

DRAFT MEETING MINUTES

**TOWN OF APEX
TOWN COUNCIL WORK SESSION
TUESDAY, JUNE 17 2025
3:30 P.M.**

The Apex Town Council met for a work session on Tuesday, June 17, 2025 at 3:30 p.m. at the Apex Town Hall located at 73 Hunter Street in Apex North Carolina.

This meeting was open to the public. Members of the public were able to attend this meeting in-person or watch online via the livestream on the Town's YouTube Channel:

<https://www.youtube.com/watch?v=mVqldLNmE50>

[ATTENDANCE]

Elected Body

Mayor Jacques K. Gilbert (presiding)

Mayor Pro-Tempore Ed Gray

Councilmember Brett Gantt

Councilmember Arno Zegerman

Councilmember Audra Killingsworth

Councilmember Terry Mahaffey

Absent: None

Town Staff

Town Manager Randy Vosburg

Deputy Town Manager Shawn Purvis

Assistant Town Manager Demetria John

Assistant Town Manager Marty Stone

Town Attorney Laurie Hohe

Town Clerk Allen Coleman

All other staff members will be identified appropriately below.

[COMMENCMENT]

Mayor Gilbert called the meeting to order at **3:30 p.m.**

Mayor Gilbert led all in attendance in the Pledge of Allegiance.

Town Manager Vosburg said that the Assistant Town Manager, Marty Stone, would be presenting the following Capital Projects and asking the Council for directions.

1 [SLIDE 1]



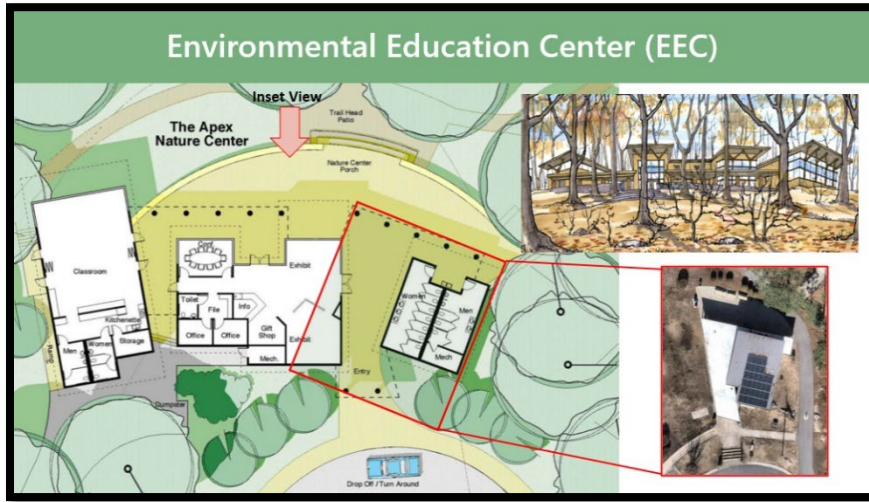
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3 [SLIDE 2]



4
5
6 [ENVIRONMENTAL EDUCATION CENTER DESIGN OPTIONS]

7
8 **Marty Stone**, Assistant Town Manager gave the following presentation:
9

[SLIDE 1]



Councilmember Gantt asked why this building was the only one built in 2014.

Assistant Town Manager Stone said that it was believed to be the Council's decision because of the economics, and when the construction moved forward, the restroom facilities were built.

Councilmember Gantt asked why the type of building in the slide wasn't being built currently.

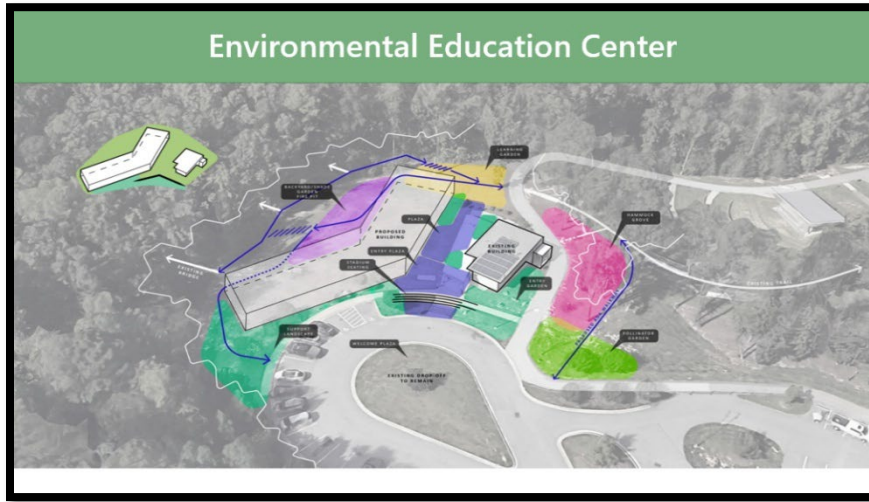
Assistant Town Manager Stone said that it was very similar but some of the look changed. He said this would be addressed further in the presentation.

