

# Town of Wendell Economic Development Committee

## By-Laws

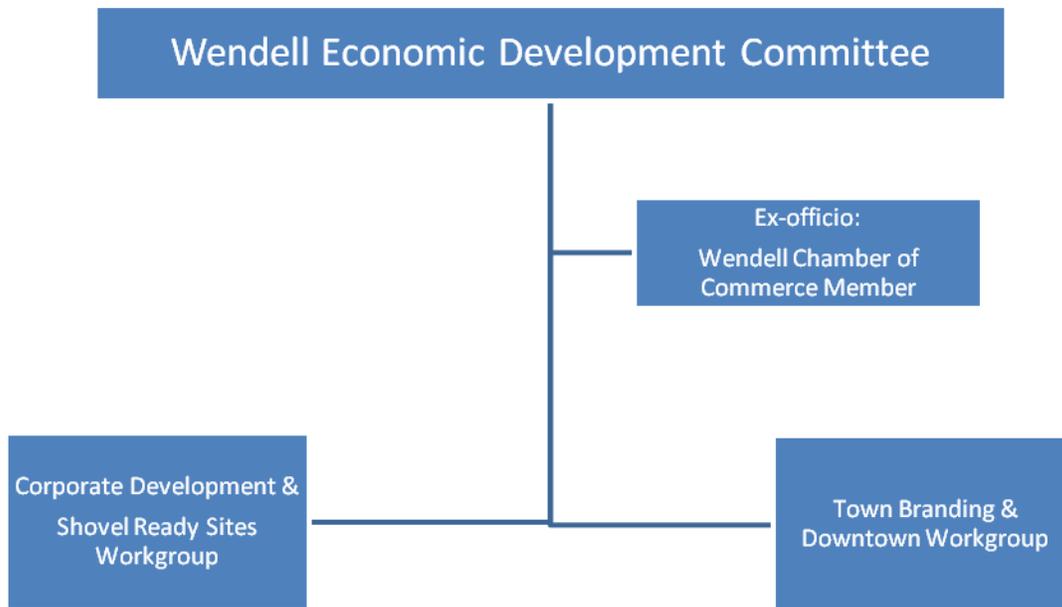
### ARTICLE I – Purpose

The Town of Wendell Economic Development Committee was created by the Town of Wendell Board of Commissioner and exists at their discretion. The purpose for which the Economic Development Committee is organized to further the economic development of the Town of Wendell and promote job creation and business support opportunities in the area. With concern for preserving our county’s culture, heritage and natural resources, the Town of Wendell Economic Development Committee (EDC) will seek to enhance the overall business and commercial environment in the community, thus improving the quality of life for all people of the Town of Wendell.

The goal of the Economic Development Committee is to serve as an advisory committee to oversee activities and help implement the Town of Wendell Economic Development Program and Strategic Plan; provide guidance to staff on economic development initiatives; and work to support efforts related to ongoing project initiatives for the town.

### ARTICLE II – Structure

Section 1. Structure: The full Economic Development Committee will be structured to serve as an overarching group that is comprised of a mixture of appointed and ex-officio committee members that includes two standing workgroups.



Section 1. Partnerships: The Economic Development Committee is encouraged to form partnership opportunities with internal and external entities, agencies, jurisdictions, civic groups, Wake County Economic Development Department, Wendell Chamber of Commerce, individuals and others as deemed necessary to fulfill implementation of its mission.

### **ARTICLE III – Membership**

Section 1. Eligibility for Membership: The Economic Development Committee shall have two classes of members, appointed and ex-officio. Members will be appointed by the Town of Wendell Board of Commissioners. Ex-officio members will consist of one Wendell of Commerce Chamber member nominated by the Wendell Chamber of Commerce and appointed by the Board of Commissioners.

Section 2. Resignation: Any member may resign by filing a written resignation letter with the Town Clerk.

Section 3. Transfer of Membership: Membership on the Economic Development Committee is not transferable or assignable.

