

TOWN OF RIVER BEND

45 Shoreline Drive River Bend, NC 28562

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River Bend Town Council Agenda BUS Special Meeting March 14, 2019 River Bend Town Hall 5:30 P.M.

- 1. Approval of Agenda
- 2. Discussion Update from last BUS meeting
 - Plan A- Floor Plan Prior to BUS meeting of August 30, 2018
 - Plan B- Revised Floor Plan after August 30, 2018 meeting
 - Plan C- Floor Plan for consideration following experience from Hurricane Florence
- 3. Discussion Update on fund balance position after last audit
- 4. Discussion Update on possible Golden Leaf Foundation funding
- 5. Discussion- Next Step?
 - A. Design/Bid Proposal
 - B. Cost Estimate
- 6. Site Selection
- 7. Public Comment
- 8. Closed Session- NCGS 143-318.11 (a)(5) to instruct staff on negotiating price for acquisition of real property
- 9. Adjournment



River Bend Town Council BUS Meeting Minutes August 30, 2018

Present Council Members:

Mayor John Kirkland

Gene Bauer Bill Camp

Buddy Sheffield Irving Van Slyke Bill Wanamaker

Town Manager: Town Clerk:

Police Chief:

Delane Jackson

Ann Katsuyoshi

Sean Joll

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 6:00 p.m. on Thursday, August 30, 2018 in the Town Hall Meeting Room with a quorum present.

OVERVIEW

Town Manager Jackson welcomed everyone to the 8th BUS meeting. He told the Council that the Walker Group had presented draft plans for the proposed multipurpose building and an estimate of the costs on June 25, was approved by Council. On July 17, Councilman Bauer offered an alternate plan. The Walker Group has drawn up draft plans based on Mr. Bauer's proposal. In addition, they have provided their own suggested alternate plans.

Mr. Jackson then discussed all three plans. Mr. Bauer's version removes the small conference room in the front of the building, adds a patio in its place and storage closets in the back of the large multipurpose room and increases the size of the small conference room in the front of the multipurpose room. It also reduces the size of the building by approximately 470 square feet compared to the approved plan.

The Walker Group's proposal removes the small conference room from the multipurpose room, thereby, enlarging that area.

The Manager said that it is estimated that Councilman Bauer's version will save approximately \$75,000. The Walker Group version would reduce estimated costs by approximately \$59,000. The original, proposed building had a cost estimate \$784,000 below the estimated cost of the Town Hall in the FEDS project.

Mr. Jackson also showed the Council a revised plan for the Town Hall bathroom project. Because the bids for the original plan came in approximately double the estimate, the bathroom project has been scaled back. However, the work is still necessary to prevent future overflows of raw sewage into Town Hall. Under the new proposal, the old pipes will be torn out and re-laid properly. However, instead of tying into the sewer, the Town will continue to use the current septic tank. This change alone will reduce the cost by approximately \$75,000. There have also been modifications made to the plans for the lobby and entrance. The revised plans remodel the existing bathrooms and upgrade them to ADA compliance, but does not include new office/storage space was previously agreed as needed.

River Bend Town Council BUS Meeting August 30, 2018 Page 2 of 3 pages

DISCUSSION

Councilman Camp asked what type of sewer system the proposed new building would have. The Manager said that the original plan would connect it to the Town's sewer system.

Councilman Wanamaker said that he does not believe that the small conference room is necessary in the new building. He said that residents can continue to use Town Hall and if they make too much noise, they should be told to be quiet. He also voiced support for the Walker Groups alternate proposal.

Councilman Van Slyke said that the Council has been working on the problem of additional space for several years. Previous Councils have recognized the need for additional meeting space and space for the Police Department and have been saving toward that end in much the same way Trent Woods saved to build their new Town Hall.

Mr. Van Slyke pointed out that this is not a question of money. The Town has the money to pay cash without having to raise taxes or reduce services. He also said that the Town needs to plan not only for today's needs, but future needs as well.

Councilman Sheffield suggested that we use the original Walker plan. However, he proposed that the small meeting room be made slightly smaller and that a storage space be added to the back of the large meeting room.

Councilman Wanamaker asked what the Police Chief needs. Manager Jackson reminded him that the original Walker plan was based on the Police Chief's input.

CITIZEN COMMENTS

Hazel Campesi, 219 Pinewood Drive, said that it is time to make a decision and build this building.

Barbara Maurer, 300 Shoreline Drive, agreed that it is time to make a decision.

Bruce Jenkins, 303 Gatewood Drive, agreed that the decision needs to be made now.

Elizabeth Brinson, 284 Shoreline Drive, said that the Town needs this building and the decision should have been made a long time ago.

Luci Avery, 204 Margo Court, thanked Councilman Van Slyke for saying what needed to be said.

Mary Holihan, 106 Portside Drive, said that the Town does not need the new building at all and is opposed to the expenditure.

Sandy Barta, 404 Gatewood Drive, said that it is time for the Council to quit messing with the design and make a decision.