[SLIDE 2]

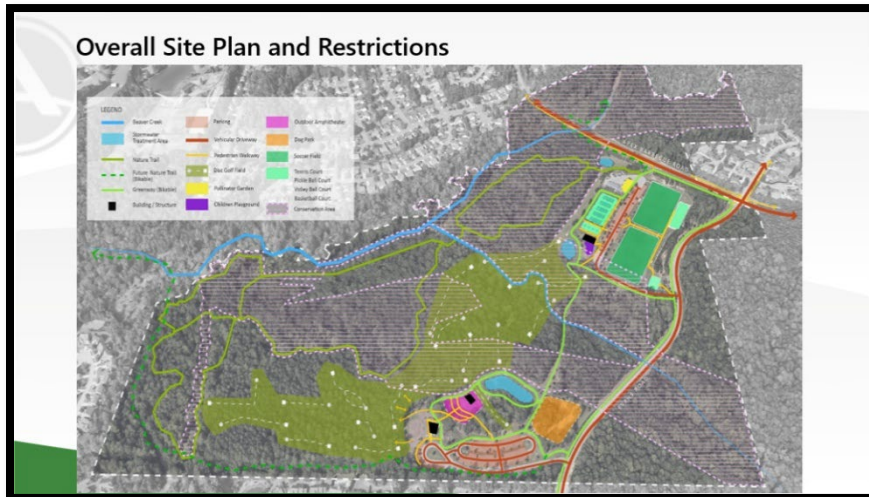
Background

- Park land purchased in 2003
- Master plan was completed in late 2003
- Nature Park was opened on March 29, 2014
- EEC RFQ issued in Spring 2024
- Gensler was contracted in October 2024
 - Community engagement and advanced planning
 - Presentation on findings and options on April 22, 2025
 - Additional information requested by Council
- Current approved budget = \$1,300,000
- Current available budget = \$1,129,000
- FY26/27 CIP proposed = \$8,600,000

[SLIDE 3]



[SLIDE 4]



Councilmember Gantt asked if the land across from Evans is available.

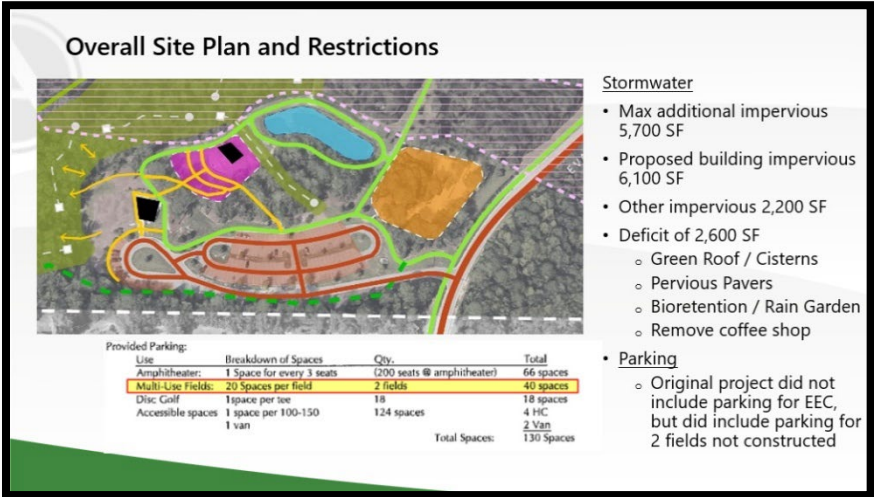
Assistant Town Manager Stone said that it could be used for something, and the park looked at possibly moving some of their maintenance facilities there.

Director Setzer said that the maintenance facility would be up to the northern side.

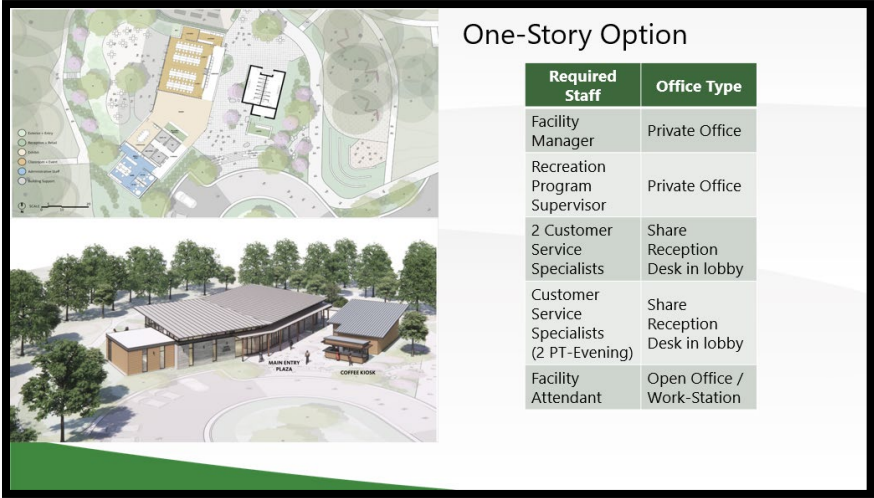
Councilmember Zegerman asked why it was important where the storm water pond was located.

Assistant Town Manager Stone explained that the stormwater pond is downhill and if a structure is built too far away it would be difficult to direct storm water back to the existing pond and they wouldn't want to have to build another one because of the trees that are on the site and wanting to conserve them.

1 [SLIDE 5]



2
3 [SLIDE 6]



4
5 [SLIDE 7]



Councilmember Zegerman asked if there would only be two receptionists at a time, although there may be four in total.

Assistant Town Manager Stone said that is correct.