Section 4. Selection: Appointed members shall be selected by the Town of Wendell Board of Commissioners with eight (8) voting members representing a good geographic and population cross section of the Town of Wendell, and representative of the various business, professional and service occupational classifications in the town. The Town of Wendell Board of Commissioners will request the nomination of one (1) member of the Wendell Chamber of Commerce member, which shall be a Wendell business that is nominated by the Wendell Chamber of Commerce to serve as an ex-officio non-voting member of the committee that is appointed by the Board of Commissioners. The Wendell Chamber of Commerce member may participate and attend meetings but will serve as a non-voting member of the Economic Development Committee. The Board of Commissioners may, at its discretion, prepare a list of nominees for vacancies that may occur prior to the expiration date of June 30 of each year.

Section 5. Term: Nine (9) appointed members, including the ex-officio shall be selected to serve a two-year term expiring on June 30 of 2015. Member terms will then be staggered following the initial two year-term.

Section 6: Attendance: Any member who is absent for three (3) consecutive meetings without an excuse satisfactory to the full Economic Development Committee shall be deemed to have surrendered his/her membership. Advance written notice of absence is requested when at all possible.

Section 7. Removal: Any member may be removed from the Economic Development Committee with or without cause by a vote of a majority of the Town of Wendell Board of Commissioners. If any members are so removed, new members will be selected by the Town of Wendell Board of Commissioners as provided in Section 5.

Section 8. Vacancies: Any vacancy occurring on the Economic Development Committee shall be filled by appointment by the Town of Wendell Board of Commissioners. The Economic Development

Committee may, at its discretion, prepare a list of nominees for vacancies that may occur and submit to the Board of Commissioners

Section 9. Compensation: All Economic Development Committee members shall serve without compensation for participation on this committee.

#### **ARTICLE IV – Meetings**

Section 1. Regular Meetings: Regular meetings of the Economic Development Committee shall be held at such place as designated in the call of the meeting at the approved date and time of members of the committee and should be accessible to the public. Established workgroups of the Economic Development Committee are anticipated to hold regular bi-weekly meetings.

Section 2. Special Meetings: Special meetings of the Economic Development Committee may be called by, or at the request of, the chairman or shall be called by the Town Clerk at the request of any of the (7) seven voting members. The authorized person or persons call a special meeting may fix any place in the Town of Wendell, North Carolina as the place for holding such meeting.

Section 3. Organizational/Annual Meeting: At the first regular meeting after July 1<sup>st</sup> of each year, the Economic Development Committee shall hold a meeting for the purpose of reassessment of organization, election of officers, and the transaction of other business.

Section 4. Notice of Meetings: Notice of any regular, organizational, or special meeting shall be given at least two (2) days previous thereto by written notice, delivered personally, or four (4) days notice sent by United States Mail, email, or telephone facsimile to each member at his/her address as shown by the records of the Economic Development Committee. If mailed, such notice shall be deemed to be delivered with deposited in the United States Main in a sealed envelope so addressed, with postage thereon prepaid. Notice by facsimile transmission shall be deemed to be delivered upon conclusion of a successful transmission. The business to be transacted at the meeting need not be specified except in the case of a special meeting. The notice of a special meeting shall specifically state the purpose for which the meeting that is called.

Section 5. Quorum. Four (4) voting members shall constitute a quorum for the transaction of business at any meeting of the full Economic Development Committee.

Section 6. Official Meetings: As a “public body” defined by the North Carolina Open Meetings Law (G.S. 143-318.9), the Town of Wendell Economic Development Committee will conduct official meetings in the open at all times except when the public body is considering a topic for which the law specifically authorizes executive sessions. The text of the Open Meeting Law should always be consulted to determine the precise scope of each provision for executive sessions and for procedures regarding the notification of the public and the media of scheduled meetings - regular, special, or annual.

Section 7. Voting: Each appointed member shall be entitled to one vote.

## **ARTICLE V – Officers**

Section 1.     Number:       The officers of the Economic Development Committee shall consist of a Chairperson and Vice chairperson.

Section 2.     Staff Support: Staff from the Planning Department will oversee activities of the Economic Development Committee and provide staff support, coordination and monitoring of progress of activities.

Section 3.     Election and Term: The officers of the Economic Development Committee shall be elected by the voting members. Such elections shall be held at the annual meeting, or as soon thereafter as feasible. The term of office shall be two (2) years with no officer serving more than two consecutive terms. Each officer shall hold office until his/her resignation, removal, retirement, disqualification, or his successor is elected.

Section 4.     Removal:       Any officer elected by the members may be removed by two-thirds (2/3) vote of the non-affected members whenever in their judgment, the best interest of the Economic Development Committee will be served thereby. New officers may be elected at the same meeting to fill the un-expired term of the removed officer.

