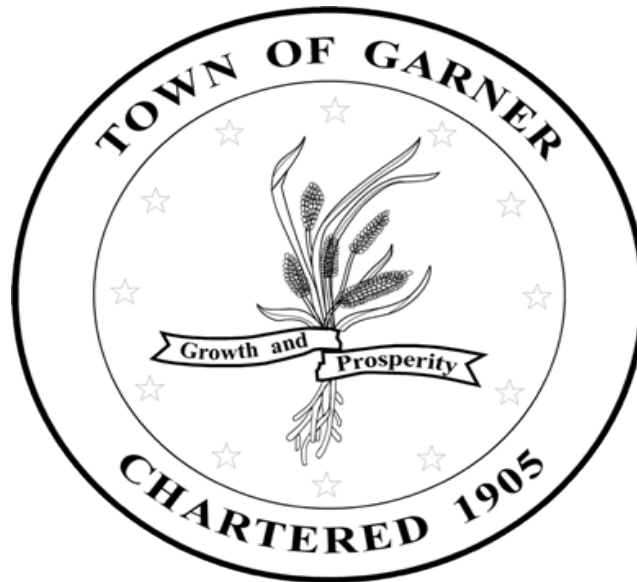


TOWN OF GARNER



TOWN COUNCIL WORK SESSION

October 31, 2017
6:00 P.M.

Garner Town Hall
900 7th Avenue
Garner, NC 27529

**Town of Garner
Work Session Agenda
October 31, 2017**

Dinner will be served for town officials in the Conference Room at 5:15 p.m.

The Council will meet in a Work Session at 6:00 p.m. in the Council Chambers located at 900 7th Avenue.

A. CALL MEETING TO ORDER/ROLL CALL

B. ADOPTION OF AGENDA

C. REPORTS/DISCUSSION

1. New Rand Road Design Review Page 3
Presenter: Tony Chalk, Town Engineer

Consultants designing the New Rand Road improvements will present an update on the project.

2. Ackerman/Hebron Church/White Oak Discussion Page 4
Presenter: Jeff Triezenberg, Planning Director

With the recent completion of a "Hot Spot" study within the Southeast Area Plan conducted by CAMPO, as well as the drafting of the propose new Garner Transportation Plan, improvement of the intersection(s) of these roads has been identified as a high priority for the Garner community. Despite it being a high priority, TIP funding is not a likely candidate. Rather, CAMPO administered Locally Administered Project Program (LAPP) funding is the better candidate. Scoring for competitive LAPP funds is enhanced when Town's complete the design for proposed projects and then apply for LAPP to help cover right-of-way acquisition and construction.

3. Overview of Human Capital Challenges (Retreat Topic) Page 8
Presenter: BD Sechler, Human Resources Director

This is an overview of the human capital presentation scheduled for discussion at the Council Retreat.

- 4. Avery Street Sidewalk Update Page 9
Presenter: Tony Chalk Town Engineer

Some residents along Avery Street that will have sidewalk installed along their street frontage have indicated that they do not want to have the sidewalk installed. There is not adequate right-of-way to do this work without obtaining easements from the property owners in this area.

- 5. Thompson Road Sidewalk Project Page 13
Presenter: Tony Chalk Town Engineer

There has been a request from two of the residents on Thompson Road to flatten the slopes out in front of their property from what was designed. A quote from the contractor to provide this work was obtained and is contained in the agenda package.

- 5. Rec Center CDBG Funding Page 19
Presenter: John Hodges, Assistant Town Manager-Development Services

Wake County has prepared a Subrecipient Agreement for CDBG Funds for the Recreation Center project. The amount of funds that can be used for the project and the approved uses have changed since the original proposal. Staff will update Council on these changes.