Chris Barta, 404 Gatewood Drive, agrees that it is time.

Kathleen Fleming, 270 Shoreline, said the Town should build the original.

River Bend Town Council BUS Meeting August 30, 2018 Page 3 of 3 pages

Don Fogel, 107 Anchor Way, agrees with Councilman Van Slyke.

MOTIONS

Revised Bathroom and Entrance Plan - Councilman Bauer moved to authorize the Town Manager to get drawings and cost estimates for a revised Town Hall bathroom and front entrance to the Town Hall plan as presented tonight. The motion passed with four ayes and one nay (Van Slyke).

<u>Multi-purpose Building</u> – Councilman Van Slyke <u>moved to approve the Walker Plan designated</u>

<u>O-1 as presented</u>. The motion failed with two ayes and three nays (Bauer, Camp, Wanamaker).

Councilman Sheffield then moved to approve the Walker Plan 0-1 with his modifications to slightly reduce the size of the smaller conference room and add storage to the back of the larger conference room and eliminate the office space in the large conference room. The motion carried unanimously.

ADJOURNMENT

There being no further business, Councilman Sheffield <u>moved to adjourn</u>. The meeting adjourned at 7:55 p.m.

Ann H. Katsuyoshi Town Clerk

ATTENTION

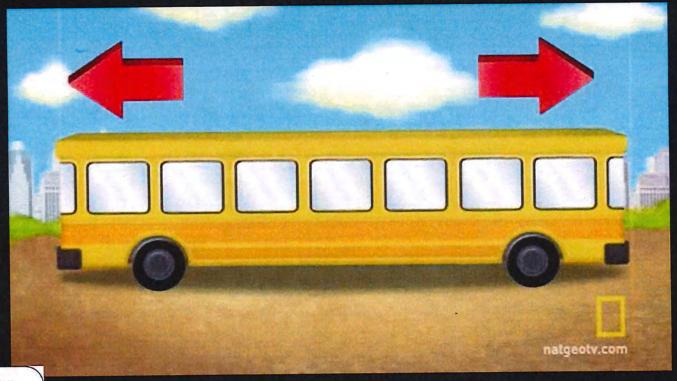
Anyone who is not on the agenda and wants to address the Council, MUST sign up to do so. The sign up sheet is posted by the door. After the Council has completed its discussion of the agenda items, the Mayor will collect the sheet and recognize individuals in the order that they signed up. A time limit will be determined based on the number of people that have signed up. The town's public comment policy will be followed.

Please Turn Off Your Cell Phones



Town of River Bend

Building Utilization Strategy March 14, 2019





Which way is our BUS going?
This is BUS stop (meeting) # 9

What has **not** happened.....

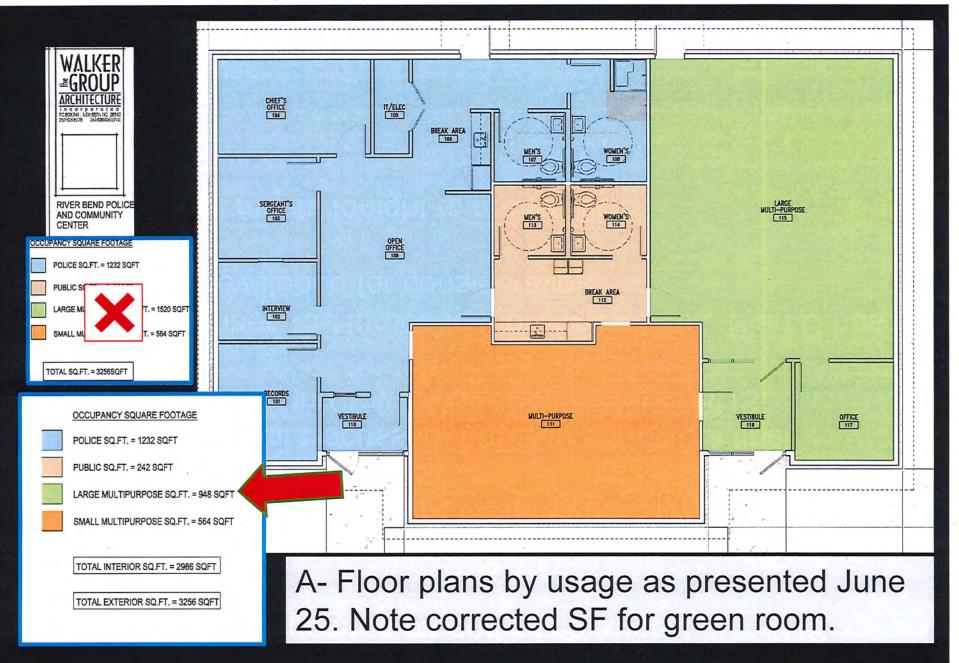
- No final decision has been made
- 2. No design has been approved
- 3. No cost has been determined—(estimated by TWG)
- No location has been selected
- 5. No size, shape, color, etc. has been approved
- No possible impact on taxes has been determined
- No funding options have been approved
- 8. No floor plan has been approved
- No timeline has been established
- 10. No use for any space has been approved- (except PD)
- 11. No plans and specifications have been developed 🔽