Section 5.     Vacancies:     A vacancy in any office because of resignation, removal, disqualification, or otherwise, shall be filled by appointment as described in Article III, Section 8 for the un-expired portion of the term.

Section 6.     Chairperson:   The Chairperson shall be selected from the voting members of the Economic Development Committee. The Chairperson shall be the presiding officer at all workgroup meetings. He or she shall set the agenda for all meetings and be informed about items to be discussed. He or she shall open and close all meetings at his discretion and shall call special meetings in accordance with Article III, Section 2. He or she shall maintain order at the meetings and see that all responsible parties to an item on the agenda are heard. Any ruling of either Chairperson may be reversed by a majority vote of the Committee.

Section 7.     Vice Chairperson: The Vice Chairperson shall be selected from the voting members of the Economic Development Committee. The Vice Chairperson shall be the presiding officer of the Economic Development Committee in the absence of the Chairperson. Any ruling of either Vice Chairperson may be reversed by a majority vote of the Economic Development Committee.

Section 8.     Secretary:     The Town Clerk shall serve as secretary to the Economic Development Committee and shall keep accurate records of the proceedings of all meetings. He or she shall read and have approved or amended the minutes of the preceding meeting at all regular meetings of the Economic Development Committee. He shall keep an accurate record of members showing the name, address, telephone/fax number, term of membership, and name of organization. He or she shall keep a record of the attendance of the members in the minutes. He or she shall give all notices required by law and these by-laws.

Section 9.     Staff Support:   Town staff will provide additional staff support as needed or required.

## ARTICLE VI – Committees

Section 1. Standing Workgroups: There shall be two standing workgroups that will work individually to support collective objectives as outlined in the town’s adopted Economic Development Strategic Action Plan. These standing workgroups include the following:

**1) Corporate / Development & Shovel Ready Sites Workgroup:** This will workgroup will interface with work efforts related to major existing and potential development in areas outside of the downtown and the development of shovel ready sites. These strategies encompass, but are not limited to, the following:

### Strategies:

#### **A. Economics of Education:**

- 1) Develop customized information and talking points on the following education and economic characteristics:
  - i. Educational characteristics of town residents.
  - ii. Wendell relationship to educational institutions in the region.
  - iii. Educational institutions in or near Wendell.
  - iv. Relationship between education and real estate values and attraction
- 2) Strengthen ties and better engage educational facilities in better connecting schools with existing and proposed population base.
- 3) Create connections between education facilities in the town and educational programs that would be attractive to Smart Grid companies.
- 4) Create ongoing partnerships to build educational activities to fill storefronts and attract pedestrian foot traffic to downtown.
- 5) Build business retention strategies through education.

#### **B. Implement Strong Marketing Partnerships with Wake County Economic Development Department:**

- 1) Identify regular marketing opportunities with the Wake County Economic Development office.
- 2) Identify process and timetable that would be needed to help market shovel-ready sites in Wendell for Smart Grid companies or other developer prospects.
- 3) Identify and assemble information of interest on Wendell to prospective developers that are easily accessible for marketing promotional materials, webpage development, meetings, etc. by the Wake County Economic Development office and others.

#### **C. Wendell Falls Development:**

- 1) Follow-up and monitor progress to initiate the Wendell Falls development project. Discuss with Redus future opportunities for cross promotion and marketing opportunities with the Town and/or major employers (i.e. Siemens, etc.).
- 2) Conduct discussions with Redus on how to partner development impacts with economic development opportunities in the downtown and/or with housing employees of major existing or future potential employers within the town.

- 3) Identify the current status of a potential hospital at Wendell Falls in the future.
- 4) Identify shovel-ready sites near Wendell Falls for possible development of a hospital or medical facilities or offices.

**D. *Shovel Ready Sites:*** Work efforts related to development of shovel ready sites and large development projects will include these strategies, but are not limited to, the following:

- A. A shovel ready site listing will be developed to assist the Town of Wendell in strategic planning efforts related to economic development attraction and retention efforts.
- B. Identify and assemble at least one or two shovel-ready sites as defined below that would be of interest to Smart Grid technology companies or major developers. Explore potential shovel-ready site locations in or near the Wendell Falls development location in the future.
- C. Create an expanded list of up to a dozen potential shovel-ready sites as defined below that would be of interest to multiple types of businesses.