D. COUNCIL REPORTS

E. MANAGER REPORTS

F. ADJOURNMENT

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: October 31, 2017		
Subject: New Rand Road Project Design Update		
Location on Agenda: Reports		
Department: Engineering		
Contact: Tony Chalk, Town Engineer		
Presenter: Tony Chalk, Town Engineer		
Brief Summary: Consultants designing the New Rand Road improvements will present an update on the project.		
Recommended Motion and/or Requested Action: Provide guidance to consultant and staff as needed to move into next phase of design.		
Detailed Notes:		
Funding Source: Street and Sidewalk Bond Funds		
Cost: TBD	One Time: <input type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
Manager's Comments and Recommendations: N/A		
Attachments Yes: <input checked="" type="radio"/> No: <input checked="" type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	TC	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: October 31, 2017		
Subject: Ackerman/Hebron Church/White Oak Discussion		
Location on Agenda: Discussion		
Department: Planning		
Contact: Jeff Triezenberg, AICP, GISP; Planning Director		
Presenter: Jeff Triezenberg, AICP, GISP; Planning Director		
<p>Brief Summary:</p> <p>With the recent completion of a "Hot Spot" study within the Southeast Area Plan conducted by CAMPO, as well as the drafting of the proposed new Garner Transportation Plan, improvement of the intersection(s) of these roads has been identified as a high priority for the Garner community. Despite it being a high priority, TIP funding is not a likely candidate. Rather, CAMPO administered Locally Administered Project Program (LAPP) funding is the better candidate. Scoring for competitive LAPP funds is enhanced when Town's complete the design for proposed projects and then apply for LAPP to help cover right-of-way acquisition and construction.</p>		
<p>Recommended Motion and/or Requested Action:</p> <p>Discussion to prioritize and fund the design of these improvements with Transportation Bond dollars.</p>		
<p>Detailed Notes:</p> <p>See attached memo. Cost shown is based on approximately 10% of overall cost of construction and right-of-way acquisition estimate generated by the Southeast Area Study.</p>		
<p>Funding Source: Transportation Bonds</p>		
Cost: \$500,000	One Time: <input checked="" type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
<p>Manager's Comments and Recommendations:</p> <p>Proactive planning will put us in a better position to support improvements at this awkward intersection.</p>		
<p>Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/></p>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	JT	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

TO: Mayor & Town Council

FROM: Jeff Triezenberg, AICP, GISP; Planning Director

SUBJECT: *Ackerman/Hebron Church/White Oak Roads*

DATE: October 25, 2017

Roadway improvement projects are typically composed of three phases:

1. Design,
2. Right-of-Way Acquisition and
3. Construction.

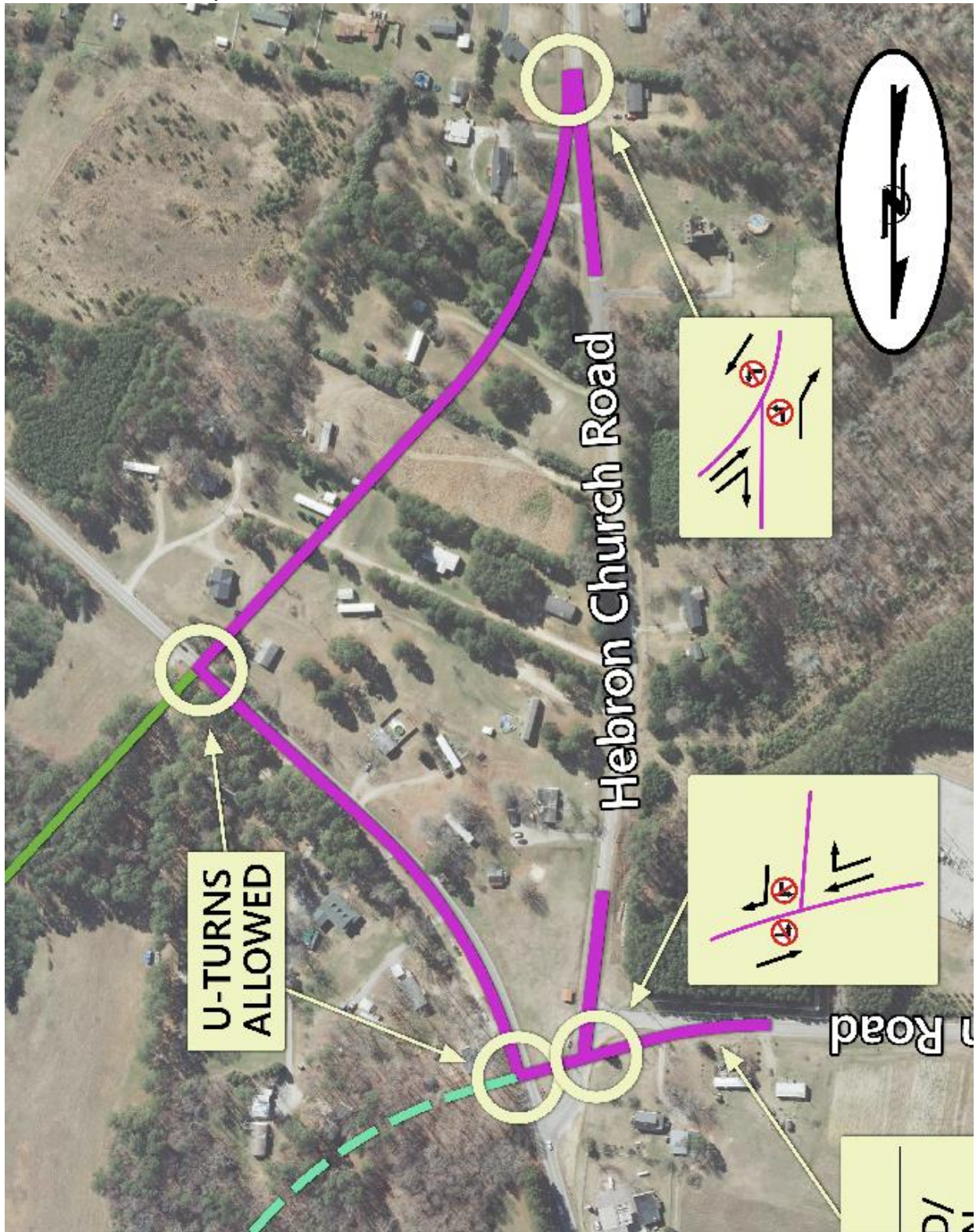
To compete for the highly coveted construction dollars available through CAMPO's Locally Administered Project Program (LAPP) funds, local roadway improvement projects must have completed one of the other two phases prior to application: design or right-of-way acquisition. While it is possible to submit two successive annual applications that would cover all three project phases, design only and right-of-way acquisition only projects are rarely competitive.

Through both the recent Southeast Area Study conducted by CAMPO and the Garner Forward Transportation Plan update conducted by the Town, improvement of the intersection(s) of Ackerman, Hebron Church and White Oak roads has been identified as a top priority for the Town. Although each plan/study initially came up with slightly differing solutions (shown on the following pages), current growth pressures and private development plans in the area are narrowing the options that will be available.

Approximately one year is the anticipated need to complete, or nearly complete, design work for such a project. Given the LAPP application cycle begins each fall, now is the time to consider a decision to fund and let design work in advance of an anticipated Fall 2018 application for right-of-way acquisition and roadway construction dollars.

Staff will be on hand to discuss development pressures in the area and current plans in review as well as to answer questions concerning the LAPP application process.

Southeast Area Study Recommendation:



Garner Forward Preliminary Recommendation:



Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: October 31, 2017		
Subject: Human Capital Council Retreat Preview		
Location on Agenda: Discussion		
Department: Human Resources		
Contact: BD Sechler, Human Resources Director		
Presenter: BD Sechler, Human Resources Director		
Brief Summary: Council has requested a preview of the human capital presentation scheduled for the Council retreat. The HR Director will provide a brief verbal overview of what he plans to cover in his presentation.		
Recommended Motion and/or Requested Action: None		
Detailed Notes: None		
Funding Source:		
Cost:	One Time: <input type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
Manager's Comments and Recommendations: N/A		
Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	BDS	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: October 31, 2017		
Subject: Update on Avery Street Sidewalk Project		
Location on Agenda: Reports		
Department: Engineering		
Contact: Tony Chalk, Town Engineer		
Presenter: Tony Chalk, Town Engineer		
<p>Brief Summary:</p> <p>Some residents along Avery Street that will have sidewalk installed along their street frontage have indicated that they do not want to have the sidewalk installed. There is not adequate right of way to do this work without obtaining easements from the property owners in this area.</p>		
<p>Recommended Motion and/or Requested Action:</p> <p>Direction on easement acquisition on Avery Street sidewalk.</p>		
<p>Detailed Notes:</p> 		
<p>Funding Source:</p> <p>Bond project funds</p>		
Cost: TBD	One Time: <input checked="" type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
<p>Manager's Comments and Recommendations:</p> <p>The sidewalk project will complete a loop and encourage pedestrians to stay off the street.</p>		
<p>Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/></p>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	TC	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