[SLIDE 8]

Cost Comparison / Considerations	
One-Story (5,800 sqft)	Two-Story (7,400 sqft)
Required Staff	Additional Staff
Total \$5,408,200	Total \$7,500,000
Cost per sqft of \$932.45	Cost per sqft of \$1,013.51*
	*2nd floor area \$1,307/sqft
Pros	Pros
<ul style="list-style-type: none">• Blends better with surroundings• Close to original concept plan	<ul style="list-style-type: none">• Accommodates additional space needs for staff• Maximizes use of available land
Cons	Cons
<ul style="list-style-type: none">• Limits office space for staff growth	<ul style="list-style-type: none">• Expensive office space• More parking used

[SLIDE 9]



Assistant Town Manager Stone asked for directions from the Council.

Mayor Gilbert asked if there were any questions.

Councilmember Mahaffey said that the price for a 2-story to accommodate extra office space seems pricey.

Councilmember Zegerman said that he agreed, and this is not the best place to accommodate extra staff. He said that Fire Station 3 seems like a better option for that.

Assistant Town Manager Stone said that the 2-story becomes more of a focal point rather than the nature.

Councilmember Zegerman said that he liked the color scheme.

1 **Assistant Town Manager Stone** said that he did not like the roof and it would be
2 changed from what is being presented.

3 **Councilmember Mahaffey** said that he was looking forward to the coffee shop.

4 **Assistant Town Manager Stone** said that they could look at adding it back if Council
5 wanted.

6 **Town Manager Vosburg** said they could also look at a coffee cart type setup.

7 **Mayor Pro-Tempore Gray** said that this is a nature park and supported one story. He
8 said that parking impacts would be something to consider, and this looked like it would
9 accommodate it.

10 **Councilmember Mahaffey** said that looking at the future and possibly having to
11 move staff parking across the street, moving the concession stand closer to the fields may be
12 more successful.

13 **Councilmember Killingsworth** agreed not to add more office space considering cost
14 and space limitation on the property. She said that she would be interested in looking at
15 Olive Farm Park, but she supports moving forward with the Education Center here. She
16 thanked Assistant Town Manager Stone for all of the work.

17 **Assistant Town Manager Stone** thanked the staff for getting all of the numbers
18 together and the other data and staff working together to bring this together.

19
20 A **motion** was made by **Councilmember Gantt**, seconded by **Councilmember**
21 **Zegerman** to approve the Environmental Education Center as a 1-story building at Apex
22 Nature Park.

23
24 **VOTE: UNANIMOUS (5-0)**

25
26 **[PLEASANT PARK FIELD DESIGN OPTIONS]**

27
28 **Marty Stone**, Assistant Town Manager gave the following presentation:
29 **[SLIDE 1]**



Councilmember Gantt asked if the section the side to the side of the baseball/softball fields would be open field.

Assistant Town Manager Stone said yes, it would be an open field but graded more than it is currently.

[SLIDE 2]

Background

- Park Opened November 2023
 - Splash pad opened Spring 2024
- Park visitors in the first year = 2,000,000
- Parking concerns noted in first full season of operation
- Potential changes to baseball field design to increase center line to 400' to open additional opportunities
- Available budget = \$14,350,000

[SLIDE 3]




1 **[SLIDE 4]**

Parking Study

- Completed by TID in June 2025
- Existing parking capacity
- Data analyzed
 - Lacrosse tournament in November 2024
 - Sunday, May 1, 2025 (weekend afternoon)
 - Wednesday, June 4, 2025 (weekday afternoon)
 - Saturday, June 7, 2025 (weekend soccer tournament)
- Results
- Summary

2
3 **[SLIDE 5]**

Existing Parking Capacity



Parking Lot	Total Spaces / ADA Spaces
1	131 / 6
2	135 / 7
3	125 / 0
4	121 / 5
5	327 / 8
Total	839 / 26

4
5 **[SLIDE 6]**

Parking Study Results

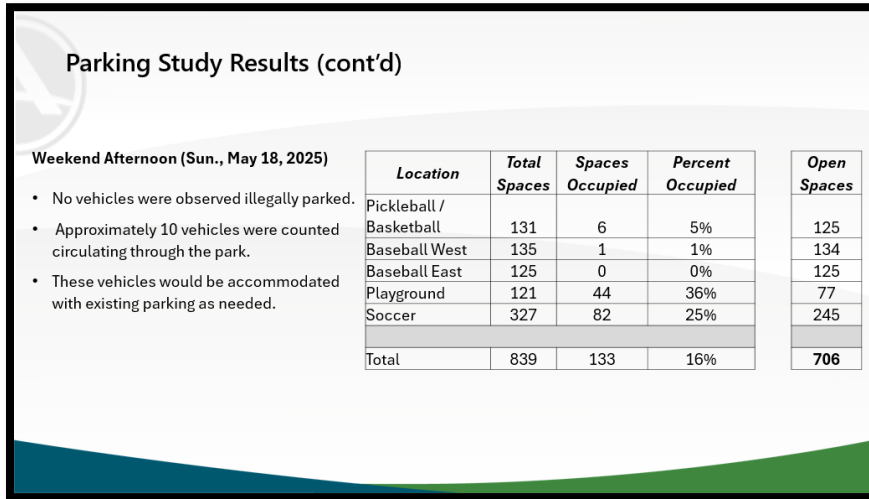
Weekend Tournament* (November 9, 2024)

- 92 vehicles were counted either circulating or parked in non-marked spots (along the back of curb on Recreation Drive, on landscaping islands, etc.)
- If all cars had been parked in marked a spaces, there would have been a **deficit of 20 spaces**

