

The Board of Commissioners of the Town of Denton held a special meeting on Thursday, June 1, 2023 at 5:30pm at Town Hall.

The following members were in attendance: Mayor Larry Ward, Mayor ProTem Deanna Grubb
Commissioners: David Askew, Scott Morris, Anne Carter Bean.

Absent: Commissioner Julie Loflin

Town Attorney, Misti Whitman, Town Manager, Angel Jenkins; Town Clerk, Paula Hedrick

1. Call to Order

Mayor Ward called the meeting to order at 5:30pm

2. Adoption of Agenda

Mayor ProTem Deanna Grubb made a motion to accept the agenda. Commissioner Anne Bean seconded the motion. Motion passed unanimously. (4/0)

3. Consultation with Fuller Architecture, Inc.

John Fuller with Fuller Architecture Inc. presented architectural drawings for the renovations to 71 N. Main Street. Drawings included stand-alone park restrooms vs. adding restrooms to the Town Hall Renovation project. Mr. Fuller reviewed each drawing describing the changes between each of them, noting a work around both vaults, keeping the front entrance and adding a side entrance with the outside restrooms attached to the existing structure. This option would provide the same number of restroom stalls as a stand-alone restroom. Mr. Fuller elaborated that the restroom doors could be set on a timer and could be locked when Town Hall is closed or unlocked when community events are taking place. Mr. Fuller provided the current construction rate per square foot. Stand-alone Park restrooms are currently at \$425/square foot, adding a restroom to the Town Hall Renovation project, would be \$400/square foot. Mr. Fuller noting the quoted amount was an estimate only and not a firm price but he did feel good about this quote.

*Commissioner Morris asked, would the cost of the building decrease if we lowered the number of restroom stalls?

*Mr. Fuller replied, if you were to cut down on the number of stalls, then yes that would cut the cost based on the square footage. Initial design that Mr. Fuller presented at a prior board meeting, showed a four stall per each side on the stand-alone restrooms.

*Commissioner Morris asked, if Mr. Fuller had a square footage cost for the renovations to the Town Hall Renovations.

Mr. Fuller replied, that he does not at this time.

*Mayor Ward asked, would the restroom include a floor drain? Isn't there a minimum size for handicap?

Mr. Fuller responded, there are factors involving handicap restrooms, requirements are 6 ½' by 8', and restrooms with four plus fixtures does require a drain.

*Ms. Jenkins shared a walk-through of the interior outlining the work areas and Board Room design for each drawing that Mr. Fuller presented.

*Commissioner Bean asked if they were to use the side entrance would there be confusion on where to go after the citizen has entered the building.

*Ms. Jenkins shared that like any new building, there is some confusion on where to go, until everyone has visited and learn the manor of which direction to take.

*Mr. Fuller stated that signage is definitely a key to providing direction.

*Ms. Hedrick shared that N. Main Street entrance provides a more secure setting for the employees vs. entering the building from the parking lot entrance.

*Commissioner Bean inquired about the current drive through window and would it be utilized.

*Mr. Fuller stated that he was asked to redesign the drive through window and bring it more in line with the administrative work area of the office.

*Ms. Hedrick stated that in one of the drawings it does show the location of the drive through window in the work area.

*Commissioner Morris asked if we liked one portion of a design and another portion of another design would be allowed to pull from multiple designs. Noting that some of the designs do not give access to the Town Manager.

*Ms. Jenkins shared the design ideas were given to Mr. Fuller with thoughts in mind of securing the staff. With recent activity of the active shooter that we just had overnight just outside town limits; we never know if an active shooter would come in our facility.

*Commissioner Bean asked what designs are you seeing from other Town Halls.

Mr. Fuller stated that he is seeing many different layouts, some where the customers have full access and some where you have more secured areas.

*Ms. Jenkins noted a few locations that she has recently visited and several of them have a more secure setting.