**Town of Garner
Engineering Department
Memorandum**

To: John Hodges
Assistant Town Manager

From: Tony Chalk PE PLS
Town Engineer

Date: October 20, 2017

Re: Avery Street sidewalk update

Notices were sent to residents along Avery Street and Curtis Drive regarding the Town's proposed sidewalk project and an informational meeting that was held October 12th, 2017. Four residents attended the meeting.

It should be noted that at the meeting it came to my attention that the letters mailed indicated the sidewalk was stopping at Creekbrook Court. This was incorrect information and a follow up letter was mailed to the owners of property located from 606-624 Avery Street explaining the error.

The sidewalk was originally proposed to be installed on the west side of Avery Street from Curtis Drive to Creekbrook Court to connect with existing sidewalk. However, after staff had discussions with the property owner at 700 Curtis Drive and informed the Town Council of the resident's reluctance to sell any easements or right of way for the project, the sidewalk was shifted to the other side of Avery Street. This resulted in additional length of sidewalk having to be designed to extend the project to the existing sidewalk at Creek Commons Avenue.

Several of the residents living on Avery Street between Curtis Drive and Creek Commons Avenue have communicated with staff that they are not in favor of the sidewalk being

installed along their street frontage. There is a 50' right of way in this area with an existing street cross-section of 35'. With a 3' utility strip between the curb and the sidewalk and the sidewalk width of 5', the proposed sidewalk would need to extend approximately 6" onto the properties in this area and an additional 5' construction easement would be necessary. There is landscaping located in many of the yards where the sidewalk would be installed, some in the right of way and some outside the right of way but still affected by the grading necessary to install the sidewalk.

The right of way along the remainder of the project, Avery Street from Powell to Curtiss, and Curtiss Drive appears to be adequate for the physical installation of the sidewalk. However, temporary construction easements will be needed along both sections of roadway.

The next step in this project is easement procurement. Easements will be required from property owners to construct this project and direction to staff regarding this process is needed to move the project forward.



713

631

623

615

106

708

624

618

612

606

600

541

535

527

704

702

700

AVERY ST

544

538

532

526

522

606

604

602

600

CREEK COMMONS AVE

CURTISS DR

705

703

701

418

603

601

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: October 31, 2017		
Subject: Thompson Road Sidewalk		
Location on Agenda: Reports		
Department: Engineering		
Contact: Tony Chalk		
Presenter: Tony Chalk		
Brief Summary: There has been a request from two of the residents on Thompson Road to flatten the slopes out in front of their property from what was designed. A quote from the contractor to provide this work was obtained and is contained in the agenda package.		
Recommended Motion and/or Requested Action: Direction on additional work for Thompson Road		
Detailed Notes: A memorandum is part of the Council package		
Funding Source: Bond project funds		
Cost: \$45,406.50	One Time: <input checked="" type="radio"/>	Annual: <input type="radio"/> No Cost: <input type="radio"/>
Manager's Comments and Recommendations: N/A		
Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	TC	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

HCS, Inc

Hollins Construction Services, Inc

October 18, 2017

Tony Chalk PE PLS
Town Engineer
Town of Garner
tchalk@garnernc.gov
919-773-4420 office
919-538-1747 cell

RE: Additional Grading/Pipe Work

Dear Mr. Chalk:

HCS, Inc is pleased to provide a quote to extend the grading from station 16+50-20+00. See below for a detailed list of items.

1. Install fill as indicated from station 16+50-20+00.
2. Remove and Replace Filter Fabric and Rip Rap.
3. Extend 18" CS Pipe to be billed at the unit price in the contract.
4. Excelsior Matting to be billed at the unit price in the contract.
5. Seeding to be billed at the unit price in the contract.
6. If the driveway is damaged it will be repaired at the unit price in the contract.

TOTAL PRICE: \$45,406.50

If you have any questions please do not hesitate to call.