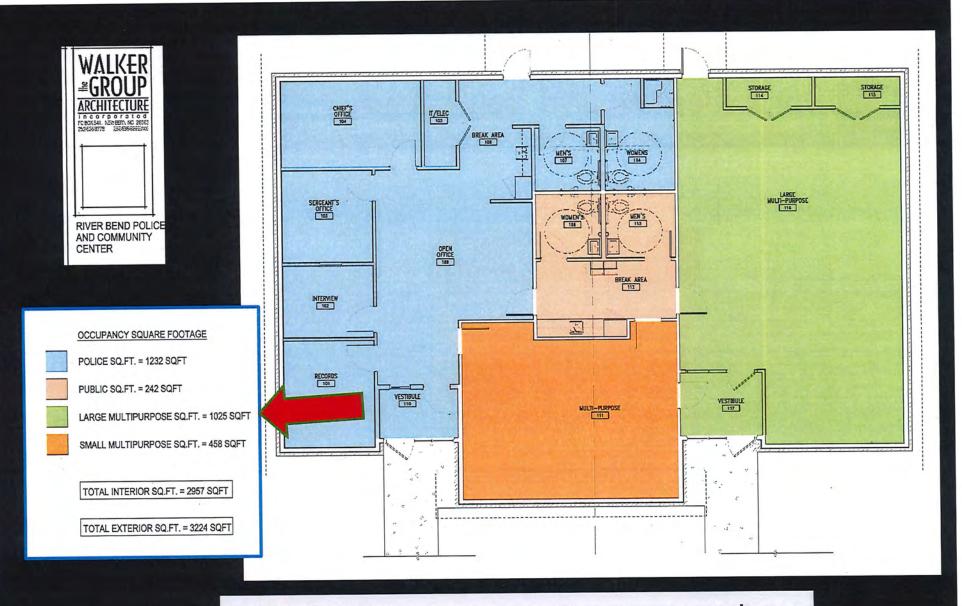




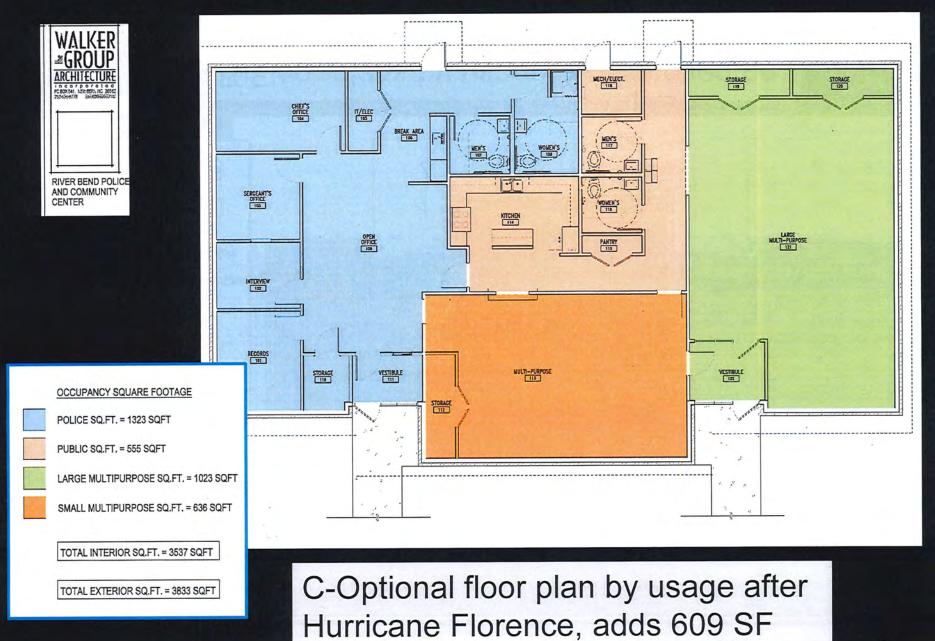
What happened on and since August 30, 2018

- 1. The Council agreed to a slight floor plan modification of Plan A. Changes are represented in Plan B.
- 2. The Council discussed, but did not make a final decision on the Town Hall component of BUS.
- 3. September 15-Hurricane Florence arrives. Plan C has been developed for consideration.
- 4. Council meets tonight to re-visit BUS.





B-Floor plans by usage as approved on August 30. Note corrected SF.