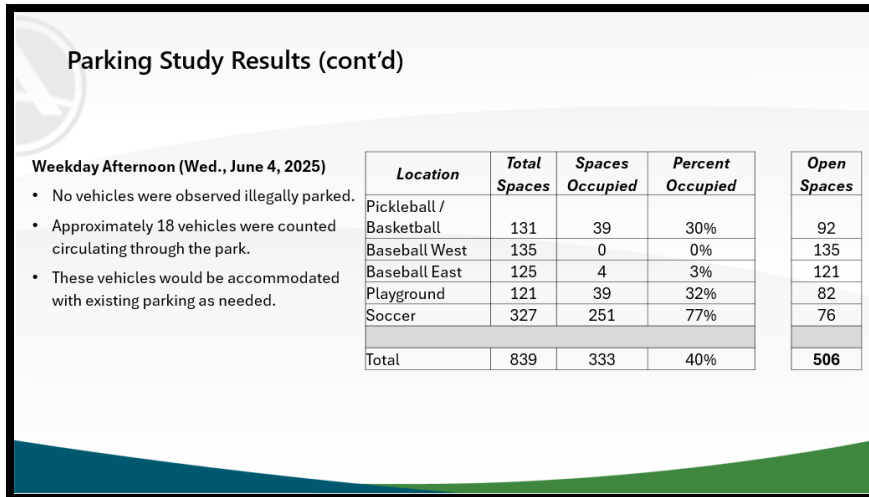
Location	Total Spaces	Spaces Occupied	Percent Occupied	Open Spaces
Pickleball / Basketball	131	71	54%	60
Baseball West	135	128	95%	7
Baseball East	125	124	99%	1
Playground	121	118	98%	3
Soccer	327	326	100%	1
Total	839	767	91%	72

*This was a lacrosse tournament, which typically involves teams coming to the park and staying for the day.

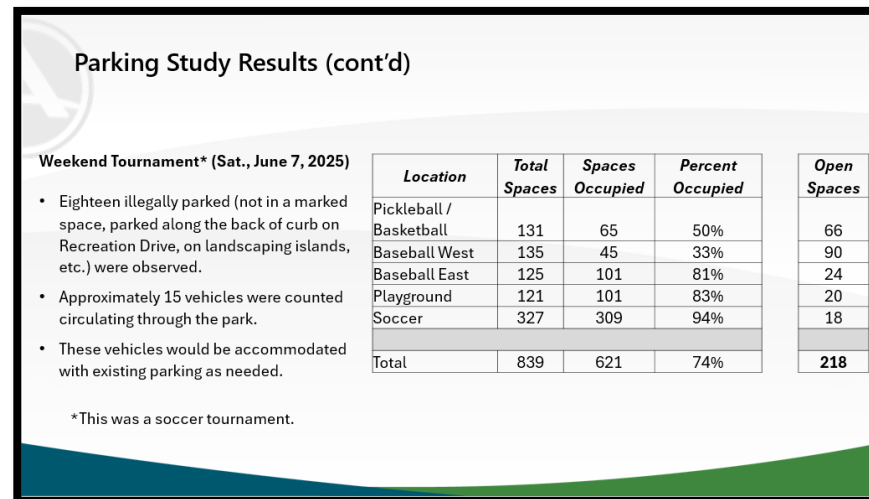
1 **[SLIDE 7]**



2
3 **[SLIDE 8]**



4
5 **[SLIDE 9]**



[SLIDE 10]

Parking Summary

Using soccer tournament data, there would be **218** available spaces to support Phase 2.

Amenity	Unit	Count	Parking Spaces			
			1 per Player	1.5 per Player	2 per Player	2.5 per Player
Baseball field	1 field	15 players/team	30	45	60	75
		8 coaches	8	8	8	8
		3 umpires	3	3	3	3
		1 scorekeeper	1	1	1	1
Sub-Total per Field			42	57	72	87
Volleyball	1 court	8 players/court	8	12	16	20
Spaces Needed for 4 Baseball Fields and 1 Volleyball Court			176	240	304	368
Spaces Needed for 3 Baseball Fields and 1 Volleyball Court			134	183	232	281

[SLIDE 11]

Parking Summary (cont'd)

Using the soccer tournament data, there would be **218** spaces to support Phase 2.

Phase 2 Additional Parking*	Extra Spaces Required	Open Spaces
4 Baseball Games (4 staggered game times)	176	42
4 Baseball Games (2 staggered game times)	260	(42)
4 Baseball Games (non-staggered game times)	344	(126)
3 Baseball Games (3 staggered game times)	134	84
3 Baseball Games (1.5 staggered game times)	201	17
3 Baseball Games (non-staggered game times)	268	(50)
2 Baseball Games (staggered game times)	92	126
2 Baseball Games (non-staggered game times)	184	34

* These figures all assume 1 vehicle per player, extra guest parking excluded.

Councilmember Gantt asked what the frequency of tournaments were currently.

Assistant Town Manager Stone said that there are 6 to 9 tournaments total that are anticipated per year once the baseball fields are in place.

Councilmember Killingsworth said to add to that people that will be coming to the other fields or equipment.

Assistant Town Manager Stone said that the assumption for the study was that this was captured. He said that if families are going to the splashpad and the parking lot was that full then this would deter families from going.

