanted to discuss downtown parking, as they had in breakout groups. He provided context on the evolving downtown experience, explaining that discussions had shifted from the high-level Main Street vision project corridor to a more specific focus on establishing a thriving downtown district at the Main and Young intersection. These conversations had intensified over the last 18 months as they approached completion of the Main Street project, engaged with small businesses, partnered with the chamber for events like Mingle on Main, and considered the business ecosystem and resident experience.

Marsh explained that pursuing additional convenient parking had emerged from these discussions, considering the town's property-to-commercial tax base ratio and input from community members and small business owners about ideal parking locations. With the fire station transition creating town-owned property at the main intersection, staff had pursued examining parking additions at Main and Young.

Working with Michael in economic development and the town engineer, Bolton and Menk, they had developed a draft concept plan for expanded parking in downtown Rolesville. The plan showed over 140 proposed parking spaces, with a more detailed engineering design to specify exact layouts. The proposal involved properties where owners would partner, contribute, or the town would acquire to create downtown parking supporting increased business patronage and stimulating the economic ecosystem and live-work-play experience.

Marsh noted they had committed economic development funds to the concept, but needed board approval for further engineering design and pursuing eminent domain on one property needed for access from South Main. The flat parking lot would connect South Main and East Young, providing streamlined access to area businesses.

Regarding environmental impacts, the color-coded second document showed stormwater infrastructure considerations. Though focused on parking, the project would involve larger stormwater engineering efforts. Marsh explained that they had already conducted preliminary studies on stormwater issues in the Perry Street community. The resurfacing would make off-site improvements eligible for Powell Bill funding, addressing stormwater aspects that became eligible about two years ago.

While not immediate, the property acquisition, eminent domain, and engineering would take time and require board approval to proceed.

Commissioner Long asked about the extensive drainage improvements shown on the color-coordinated map, noting they seemed to extend across streets and around the circle. Marsh clarified that pink represented sidewalks, green the parking surface, blue stormwater capture areas, and red slopes for water flow. The drainage improvements on Perry Street have already been planned over the past two years, pending completion of the Main Street project. The dotted lines didn't necessarily indicate pipes; they could involve regrading ditches with minimal current flow. Work would be carried out properly with temporary construction easements similar to those for the William Street improvements, but less intensive.

Marsh explained that any full-width street resurfacing requires ADA compliance (such as handicap ramps on Granite Falls Boulevard) and addresses stormwater through proper street sloping and ditch lines. Some concrete pipes under streets and driveways may need to be replaced due to dirt, sediment, or crushing over time. The community had requested these improvements since his arrival, seeking stormwater solutions and paving after heavy use as a Main Street bypass. He emphasized that the planned stormwater work would supplement the parking project as a single-phased project, starting with the stormwater already planned.

Commissioner Paul asked whether the design would eliminate future parking needs for the commercial use of the fire department's property. Marsh explained this design alone wouldn't eliminate that need, but establishing a downtown district would decrease stormwater and parking requirements for redevelopment, making this a complementary next step.

The Mayor elaborated that, currently, any development at the fire department site would require building a parking lot, as would any other property development there, creating multiple independent parking lots with drainage issues. This consolidated approach would allow adjoining properties to avoid the need for individual parking and stormwater requirements in a downtown district where buildings are the only responsibility.

Commissioner Long sought clarity on the extent of the drainage improvement, confirming it would extend across the street and support both the parking lot and campus projects. Marsh reiterated that the stormwater improvements were already planned (over 2 years old). At the same time, the idea of parking was less than 6 months old. Still, their proximity made the connection beneficial, allowing them to avoid improving stormwater and then increasing flow with new parking. This would proactively address resident concerns about increased stormwater from the Main and Young development.

The Mayor added that the paving and stormwater work on Perry and Williams streets was always planned after the completion of Main Street and Granite Falls. This parking concept fits into that existing puzzle while addressing future commercial drainage needs.

Commissioner Sneed asked about potential problems similar to those on Main Street. Marsh assured her there were no major utilities in the area, making it less invasive than Main Street. They would build up rather than lower streets, patch and resurface, and engage the community about desires like sidewalks where setbacks

allow. Current intentions focused on cutting/cleaning ditches and replacing necessary concrete pipes, with specific recommendations for pipe replacement at Perry Street.

The Mayor asked about plans for board action. Attorney Neill explained board approval would allow staff to bring forward additional pieces at subsequent meetings, while deciding against it would also provide clear direction.

Commissioner Paul stated, "We need it. We do."

The Mayor confirmed this wouldn't be binding - they could "pull the plug" at a future meeting if costs were too high. Neill confirmed they needed board support before spending significant time and money on this substantial capital expenditure.

The Mayor requested that, before spending "real money," staff return to update the board to avoid anyone being blindsided. Marsh agreed to return with a phased approach and next steps, as this would take considerable time.

After a brief discussion about funding sources, with the Mayor noting this was "small potatoes" compared to their \$69 million in other projects, and Marsh explaining Powell Bill funding would cover stormwater improvements already planned, the board prepared to vote.

Commissioner Long noted the stormwater improvements would proceed regardless, with minimal cost increase to account for future parking. Marsh confirmed it would be smart to plan proactively, calling it a great step for ensuring downtown continues to thrive.

Attorney Neill requested a project name, which Marsh provided as "Rolesville Downtown Parking Improvements."

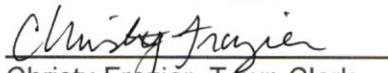
**Motion by Mayor Pro Tem Alston to move forward with the plan from the town engineer for exploring the development of the Bolton and Menk Rolesville Downtown parking improvements project, seconded by Commissioner Paul, passed unanimously.**

Adjourn

**The Mayor noted they had missed the 9:00 PM goal but made the 9:30 PM deadline. With no opposition heard, the meeting was adjourned.**

  
Ronnie I. Currah, Mayor

ATTEST:

  
Christy Frazier, Town Clerk