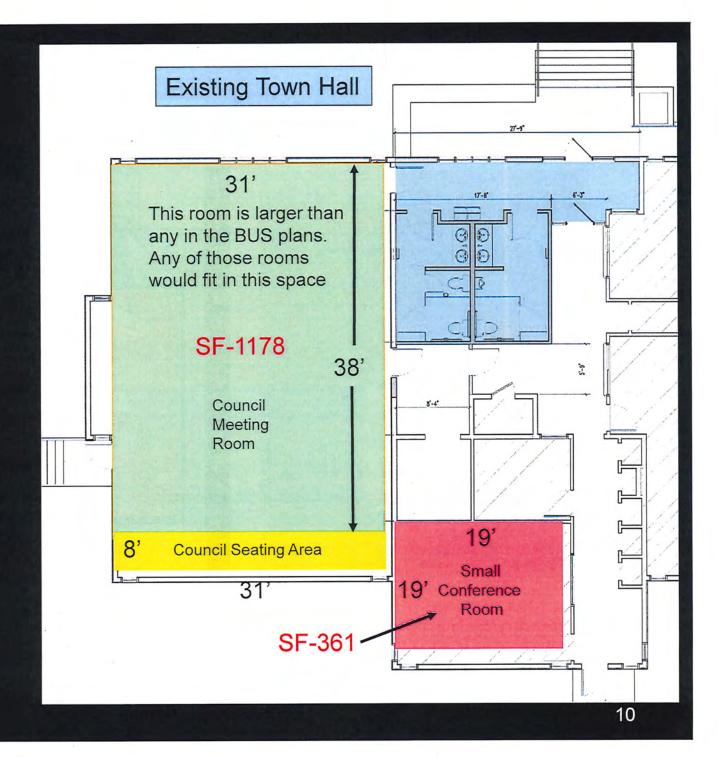
C- 3,833 total exterior SF (+609 SF)



B- 3,224 total exterior SF

= new space, basically

Comparison of room sizes with existing Town Hall



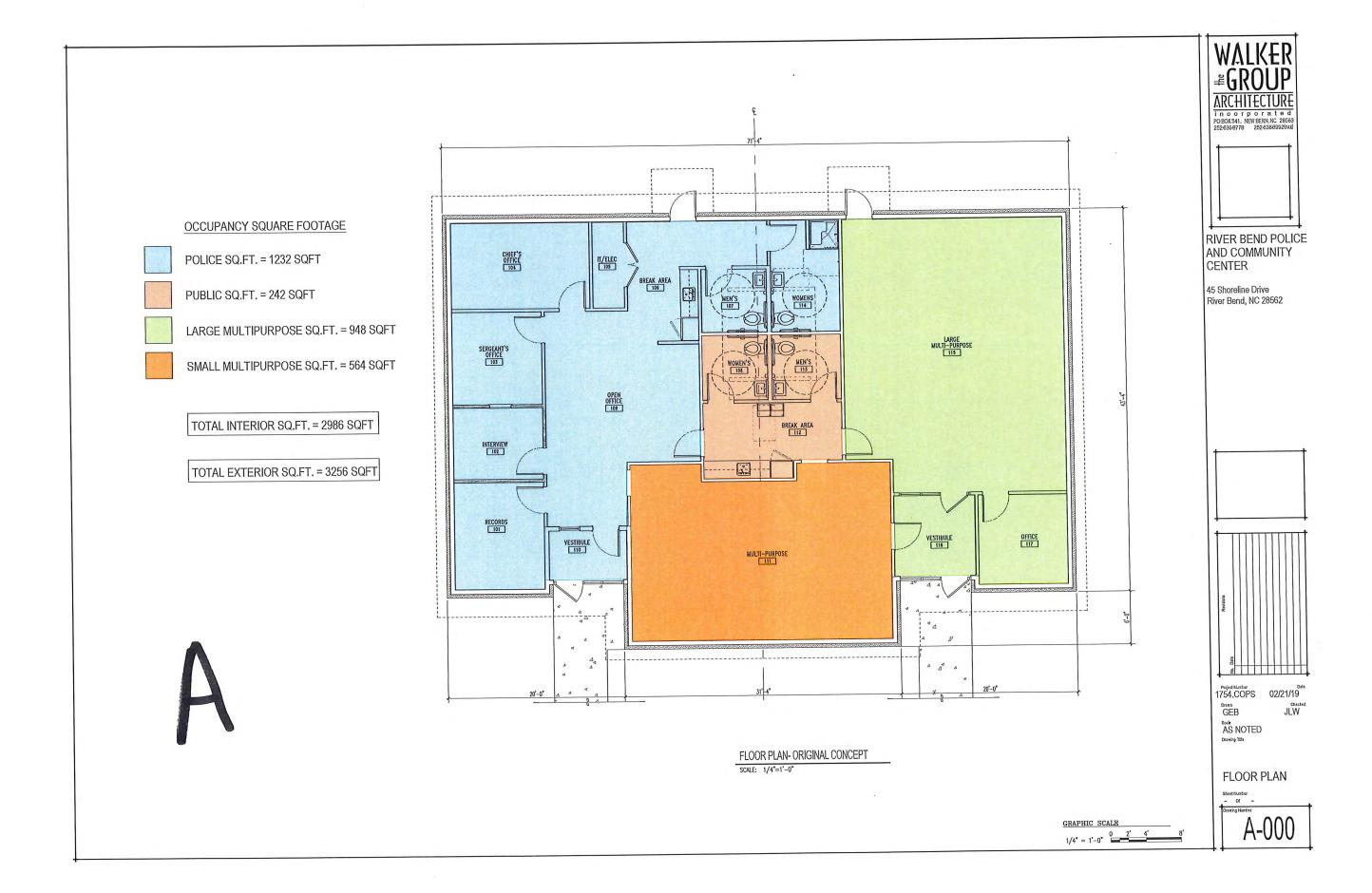
Concept drawing of Town Hall with new addition