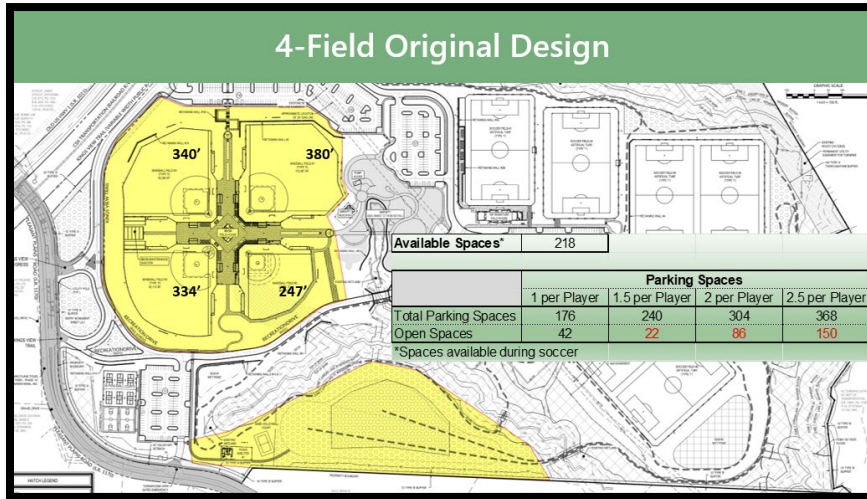
Councilmember Zegerman asked if the scenario was that every player would probably drive in their own car.

Assistant Town Manager Stone said yes, and moving in the future the one way to address this would be to have additional transit options to the field.

Town Manager Vosburg said that parking challenges also encourages people to carpool, because it's a known concern.

Councilmember Zegerman said that this happens for the downtown area too.

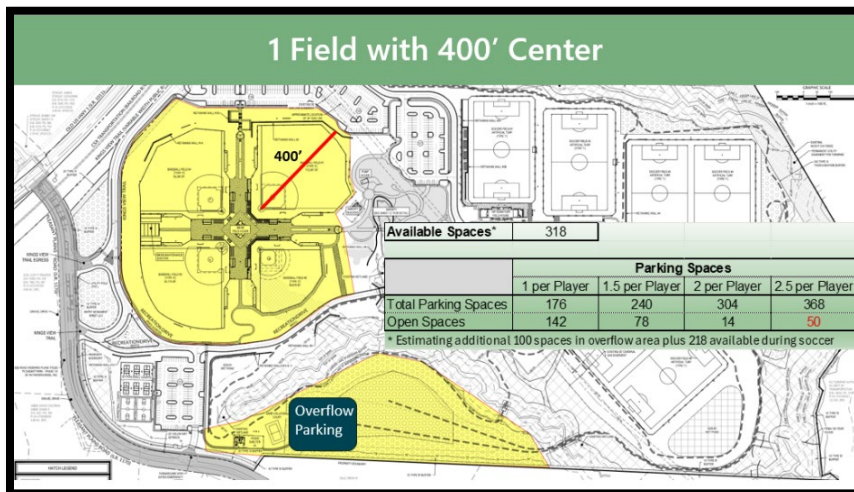
[SLIDE 12]



Councilmember Gantt asked what the lines were going up to the volleyball field.

Ms. Reincke said the shorter line is the finish line and around it is the flat part of the field, the longer line going towards the volleyball field for is lining up. The house shaped area is the flat area.

[SLIDE 13]



Councilmember Gantt asked if they created this 400' Center, would the shape of the exterior be strange.

Assistant Town Manager Stone said that it would be a bit, but right field would always be oddly shaped because they can't expand beyond where the current proposed line is.

Mayor Pro-Tempore Gray asked how much this would open Apex up for more play.

1 **Director Setzer** said that staff have been approached by some collegiate teams about
2 Apex hosting games at this park and they all requested and prefer 400' center lines and 330'
3 corners, and that's what is recommended by the NCAA. He said it isn't required for certain
4 events, but it would open up more opportunities to teams and leagues with that preference.

5 **Mayor Pro-Tempore Gray** said that he was trying to get a sense of what they would
6 be gaining from expanding 380' to 400'.

7 **Councilmember Gantt** said that it would make the shape worse, but more people
8 may want to use it.

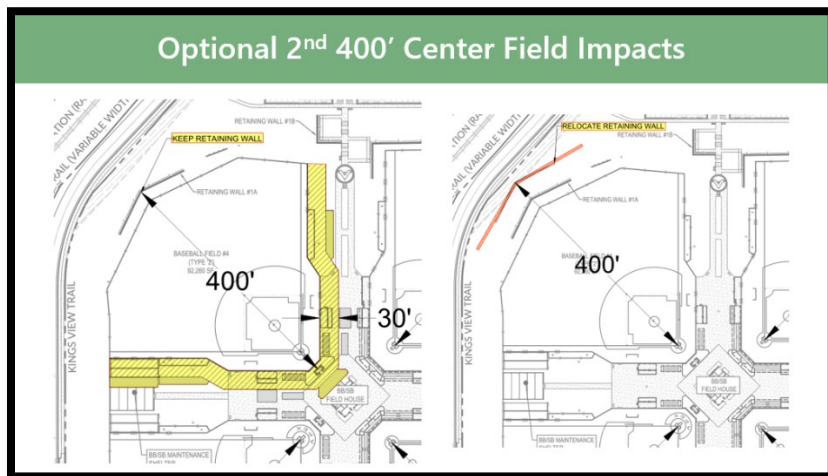
9 **Director Setzer** said that ball fields are often designed with very different lengths and
10 shapes, and these differences give them different characters.