Respectfully,
Hollins Construction Services, Inc



Tony Hollins
Project Manager

PCO No.
Description

Additional Grading

Total Material	\$ 11,140.63
Tax (6.75% Material Cost)	\$ 863.40
Total Labor	\$ 9,390.00
Small Tools (5% Labor Cost)	\$ -
Total Equipment (Including 6.75% Tax)	\$ 7,754.60
Subtotal 1	\$ 29,148.62
Overhead & Profit (10%)	\$ 2,914.86
Subtotal 3	\$ 32,063.48
Total Subcontracts	\$ 7,450.00
Subcontracts Profit (5%)	
Subtotal 4	\$ 7,450.00
FLIT (35% Labor Cost)	\$ 3,286.50
Subtotal 5 (Subtotal 3 + Subtotal 4 + FLIT)	\$ 42,799.98
Insurance (3.0% Subtotal 5 Cost)	\$ 1,284.00
Subtotal 6	\$ 44,083.98
Bonds (3% Subtotal 6 Cost)	\$ 1,322.52
Total	\$ 45,406.50

10/18/2017		Additional Grading		Material		Labor		Equipment		Subcontracts	
PCO No.	Description	QTY	Unit	Unit \$	Ext \$	Unit \$	Ext \$	Unit \$	Ext \$	Unit \$	Ext \$
	Labor	320	Hrs			\$ 19.00	\$ 6,080.00				
	MATERIAL										
	Fill Material	562.5	Tons	\$ 18.65	\$ 10,490.63						
	SUBCONTRACTORS										
	Clearing	1	LS							\$ 3,000.00	\$ 3,000.00
	Dump Fee	3	Loads							\$ 150.00	\$ 450.00
	Traffic Control	1	LS							\$ 4,000.00	\$ 4,000.00
	EQUIPMENT										
	Excavator	0	Day					\$ 605.33	\$ -		
	Loader	0	Day					\$ 561.32	\$ -		
	Rammax	5	Day					\$ 288.25	\$ 1,441.25		
	Dozer	0	Day					\$ 284.95	\$ -		
	Mini Excavator	5	Day					\$ 350.33	\$ 1,751.65		
	Rubber Tire Backhoe	0	Day					\$ 349.11	\$ -		
	Skid Steer	5	Day					\$ 322.13	\$ 1,610.65		
	Pump Truck	0	Day					\$ 1,500.00	\$ -		
	Shoring	0	Day					\$ 320.50	\$ -		
	Light Plant	0	Day					\$ 86.00	\$ -		
	Dump Truck	20	Hrs					\$ 75.00	\$ 1,500.00		
	Delivery and Pick Up Charges	1	LS					\$ 400.00	\$ -		
	Fuel, Oil & Grease	1	LS					\$ 960.71	\$ 960.71		
	Project Manager	4	hrs			\$ 65.00	\$ 260.00				
	Project Superintendent	60	hrs			\$ 50.00	\$ 3,000.00				
	Project Engineer	0	hrs			\$ 30.00	\$ -				
	Project Safety Coordinator	0	hrs			\$ 45.00	\$ -				
	Project Secretary	2	hrs			\$ 25.00	\$ 50.00				
	Project Vehicles	10	day	\$ 65.00	\$ 650.00						
	Hotels	0	day	\$ 75.00	\$ -						
	Totals				\$ 11,140.63		\$ 9,390.00		\$ 7,264.26		\$ 7,450.00



Advanced Tree Care

324 S. Wilmington St., Suite 229
Raleigh, NC 27601
919-610-0200

Proposal Submitted To:

HCS Inc.
3650 Rogers Rd. Ste 320
Wake Forrest, NC 27587

Job Location:

Thompson Rd
Garner NC

Proposal # 8
Date: 10/10/17

Description:

Take down trees to facilitate sidewalk instillation, extention of drainage pipe, and new slope instillation. All brush will be chipped and all wood and resulting debris will be removed. Stumps will be removed and disposed of by Hollands Construction