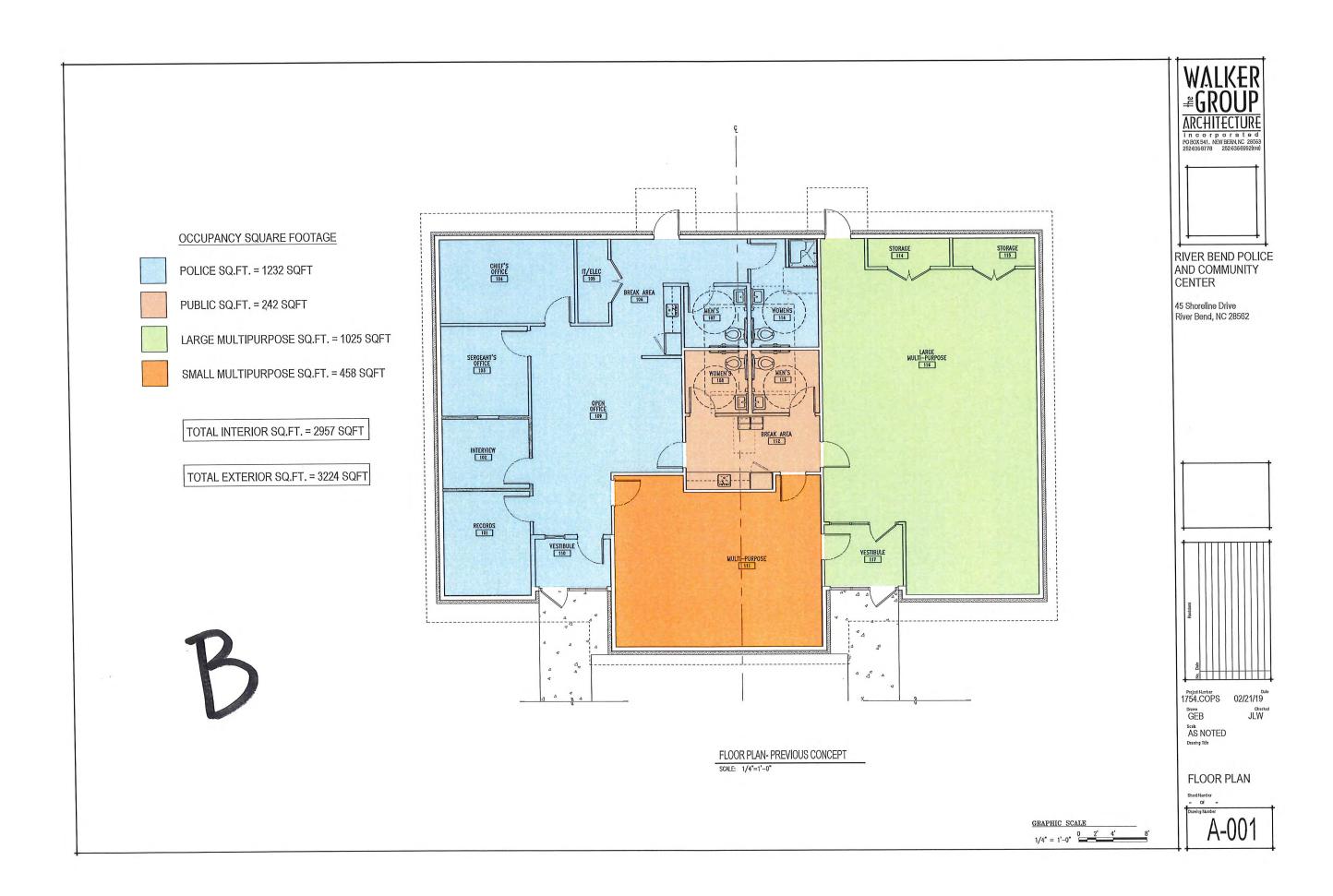


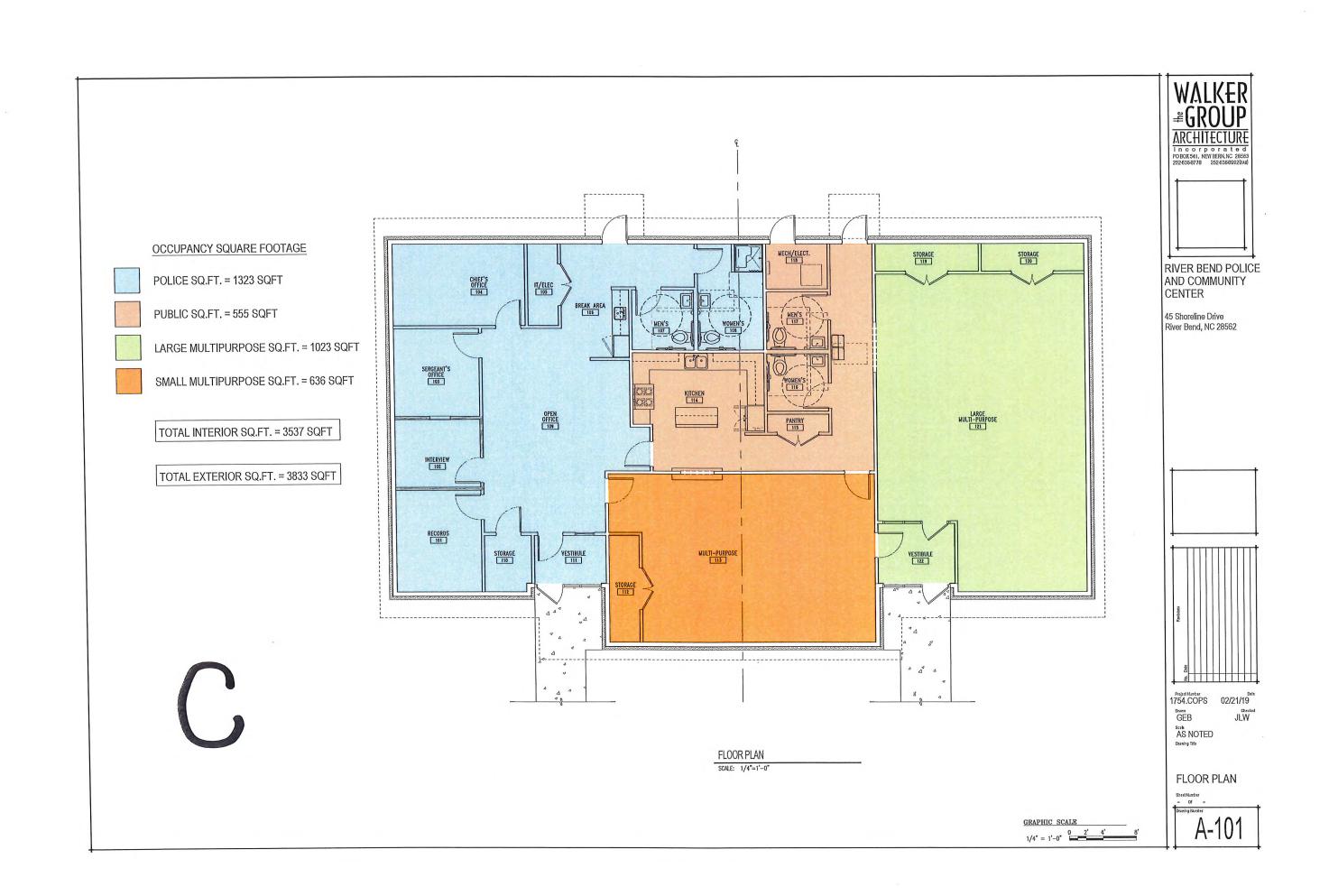
Concept drawing of Town Hall with new addition



Next step?











TOWN OF RIVER BEND, NORTH CAROLINA

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2017

NOTE 1 - Summary of Significant Accounting Policies (continued)

Fund Balances (continued)

If the fund balance falls below the target percentage for two consecutive years, the Town will replenish funds by direct appropriation in the next budget developed for the fiscal year after the occurrence is known. In that instance, the Town will annually appropriate 25% of the difference between the target percentage level and the actual balance until the target level is met. In the event appropriating 25% is not feasible, the Town will appropriate a lesser amount and shall reaffirm by Council resolution its commitment to fully replenish the fund balance over a longer period.

The following schedule provides management and citizens with information on the portion of General Fund balance that is available for appropriation.

Total fund balance - General Fund	\$	2,463,052
Less: Stabilization by State statute		129,245
Streets		356,534
General Government Capital Reserve Fund. LEO Separation Allowance		36,064
Fund Balance policy	-	721,972
Remaining available fund balance	S	1,219,237

Reconciliation of the General Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual (Exhibit 6) to the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds (Exhibit 4)

The Capital Reserve Fund is a legally budgeted fund that is consolidated into the General Fund for fund balance reporting purposes under the requirements of GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. Exhibit 6 presents only the General Fund and Exhibit 4 presents the General Fund and the Capital Reserve Fund consolidated as follows:

End of year (Exhibit 6) - June 30	\$	2,106,518
Capital Reserve Fund:		
Revenues:		
Investment earnings	(*)	1,828
Expenditures:		× 1 1
Transfers in - General Fund		175,052
Transfers out - General Fund		(99,000)
Fund balance:		
Beginning of year - July 1	2	278,654
End of year (Exhibit 4) - June 30	2	\$ 2,463,052

TOWN OF RIVER BEND, NORTH CAROLINA

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2018

NOTE 1 - Summary of Significant Accounting Policies (continued)

Fund Balances (continued)

Unassigned Fund Balance (continued)

These funds will be utilized to avoid cash flow interruptions, generate interest income, eliminate the need for short-term borrowing, and maintain the Town's credit ratings. The fund balance may be purposefully drawn down below the target percentage for emergencies, economic influences, non-recurring expenditures, or major capital projects.