11 **Ms. Reincke** said that having varying fence lengths is part of the design for these
12 fields.

13 **Councilmember Gantt** asked if adding overflow parking would mess up the field
14 area.

15 **Assistant Town Manager Stone** said that if overflow parking is added there will be
16 100 added space. He said the downside is that the ordinance doesn't allow for this overflow
17 parking, so the ordinance would have to be changed to accommodate the overflow parking,
18 and also, the volleyball court would have to be moved as well as the shelter to build the road
19 to get to the area.

20 **[SLIDE 14]**



21 **Councilmember Mahaffey** asked why the southwest field wouldn't work to create the
22 400' fence.

23 **Assistant Town Manager Stone** said that 400' from the plate there would extend to
24 the road.

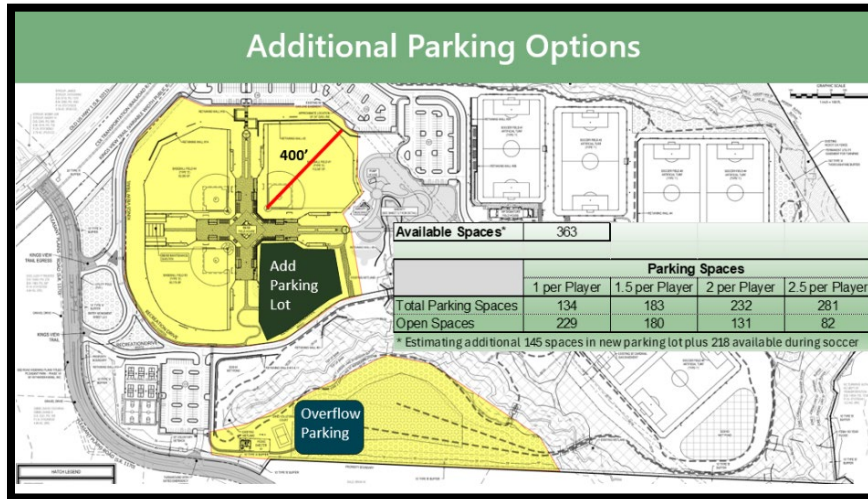
25 **Councilmember Mahaffey** said that relocating the road would also probably be a
26 significant expense.

27 **Assistant Town Manager Stone** said that there wasn't any way to relocate the road
28 because of tanks.
29

Councilmember Zegerman asked if any of the options had been priced out.

Assistant Town Manager Stone said no.

[SLIDE 15]



[SLIDE 16]

Council Direction- Pleasant Park Phase 2

Which Option to proceed with:

1. 4 fields based on original design
2. 4 fields modifying one to have 400' center
3. 4 fields modifying one to have 400' center and add overflow parking
4. 3 fields with one to have 400' center and construct additional parking
5. 3 fields with one to have 400' center, construct additional parking, and add overflow parking

Assistant Town Manager Stone asked the Council for directions on which option.

Councilmember Zegerman suggested the option to build the original design and studio.

Assistant Town Manager Stone said that could be done.

Councilmember Zegerman asked about the cost and possibly moving the stormwater facility.

Assistant Town Manager Stone said that they may have to look at some things like that with the designer

Councilmember Zegerman said that he was trying to get a gauge on the cost.

Councilmember Mahaffey said that he was against removing one of the fields.

Councilmember Killingsworth said ignoring the parking issues wasn't a good idea and so adding overflow parking should be looked at. She said that the 400' center line was

1 also a good plan. She said she was in support of options 1 or 2.

2 **Councilmember Gantt** said that he is not in support of overflow parking and
3 removing the volleyball court. He said he would be fine with option 1 or 2

4 **Councilmember Mahaffey** asked if the option of adding parking would be a good
5 option if there was property acquisition needed.

6 **Assistant Town Manager Stone** said that it is within the current footprint but if the
7 desire was to expand the footprint it could be looked at.

8 **Councilmember Zegerman** said that he wasn't in favor of purchasing property for a
9 few times of the year overflow would be used.

10 **Mayor Gilbert** asked if the 6-9 times per year would be more than 6-9 days of use for
11 the overflow parking.

12 **Director Setzer** said that it could be about 9 weekends out of the year. He said that
13 another issue is that when the soccer clubs' practice, they bring in possibly 5 teams and this is
14 not designed for this, so it has to be mitigated moving forward and restrict the usage to two
15 teams on the field. He added that they will also have to bring in a parking facilitation
16 contractor for tournaments, especially once the baseball/softball field is added.

17 **Mayor Gilbert** asked about overflow parking and if it floods with bad weather.

18 **Assistant Town Manager Stone** said that the multi-purpose fields and baseball fields
19 are turf but if it is raining, soccer and lacrosse will play, but you would not be using overflow
20 parking. He said that also the overflow parking lot will be expensive.

21 **Councilmember Zegerman** asked for a cost estimate for future reference for the
22 overflow parking option.

23 **Assistant Town Manager Stone** said staff could ask the designer to design it to see
24 how many spaces they would get and the cost, and the town could use it to bid on the project
25 when it is moved forward.

26 **Mayor Pro-Tempore Gray** said that it was concerning that Apex would be building
27 something knowing there would be a deficit in parking.

28 **Assistant Town Manager Stone** said this was based on soccer and tournaments and
29 there could be normal use without issues, but it is the tournaments that would be the
30 concern.

