



**OAK RIDGE TOWN COUNCIL SPECIAL MEETING/WORKSHOP
JANUARY 18, 2017 - 12:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Spencer Sullivan, Mayor
George McClellan, Mayor Pro Tem
Jim Kinneman
Mike Stone
Doug Nodine

Staff Present

Bruce Oakley, Town Manager
Bill Bruce, Planning Director
Sandra Smith, Town Clerk
Terry Lannon, Parks & Recreation Director

Workshop Facilitator

Randy Billings

1. CALL TO ORDER

Mayor Spencer Sullivan called the meeting to order at 12:18 p.m.

2. APPROVE AGENDA

Councilman Mike Stone made a **motion** to approve the meeting agenda. **Councilman Doug Nodine** seconded the motion, and it was approved unanimously (5-0).

3. 5-YEAR CAPITAL WORKSHOP

Town Manager Bruce Oakley said he had solicited capital projects and had been working on preliminary cost estimates for a 5-year capital plan. He said capital projects are large projects, but other issues the Town may have to consider include the possible requirement to pay for law enforcement, building inspections and roads. He said the Town had some committed funds to various capital projects in the past, and it would require a vote of Council to uncommit them. Oakley introduced Randy Billings, the meeting facilitator, and Billings explained his background, experience and education in government and budgeting. Billings said for purposes of the meeting, long-range capital planning would be considered about the next five years. He said Oakley would share and explain future capital projects that had been suggested, and then he would call on Council members for input to figure out which items were most important to them. After that was done, the manager would create a capital budget, which would become a policy guide. Billings stressed that a plan would be created, and that it could be changed.

Oakley presented four groups of items, and said while there was some overlap, the rough estimates had been based on recent bids or industry standards. The four groups were:

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- Transportation improvements - Includes sidewalks, trail acquisition and construction, crosswalks, and road construction. Oakley said this group also includes the NC 68/NC 150 intersection if Council feels the design NCDOT comes up with is not adequate.
- Land acquisition – Rough estimates for four parcels of land that the Town had expressed interest in obtaining.
- Infrastructure – Includes some costs regarding a water system (there are already some committed funds for this) and the cost to bury the power lines at the park.
- Park improvements – Includes items previously discussed or based on Parks & Recreation Director Terry Lannon's expertise.

Oakley then gave a brief explanation for each item on the list, saying that if all projects were done, the total cost would be about \$6.8 million. Billings then asked if Council members understood each of the items listed at least in a general sense, and Council members agreed.

Billings then grouped some similar capital projects together, such as all Mountains-to-Sea Trail projects and sidewalk projects. He then distributed four colored dots to each of the Council members and asked them to place a dot beside what they considered to be the top four capital projects that should be accomplished in the next five years.

Council members then voted, with the following items receiving priority dots from at least one Council member:

- Acquisition of Property A
- Water feasibility study
- Fields 5 and 6 at the park
- Tennis courts at the park
- Sidewalks west along NC 150
- Obtain easements/construct trails and sidewalks for Mountains-to-Sea Trail
- NC 68/NC 150 intersection design/beautification
- Sidewalk at life estate

Billings asked Oakley to define the fund balance and what funds had already been committed. Oakley said the committed and uncommitted fund balance equals about \$2.8 million. Of that, funds have been committed as follows:

- \$1 million for water
- \$25,000 for sidewalk construction (of which about \$20,000 has been spent)
- \$320,000 for future land acquisition
- \$416,000 for park infrastructure (of which about \$200,000 will be spent on the remainder of Phase II)
- \$350,000 for capital infrastructure
- \$40,000 for park equipment
- \$138,000 required by state statute

About an additional \$525,000 of the existing fund balance is unassigned.

Lengthy discussion ensued, which included combining some smaller projects, alternative means of financing (loans, bonds, etc.), obtaining grant money for certain projects, using money already committed in the fund balance, the possibility of only building three tennis courts instead of six, etc.

Council agreed by consensus to a 4-year capital budget consisting of the following:

- Year 1 (2018)
 - Mountains-to-Sea Trail (\$170,000)
 - Sidewalks 1 and 2 (\$28,000)
 - Construct three tennis courts (\$300,000)
 - Construct Fields 5 and 6 (\$450,000)
- Year 2 (2019)
 - NC 68/NC 150 design/beautification (\$200,000)
 - Mountains-to-Sea Trail (\$50,000)
 - Sidewalk 3 (\$22,000)
- Year 3 (2020)
 - NC 68/NC 150 design/beautification (\$200,000)
 - Mountains-to-Sea Trail (\$50,000)
- Year 4 (2021)
 - Sidewalks 4 and 5 (\$50,000)
 - Suspension bridge (\$225,000)

4. **CITIZEN COMMENTS**

5. **ADJOURNMENT**

Councilman Kinneman made a **motion** to adjourn the meeting at 3:31 p.m. **Mayor Pro Tem McClellan** seconded the motion, and it was approved unanimously (5-0).

Respectfully Submitted:



Sandra B. Smith, NCCMC, CMC
Town Clerk



C. Spencer Sullivan
Mayor