If the fund balance falls below the target percentage for two consecutive years, the Town will replenish funds by direct appropriation in the next budget developed for the fiscal year after the occurrence is known. In that instance, the Town will annually appropriate 25% of the difference between the target percentage level and the actual balance until the target level is met. In the event appropriating 25% is not feasible, the Town will appropriate a lesser amount and shall reaffirm by Council resolution its commitment to fully replenish the fund balance over a longer period.

The following schedule provides management and citizens with information on the portion of General Fund balance that is available for appropriation.

Total fund balance - General Fund	\$	2,709,706	
Less:		F-20 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -	
Stabilization by State statute		146,368	
Streets			
General Government Capital Reserve Fund		415,228	
LEO Separation Allowance		26,582	
Fund Balance policy	_	732,043	
Remaining available fund balance	\$	1,242,235	

Reconciliation of the General Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual (Exhibit 6) to the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds (Exhibit 4)

The Capital Reserve Fund is a legally budgeted fund that is consolidated into the General Fund for fund balance reporting purposes under the requirements of GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. Exhibit 6 presents only the General Fund and Exhibit 4 presents the General Fund and the Capital Reserve Fund consolidated as follows:



Delane Jackson

From:

Kasey Ginsberg < kginsberg@goldenleaf.org>

Sent:

Monday, March 04, 2019 9:01 AM

To:

Delane Jackson

Subject:

RE: Police

Delane,

Your application is still in limbo. We certainly understand not wanting to invest resources in an old structure, however the age of the structure was not caused by Hurricane Florence. If we authorized replacement funding for any old structure that sustained even minor damage as a result of Hurricane Florence we would be oversubscribed for funding in an instant.

Thanks,

Kasey

Kasey Ginsberg

Golden LEAF 252-442-7474 (o) 919-980-0148 (m)

Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.

From: Delane Jackson <manager@riverbendnc.org>

Sent: Friday, March 01, 2019 4:21 PM

To: Kasey Ginsberg < kginsberg@goldenleaf.org>

Subject: RE: Police

Kasey:

Did my cries for help do any good? Or is our application still in limbo?

I was hoping my pleas would cause someone to give it another thought or maybe look at it through my perspective.

Delane Jackson
Town Manager
Town of River Bend
45 Shoreline Drive
River Bend, NC 28562

252-638-3870 x-213

Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review (with statutory exceptions) by anyone at any time.

From: Kasey Ginsberg < kginsberg@goldenleaf.org >

Sent: Tuesday, February 19, 2019 2:46 PM

To: Delane Jackson < manager@riverbendnc.org >

Cc: Ted Lord < tlord@goldenleaf.org>; Dan Gerlach < dgerlach@goldenleaf.org>

Subject: RE: Police

Delane,

Our authorization is to repair what was damaged or replace what was destroyed. Our duty is to assess needs and ensure we are able to meet as many as possible. Based on the information provided and our site visit, we do not consider this building to be destroyed.

Limbo means that our Board is unable to fund this project under the existing legislative authorization. Our practice has been to leave applications pending rather than decline and require folks to resubmit as the legislative authorization is broadened. We do not have a timeline when or even if the legislature will authorize hazard mitigation projects.

The Town may request to withdraw the application in order to enable an informed decision.

Thanks,

Kasey

Kasey Ginsberg Golden LEAF 252-442-7474 (o) 919-980-0148 (m)

Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.





Design Proposal

Prepared for: Delane Jackson, Town Manager

Town of River Bend

Date prepared: March 10, 2019

Mr. Jackson,

Thank you for the opportunity to provide our fee proposal for the new construction of a Facility to house the River Bend Police Department and Community multi-purpose spaces. In addition to our previously submitted design concepts for this new facility, our proposal is based on the following:

1. Project Scope:

The Walker Group will provide architectural design services and construction administration for the new Facility including civil, structural, mechanical, electrical, and plumbing engineering.