31 **Mayor Pro-Tempore Gray** asked Assistant Town Manager Stone to go through the
32 worst-case parking scenario

33 **Assistant Town Manager Stone** said that the parking issue can be controlled, and
34 they may have to close some of the other fields if there were tournaments.

35 **Councilmember Zegerman** said that is understandable.

36 **Councilmember Gantt** suggested charging for parking during tournaments and
37 people would start carpooling.

38 **Director Setzer** said this is not a soccer complex, which don't typically have amenities
39 such as pickle ball court or tennis courts, and it would be a challenge to charge to come into
40 the facility to use those amenities then charge for parking just because a tournament was
41 going on.

42 **Mayor Gilbert** said that once this is built, Parks & Rec will be getting a lot of calls for

1 tournament interest.

2 **Director Setzer** said yes. He said that there was \$1.8 million from Wake County for this
3 particular phase of the project. He said that he had asked Wake County about taking away a
4 field and how that may impact the grant funding, but he has not received final word yet.

5 **Councilmember Mahaffey** asked if they moved forward with option 2 and do the
6 design if it is decided to build it as a stage three would that be an option. He said he was
7 concerned about parking and looking at other options and wanted reassurance that the
8 programming can be controlled until there is a final solution. He said that his primary concern
9 is the access to the park.

10 **Councilmember Gantt** said that they agree on that.

11 **Councilmember Mahaffey** said that moving forward with the design process the
12 overall plan should be kept in mind to make sure that they are moving in the right direction.
13 He said that there are two issues, parking is number two and getting a second access point is
14 number one.

15
16 A **motion** was made by **Councilmember Gantt**, seconded by **Councilmember**
17 **Killingsworth**, to approve the Pleasant Park Field Design Phase 2 - Option 2, to have 4 fields,
18 modifying one to have a 400' Center.

19
20 **VOTE: UNANIMOUS (5-0)**

21
22
23 **[TUNSTALL HOUSE PROJECT UPDATE]**

24
25 **Marty Stone**, Assistant Town Manager gave the following presentation:
26 **[SLIDE 1]**



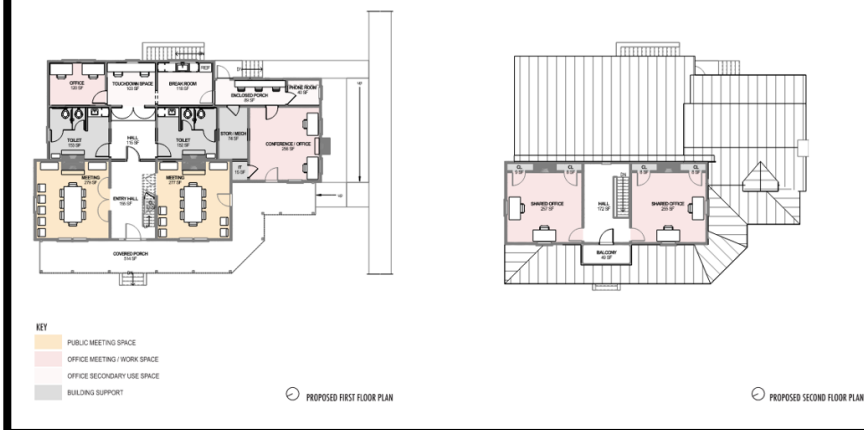
[SLIDE 2]

Background

- Town purchased property in the Fall of 1997
- As part of the agreement, the Town agreed to the following:
 "The Buyer will in good faith use reasonable efforts to maintain the exterior of the house located on the property as a historic house."
- Designated as Wake County Landmark 2003 and is part of Apex National Register Historic District
- CRA contracted in 2021 for Condition Assessment and Programming
- Design RFQ issued in Fall 2022
- Clearscapes contracted in February 2023
 - Advanced planning completed in March 2023
 - Design completed in February 2024

[SLIDE 3]

Proposed Floorplan



Councilmember Gantt asked what the current plan of the house.

Assistant Town Manager Stone said that he did not have it but it's very similar to this, and the walls are in the same place.

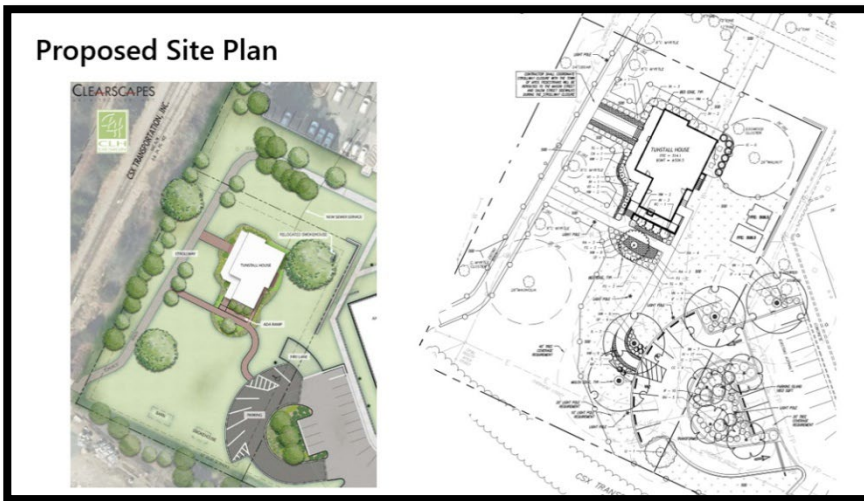
Councilmember Gantt asked if the plan was to move walls.

