



**OAK RIDGE TOWN COUNCIL  
SPECIAL CALLED MEETING/CAPITAL IMPROVEMENT PLAN WORKSHOP  
FEBRUARY 19, 2020 – 2:00 P.M.  
OAK RIDGE TOWN HALL**

**MINUTES**

**Members Present**

Ann Schneider, Mayor  
Jim Kinneman, Mayor Pro Tem  
George McClellan  
Doug Nodine  
Martha Pittman

**Staff Present**

Terry Lannon, Parks & Recreation Director  
Sandra Smith, Town Clerk  
Sean Taylor, Planning Director  
Bill Bruce, Town Manager  
Sam Anders, Finance Officer

**1. CALL TO ORDER**

Mayor Ann Schneider called the meeting to order at 2:00 p.m.

**2. APPROVE AGENDA**

*Mayor Pro Tem Jim Kinneman moved to approve the meeting agenda. Councilman George McClellan seconded the motion, and it was passed unanimously (5-0).*

**3. DISCUSSION/ADOPTION OF 5-YEAR CAPITAL IMPROVEMENT PLAN (CIP)**

Before turning the meeting over to Town Manager Bill Bruce, Mayor Schneider said one possibility that was not discussed at the January CIP meeting was the option of taking out a short-term loan for perhaps 5-10 years for \$500,000-\$1 million. Such a loan could allow the Town to do additional frontloading of construction at the property purchased from Frank and Claudia Whitaker and take advantage of increased construction efficiencies. Schneider also said some restricted funds could be adjusted. She said Council could agree that some of the construction projects slated for specific years could be contingent upon getting such a loan or an N.C. Parks & Recreation Trust Fund (PARTF) grant.

Councilman McClellan said if a PARTF grant was received, the idea would be to do frontloading for the first three years of the CIP during the grant period. Bruce said that was correct because if a grant were received, construction tied to it would need to be completed within 3 years.

Bruce said after the last meeting, Councilman Nodine had created a spreadsheet of the items Council had discussed so far. Bruce had then taken Nodine's spreadsheet, added some items that were requested by Schneider, and made some clarifications. He presented the revised spreadsheet to the Council. Bruce said he had broken the expenditures down into four categories – non-park, west park (Whitaker property), park maintenance and other, and items at Oak Ridge Town Park. Expenditures in

each group were broken down into current fiscal year (FY 2019-20), individually by years 1-5, and subsequent years (Year 6+). He also included the debt service on the Whitaker property purchase. He said the spreadsheet assumes a \$500,000 annual fund balance increase based on income exceeding expenditures, and he pointed out how the fund balance would decrease as the capital projects are implemented. He said his spreadsheet also assumed the current restricted funds for the park (\$350,000) would be used in the first year for construction at the Whitaker property.

Schneider pointed out that the worksheet did not include any PARTF grant money that might be received or any other money from the state. Bruce added that the \$100,000 currently allocated in the as-yet-unapproved state budget for a park security system was also not included because Council had not determined what year that money might be spent.

Councilwoman Pittman noted that the \$25,000 grant requested for the Mountains-to-Sea Trail parking lot was also not included on the spreadsheet.

Bruce said there were several items from the January CIP meeting that had not yet been resolved. He proposed that Council move down the list he had created and tentatively plug projects into various years.

A lengthy discussion then ensued. As a result, Council created the 5-Year Capital Improvement Plan, which is hereby incorporated by reference and made a part of the minutes.

Bruce asked that Council provide guidance to McGill Associates, who was assisting in the creation of the PARTF grant application, on which items would be included in the application.

*Mayor Pro Tem Kinneman made a motion to include the following items in the PARTF grant application: West park site development, west park restrooms, west park parking lot, west park multipurpose fields, west park trails, and west park picnic shelter/playground. Councilman McClellan seconded the motion and, after additional discussion, it was passed unanimously (5-0).*

*Councilman McClellan made a motion to adopt the CIP plan as created. Mayor Schneider seconded the motion.*

Councilman Nodine said he would vote in favor of the motion, but that he was not committed to moving forward on some of the projects without fleshing them out further.

*Council's vote in favor of McClellan's motion was unanimous (5-0).*

#### **4. ADJOURNMENT**

*Mayor Pro Tem Kinneman made a motion to adjourn the meeting at 5:02 p.m. Councilwoman Pittman seconded the motion, and it was passed unanimously (5-0).*

Respectfully Submitted:

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Sandra B. Smith, CMC, NCCMC  
Town Clerk

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Ann K. Schneider  
Mayor