- Concept Drawings presented to River Bend Town Council will be revised per Town Manager's direction and approved by Town Council before proceeding with Construction Documents.
- Site Improvements are limited to asphalt overlay of existing parking area.
- The Walker Group will assist the Town with bidding and Contractor Selection
- The Walker Group will provide Construction Administration services including processing of Contractor Pay applications, Material Submittal review and regular observation during Construction

2. Designer's Services and Deliverables:

Design Development and Construction Document Preparation

- Finalized Plan approved by Town
- Construction Details
- Interior finishes and materials schedules
- Mechanical, electrical, and plumbing systems
- Prepare construction documents and specifications for bidding

Deliverable: Complete Bid Documents for Construction - drawings and specifications

Final Cost Estimate

Bidding and Negotiation

- Prepare and Coordinate advertisement for bidders
- Hold Pre-bid meeting and conduct bid opening
- Provide certified Bid Tabulation and facilitate procurement of Contractor for Construction

Construction Administration

- Hold pre-construction meeting
- Visit site regularly during construction
- Review contractor submittals
- Coordinate between Owner and Contractor during construction
- Prepare field reports
- Review and Approve Contractor Payment Applications
- Prepare final punch list, warranty reviews, and close-out documents

Deliverable:

Field Reports

Shop drawing submittals

Structural

Closeout Documents - Warranties; Operation and Maintenance manuals

Mechanical/Electrical/Plumbing

3. Consultants:

Civil

Avolis Engineering New Bern, NC	Conzelman Engineering New Bern, NC	McDowell Consulting Engineers Hampstead, NC			
4. Design Fees					
Design Phase		% Total Design Fee	Fee		
Design Development		10%	\$5,832.80		
Construction Docume	ents	55%	\$32,080.40		
Bidding and Negotiation		10%	\$5,832.80		
Construction Administration/Closeout		25%	\$14,582.00		
TOTAL DESIGN FEE	S		\$58,328,00		

Upon acceptance of this proposal, work can begin immediately. The Town of River Bend billed for work performed by The Walker Group Architecture, Inc. upon completion of each design phase and upon completion of Construction Administration.

Acceptance of Proposal:	
Authorized Representative	Date
Town of River Bend	
Bung Nuller	3/11/19
Beth B. Walker, Principal	Date
The Walker Group Architecture, Inc.	

COST ESTIMATE

3,833 SF

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River Bend, North Carolina 100%				h 11, 2019				inc	orporate
CODE	QUANTITY		MATERIAL COST				EOUIPMENT CO		TOTAL
20000	#	UNIT	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	COST
				\$72,799					\$72,799
				\$10.019		\$7.570		\$5.760	\$23,348
								\$5,700	\$31,496
									\$22,693
						\$10,010			\$22,093
				\$35,213		\$13,770			\$48,983
				\$20,648		\$12,383			\$33,031
				\$39,656					\$48,036
				\$34,924		\$29,040			\$63,965
				\$1,821		\$367			\$2,188
									42,100
				\$18,769		\$1,811			\$20,580
									420,000
				\$54,690		\$44,089			\$98,779
				\$54,006		\$19,990			\$73,995
				\$9,370		\$7,576			\$16,946
									\$15,000
									\$50,000
									\$20,000
			Cost per SF		\$167.45			SubTotal:	\$641,838
								Juni otuli	
									\$58,328 \$64,184
		-						Fees:	\$04,184
		100	100% CODE QUANTITY	TODE QUANTITY MATERIAL COST	100% March 11, 2019 CODE QUANTITY MATERIAL COST TOTAL \$72,799 \$10,019 \$17,905 \$73,316 \$35,213 \$20,648 \$39,656 \$34,924 \$1,821 \$18,769 \$54,006 \$9,370	100% March 11, 2019	100% March 11, 2019	CODE	100% March 11, 2019

COST ESTIMATE

3,224 SF

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River Bend, North Carolina		100	100%		ber 31, 2018	018		in	CHITECTUR corporate
ITEM DESCRIPTION	CODE	QUANTITY		MATERIAL CO		LABOR COST		EQUIPMENT COST	TOTAL
SUMMARY		#	UNIT	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST TOTAL	COST
Division 1: General Requirements					\$72,499				\$72,499
Division 2: Sitework					\$10,019		\$7,570	\$5,760	\$23,348
Division 3: Concrete					\$14,804		\$11,237		\$26,040
Division 4: Masonry					\$6,235		\$13,103		\$19,338
Division 5: Metals									7.0,000
Division 6: Wood and Plastics					\$35,213		\$13,770		\$48,983
Division 7: Thermal and Moisture Protection					\$16,632		\$12,383		\$29,015
Division 8: Doors and Windows					\$34,754		\$8,380		\$43,134
Division 9: Finishes					\$30,909		\$29,040		\$59,949
Division 10: Specialties					\$1,821		\$367		\$2,188
Division 11; Equipment									
Division 12: Cabinetry and Casework					\$12,641		\$1,811		\$14,453
Division 13; Special Construction									
Division 14; Conveying Systems									
Division 15: Plumb., HVAC.					\$49,336		\$44,089		\$93,425
Division 16: Electrical					\$51,329		\$19,990		\$71,318
Paving Overlay of Existing Lot					\$9,370		\$7,576		\$16,946
T Installation									\$15,000
New Emergency Generator									\$50,000
Security System									\$20,000
				Cost per SF		\$186.01	Ę.	SubTotal	Section 19
Design Fees									\$38,710
Construction Contingency 10%									\$60,564
								gency and Design Fees:	\$704,910