Assistant Town Manager Stone said that there would not be any walls moved. He said that the house was built in 4 phases, and it makes it difficult to change the load bearing walls.

Councilmember Zegerman asked with this being a historic property, could the interior character be changed, or would it need to stay the same.

Assistant Town Manager Stone said that the interior can be changed but some of the features are nice and the preference would be to keep those features, for example the fireplace.

1 [SLIDE 4]



2
3 [SLIDE 5]

Estimated Cost and Bids

- Estimated construction cost of \$2,011,000 in 2023
- Bid previously as 1 contract on December 16, 2024
 - 3 bidders, only 1 qualified
 - Total bid- \$2,756,528
 - Rejected all bids
- Separated work into 2 contracts and rebid
 - Total bid- \$2,624,150
 - Site Work and Utilities (June 5, 2025; 2 bidders, 1 withdrew)
 - House and Structures (May 22, 2025; 4 bidders)

4
5 [SLIDE 6]

Rebid

- Bid Package 01 - Site and Utilities
 - **\$1,032,164**
- Bid Package 02 - House
 - Exterior Only **\$842,370** (\$857,370 if interior work selected)
 - Exterior with Smokehouse and Barn
 $\$842,370 + \$68,340 + \$65,251 = \mathbf{\$975,961}$
 - Interior Only **\$601,025**

[SLIDE 7]

Council Direction- Tunstall House

1. Fully Renovate House with Site Work (Bids 1 and 2)
 - o Bid cost- \$2,624,150
 - o Soft costs- \$775,850
 - o Recommended budget- \$3,400,000
 - o Current budget- \$2,540,000
 - o Budget needed- **\$860,000**
2. Renovate Exterior House including Smokehouse & Barn (Bid 2)
 - o Bid cost- \$975,961
 - o Soft costs- \$429,539
 - o Recommended budget- \$1,405,500
 - o Current budget- \$2,540,000
 - o Budget surplus- **\$1,134,500**

Councilmember Zegerman asked how much of the \$775,000 is part of the early work, like design or initial setup.

Assistant Town Manager Stone said that there is \$2,263,000.00 available. He said the goal is to get to the ultimate budget. He said that the bid cost and soft cost there would be a recommended budget of \$3.4 million.

Councilmember Zegerman asked what had been spent and what is forecasted to complete the project.

Daniel Edwards, Senior Capital Projects Manager said that about \$300,000 had been spent to date.

Councilmember Zegerman said that approximately \$3.1 million would be needed.

Mr. Edwards said yes.

Assistant Town Manager Stone said that with this option and the recommended budget of \$3.4 million and the current budget money that they have, there would need to be \$860,000.00 to be able to move forward with the project. He said that the bid for the interior and exterior of the house expires in July, so if we are going to move forward, there will be an updated bid.

Councilmember Zegerman said that the \$300,000 has already been spent and the budget amendment on the project would be \$860,000, so the new spending would be closer to \$560,000.

Councilmember Mahaffey asked if the contingencies would have to be covered.

Assistant Town Manager Stone said yes. He said that before the project is moved forward, they want to make sure that everything will be covered, building costs and final touches. He said that this is for the project budget not just a construction budget.

Mayor Pro-Tempore Gray asked if option# 1 included the site work zone.

Assistant Town Manager Stone said that option# 1 includes everything, parking lot, site utilities and the interior of the house with furniture, fire alarm, IT, etc. He said that option #2 would be made structurally sound, fix siding, make the porch safe and the roof and

ventilation which should prevent it from deteriorating. He said that if Council wanted to do option #2 that the inside could be done in the future.

Mayor Gilbert said it was clear that everyone wanted to move forward with this project. He asked about the public input and engagement.

Assistant Town Manager Stone said that the structure has been looked at, the exterior and then the interior and what it could be used for.

Mayor Gilbert said that it was talked about and considered looking at another site but didn't.

Director Khin said there was bidding as part of the downtown plan.

Mayor Pro-Tempore Gray said that the interior can still be decided and it's a great opportunity to have the public's input.

Assistant Town Manager Stone said the only walls moved around were to make things fit better but there were not any big structural changes.

Mr. Edwards said that there were some minor changes, like one of the bedrooms was changed into a bathroom.

Mayor Pro-Tempore Gray said that once it's built it will be a lot easier for the public to be involved with what it may be used for.

Councilmember Mahaffey said that the space and the renovation plans are flexible.

Councilmember Gantt said that the uses would be viable in the future.

Mr. Edwards said that there is an area that is at head height, and it has been flagged as a safety issue and will most likely be fixed.

Councilmember Killingsworth said that she agreed with Mayor Gilbert that there needs to be public discussion and input on the uses.

A **motion** was made by **Councilmember Mahaffey**, seconded by **Councilmember Killingsworth**, to approve the Tunstall House Project, Option 1, Fully Renovate with House with Site Work (Bids 1 and 2).

VOTE: UNANIMOUS (5-0)

[ADJOURNEMENT]

With no additional business being presented before the Council, **Mayor Gilbert** adjourned the meeting at **5:32 PM.**

Jacques K. Gilbert
Apex, Mayor

Allen Coleman, CMC, NCCCC
Town Clerk to the Apex Town Council
Submitted for approval by Apex Town Clerk Allen Coleman

Minutes approved on _____ of _____, 2025.