

TOWN OF BROADWAY  
BOARD OF COMMISSIONERS  
MEETING  
MINUTES  
JANUARY 25, 2016

A special meeting of the Board of Commissioners was held on Monday, January 25, 2016 at 6:00 p.m. at the Council Chamber, 102 East Lake Drive, Broadway, North Carolina.

Board members present were Mayor Donald Andrews, Commissioners Tommy Beal, Woody Beale, Jim Davis and Janet Harrington. Also, Town Attorney Jimmy Love, Town Manager Dustin Kornegay, Finance Director Barbara Cox and Town Clerk Laura Duval were present.

The meeting was called to order by Mayor Andrews.

Tim Sherman, of Sherman Architecture, presented a proposal for constructing a new Town Hall. He went to Town Hall and gathered information from the Police Chief and Town staff. Mr. Sherman met with the Mayor and Town Manager on a few occasions then drew plans based on the needs that were presented to him.

At an earlier meeting the Town Board expressed an interest in building a Town Hall on the existing location. The plans Mr. Sherman reviewed included:

- a small entry and lobby
- a finance office for two staff
- two counters that would be more secure – one normal height & one ADA compliant
- the Town Manager's office with a small conference table
- a small conference room for 6-8 people, including a small counter & sink
- Council Chamber with accommodations for approximately 20 people (24'x29')
- a secure file room with five lateral files
- a break room with one male & one female restroom
- a mechanical room
- a police desk at a window
- the police chief's office
- a secure file/storage/evidence room
- a small interrogation room

Total square feet of the proposed Town Hall is 3,215. The building would be metal stud with brick veneer. It would have split system units and a slope roof. The Town Hall would face Main Street. Windows would be on the front of the building and along the western side of the building next to the parking lot. Plans include a metal canopy over the front door and a recessed area for signage. The design is fairly simple and picks up on the details of the other downtown buildings.

The construction would be fairly simple. The building would project 5'10" beside the existing building, taking up the grassy area.

The new police department would be in the back of the building. There would be a door to a hallway leading back to their offices. In the new offices there would be enough room for two officers. It would be a bigger area than they have now. Currently, the police officers enter through the back door, so that would not change.

At present no private/confidential meetings can be held in Town Hall. The conference table area is open to the public when auditors and state inspectors conduct business. A conference room would eliminate the lack of confidentiality. All offices can be secured in the new building but cannot be secured now. The new structure would abut the building next door. There will not be a lot of site work needed.

In the future 90 feet could be added to the back of the building or some of the parking lot could be used for expansion.

Mr. Sherman reviewed the projections/proposal letter with cost of construction. Something to take into consideration is the presence of asbestos is unknown, and the cost of abatement is also unknown.

Probable cost for a new Town Hall:

Demolition of existing Town Hall and Police Department	\$ 40,000
Construction of a new Town Hall containing Police Department based upon schematic plans	
3,215 square feet x \$175/sf	<u>562,625</u>
Subtotal	602,625
Contingency @5%	30,135
A/E Fees @ 7.5%	<u>47,450</u>
Total	\$680,210

Mr. Sherman explained the costs are strictly projections.

Mr. Sherman advised the Town Board that remodeling would require gutting the building, and there are many unknowns. The cost of remodeling would be one-half to two-thirds of the new building cost. Even with renovations, the building would still be at least 96 years old.

Mayor Andrews advised that the next step is to call a special meeting to discuss the Town Board's opinions and desires.

Town Manager Kornegay has talked to the USDA and Beth Kelly for guidance in the loan process. The Mayor has also talked to Beth and Hal Hegwer for further information. A construction loan would be obtained from a local bank. The Local Government Commission must sign that they are in agreement with the loan and building project. The LGC meets the first Tuesday of each month and must be contacted 28 days prior to meeting. The Town does not qualify for grants. The USDA gave Mr. Kornegay an interest rate of 3.125%. A little money could be used from reserves but definitely could not use it all. For 40 years the annual debt service would be \$28,500. The USDA advised that a 40 year loan is possible. It would take a tax increase of 3.25% to service the debt. Relocation costs would have to be taken into account as well.

Pros of building a new Town Hall:

- more efficient
- more secure
- safety of staff and citizens
- adapted for technology
- elimination of tripping hazard at front door
- elimination of wires and cables around and between desks
- elimination of live wires in the ceiling
- elimination of hvac unit on roof of police department
- ADA compliant restrooms
- ADA compliant entrance
- low interest rate at this time
- more conducive to Town business

Cons of building a new Town Hall:

- the cost

The project must be put out for bids. There is not enough competition since the construction economy has not recovered since 2008.

There will be a lot of paperwork at the beginning of the project. The Town must provide proof of a revenue stream for building, and the only option is a tax increase. Without a tax increase, services and staff will have to be reduced. Water tank maintenance needs to be addressed within the next two years, also.

It is important to consider that construction costs will continue to rise. The entire process will take approximately one year, and the Town Hall will have to relocate while building.

Commissioner Woody Beale made the motion to close the special meeting. The motion was seconded by Commissioner Davis. Motion carried unanimously to adjourn.

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Donald F. Andrews  
Mayor

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Laura K. Duval  
Town Clerk