*Commissioner Morris and Mayor ProTem Grubb both shared interest in the design of the Board room area, it would be multi functioning and is separated from the remaining part of the building leaving the work area more secure.

*Commissioner Bean inquired about the doorway in and out of the Council chambers.

Mr. Fuller elaborated on the layout of the doors and how the change would create a tighter fit in that area. If the door were to be changed it would swing into the hallway cutting down on the overall width of the hallway.

*Commissioner Bean asked if someone needed to speak with the Town Clerk would they come through the administration area? That would definitely be a concern.

*Ms. Jenkins stated that the Mayor's office or small board room could be utilized by the Town Clerk or anyone in that situation where they could have privacy to speak with a citizen.

*Commissioner Bean stated that looking at all designs the Town Clerk is isolated in the front office.

*Ms. Jenkins stated that it does need to be that way as the Town Clerk has documents in her office that no one should have access to such as personnel records. This area currently has limited access and should remain that way.

*Ms. Jenkins asked Commissioner Askew if he had any comments that he would like to share.

*Commissioner Askew shared that he liked the restrooms attached to the building and likes the design of the Board room in the back of the building.

*Each Commissioner stated what they like or disliked about each design. The consensus from Commissioner Bean, Commissioner Morris and Mayor ProTem Grubb is to open the lobby up giving more access to the Mayor and Town Manager, yet protecting the work space.

*Ms. Jenkins recorded the design changes based on the recommendations.

*Mayor Ward asked about the roof line for the restrooms and how they would tie into the initial structure.

*Mr. Fuller stated he would be working on the designs for the outside appearance.

*Commissioner Bean stated to make it look like it has always been there.

*Mayor Ward asked about parking lot drainage. Ms. Jenkins shared the drainage areas.

*Commissioner Bean asked about total square footage of the building. Mr. Fuller did not bring that information with him to this meeting.

*Mr. Fuller added this was a basic site plan, not actual and may need to be surveyed.

*Ms. Jenkins stated that she would speak with Kevin Wall about future plans.

*Ms. Jenkins asked Elizabeth Elswick, Administrative Assistant to offer her point of view on the layouts. Her primary concern is when citizens are irate, we need to be accessible to each other, hear or see each other just for safety. There have been times that the Police Department was called.

*Commissioner Morris asked about changes and if we would be able to make any additional changes as needed.

*Commissioner Askew asked if the electrical panel would have to be replaced and the wiring rerun.

Mr. Fuller stated that it is in their plans to review the electrical and would have to advise.

Mr. Fuller stated he would work on the changes that have been noted and bring that back

before the board.

*Town Clerk Hedrick asked, would the cost be less for the restroom to be added to the building since it would be added to an existing building?

Mr. Fuller responded, there may be a slight decrease in cost.

Mr. Fuller stated next step would be, he will work with Angel regarding the changes.

*Ms. Jenkins stated that she would provide revisions to the architectural drawings once they become available.

4. Close session for personnel matters – G. S. 143-318.11 (a)(6)

Mayor Ward asked for a Motion and second Open Close Session

Commissioner Ann Bean made a motion to go into Close Session 6:32pm

Commissioner David Askew seconded the motion. Motion passed unanimously (4/0)

Mayor Ward asked for a Motion and second to come out of Close Session

Commissioner Ann Bean made a motion to come out of Close Session

Mayor ProTem Deanna Grubb seconded the motion. Motion passed unanimously (4/0)

5. Adjournment

Mayor Ward asked for a Motion and second to Adjourn

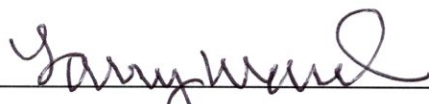
Commissioner Scott Morris made a motion to adjourn

Commissioner David Askew seconded the motion.

Motion passed unanimously (4/0) 8:00pm



Paula Hedrick, Town Clerk



Larry Ward, Mayor