Price **\$3,000.00**

DATE	TICKET	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
08/16/17	20.14-3113	DRY SCREENINGS	24.98	TON	18.65	465.88
08/16/17	20.14-3118	DRY SCREENINGS	20.34	TON	18.65	379.34
08/16/17	20.14-3120	DRY SCREENINGS	22.43	TON	18.65	418.32
08/16/17	20.14-3323	DRY SCREENINGS	24.02	TON	18.65	447.97
08/16/17	20.14-3325	DRY SCREENINGS	24.49	TON	18.65	456.74
08/16/17	20.14-3331	DRY SCREENINGS	24.13	TON	18.65	450.02
08/16/17	20.14-3412	DRY SCREENINGS	24.47	TON	18.65	456.37
08/16/17	20.14-3415	DRY SCREENINGS	24.14	TON	18.65	450.21
08/16/17	20.14-3418	DRY SCREENINGS	22.64	TON	18.65	422.24
Total: Order #: 4983			211.64			3,947.09

DUE & PAYABLE ON

9/15/17

Total Aggregate Tons: 211.64

SUBTOTAL	\$3,947.09
TAX	\$0.00
TOTAL	\$3,947.09

THIS SALE IS SUBJECT TO THE TERMS AND CONDITIONS OF CAROLINA SUNROCK'S CREDIT AND SALES AGREEMENT.

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: October 31, 2017		
Subject: Recreation Center CDBG Funding		
Location on Agenda: Reports		
Department: Town Manager's Office		
Contact: John Hodges, Assistant Town Manager - Development Services		
Presenter: John Hodges, Assistant Town Manager - Development Services		
<p>Brief Summary:</p> <p>Wake County has prepared a Subrecipient Agreement for CDBG Funds for the Recreation Center project. The amount of funds that can be used for the project and the approved uses have changed since the original proposal. Staff will update Council on these changes at the October 31, 2017 Work Session.</p>		
<p>Recommended Motion and/or Requested Action:</p> <p>Receive report.</p>		
<p>Detailed Notes:</p>		
<p>Funding Source:</p>		
Cost:	One Time: <input type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
<p>Manager's Comments and Recommendations:</p> <p>Town staff have worked with Wake County staff to identify qualifying uses for the CDBG funds.</p>		
<p>Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/></p>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	JMH	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

TO: Mayor and Town Council

FROM: John Hodges, Assistant Town Manager – Development Services

DATE: October 25, 2017

SUBJECT: CDBG Grant for Recreation Center

Wake County has prepared a Subrecipient Agreement for CDBG Funds for the Recreation Center project. The amount of funds that can be used for the project and the approved uses have changed since the original proposal. Staff will update Council on these changes at the October 31, 2017 Work Session.

Background

The original budget for the Recreation Center included anticipated CDBG Funding in the amount of \$330,000. When Town Engineer Tony Chalk received the original Subrecipient Agreement several months ago, he realized that the funding required construction projects to be bid with Davis-Bacon Act provisions for paying local prevailing wages on public projects. The Engineering Department was unaware of this requirement at the time the Recreation Center project was bid.

As a solution, Mr. Chalk proposed pulling the landscaping portion of the project from the original scope and bidding it separately with the required Davis-Bacon provisions. Wake County verbally approved this plan and the landscaping was pulled from the Pro Construction contract. Several months later, Wake County informed staff that they could not approve this alternate plan because the landscaping was considered significantly related to the Recreation Center construction which did not meet the Davis-Bacon requirements.

Current Proposal

Staff has worked with Wake County to structure an agreement that retains as much of the originally anticipated funding for the Recreation Center as can be justified under CDBG guidelines. The current agreement includes funding in the amount of \$212,000 with a promise to fund an additional \$118,000 for another qualifying project, keeping the total Garner funding allocation at \$330,000.

Most of the \$212,000 will offset costs already in the Recreation Center budget (i.e. furnishings for programming spaces) or unbudgeted expenses that we know we will incur (i.e. sports equipment). Some of the qualifying uses will offset costs being spent from other (non-Parks and Recreation) bond funds. These include benches, trash cans and bike racks around the Recreation Center that are a part of the Main Street Streetscape project funded by Streets and Sidewalk bond funds.

Next Steps

1. Staff will monitor actual project expenses and bring alternative funding options back to Council at a future date.
2. Staff will work with Wake County to identify a project that can be funded with the remaining \$118,000 allocation to Garner.
3. The CDBG Subrecipient Agreement will be on the November 6, 2017 agenda for Council's authorization for the Mayor to execute.