**2) Town Branding & Downtown Workgroup:** This workgroup will interface with work efforts related to enhancing economic development efforts related to the redesign of the town webpage, wayfinding signage program, appearance efforts, cell tower utility access and attraction and retention efforts for in or near the downtown area. The strategies noted below will encompass, but are not limited to, the following:

**A. *Branding Smart Grid – Friendly:***

- 1) Create one or two potential shovel-ready sites to be marketed to Smart Grid companies in the future with the assistance of Wake County Economic Development.
- 2) Host a Town of Wendell Open House/Tour to prospective Smart Grid technology companies once shovel ready sites information is available and assembled. This will serve as an opportunity to engage potential companies to locate in the Town of Wendell.
- 3) Create a presence on the Town of Wendell webpage that would be tailored to meeting information and corporate/office relocation needs of Smart Grid technology companies researching communities and development opportunities in the United States. This Smart Grid friendly Town of Wendell webpage could be developed as a free-standing website that is supported through efforts with Wake County Economic Development, the Wendell Chamber of Commerce, and existing businesses, Wells Fargo or other resource entities.
- 4) Build relationships with Smart Grid companies and encourage relocation to Wendell.

**B. *Creation of New Town of Wendell Webpage:***

- 1) Select a webpage designer to create a new Town of Wendell webpage. This should be a priority project for the Town with development and completion conducted in the very near future.
- 2) Develop a new Town webpage that entails specific focus content information related to economic development, Wendell quality of life attributes, and information of interest to

prospective developers (i.e. demographics, maps, development processes, contacts, etc.)

- 3) Conduct a major review of the Town webpage every 18-24 months to stay abreast of current trends and informational needs with various projects and town needs.

**C. *Community Engagement to Attract and Retain Existing Businesses:***

- 1) Town Manager's Office and Planning Department will engage in roundtable discussions with the Wendell Chamber of Commerce, major employers, and local businesses to keep them abreast and engaged in future economic development initiatives and explore strategies to help promote economic development attraction and retention efforts.
- 2) Town Manager Office and Planning Department will hold continuing discussions with Siemens and Wells Fargo Bank representatives to keep them engaged with future economic development opportunities that may exist for them to partner, promote or expand economic development efforts.

**D. *Create Tailored Economic Development Incentive Packages:***

- 1) Conduct a roundtable discussion with existing and prospective businesses to identify their needs related to location and expansion in the Town of Wendell. Identify strengths and weaknesses that would be infused into short and long term economic development outreach. Identify potential barriers and possible strategies to increase retention, expansion and attraction for businesses.
- 2) Explore establishment of an Enterprise Zone / Overlay District in strategic areas of Wendell to foster economic development initiatives and entice development:
  - i. Research rebate implementation options for major developers.
  - ii. Research rebate implementation options for businesses.
  - iii. Explore successful enterprise zone/overlay districts near interchanges for expansion to downtown Wendell.

**E. *Housing Stock Diversification:***

- 1) Develop a water/sewer allocation policy for the Town of Wendell that helps guide future development.
- 2) Encourage development of policies that encourages housing stock diversity and product types in the market to encourage economic investment.
- 3) Align business development incentives with zoning to encourage a mix of housing stock diversity.
- 4) Meet with local industries to determine housing needs and types for prospective employees.

Section 2. Updates to Economic Development Committee: The two workgroups of the Economic Development Committee shall be required to provide quarterly updates to the full Board of Commissioners at a regular Board of Commissioners Meeting.

Section 3. Public Communications: Public communications and updates regarding the Economic Development Committee will be placed on the town website and in other communication mechanisms used by the committee or the Town of Wendell.

Section 4. Special Committees: The Chairperson from time to time may appoint members to Special Committees. These Special Committees shall have a specific purpose and timeframe in which to act. The purpose and time frame of actions shall be recorded in the minutes of the Economic Development Committee.

#### **ARTICLE VII – Budget**

Section 1. Budget: The Economic Development Committee shall have the ability to make recommendations to the Town Board of Commissioners on the use of funds available through the Town of Wendell Economic Development budget with respect to implementation of the Economic Development Strategic Plan. The Town of Wendell Board of Commissioners shall make all final decisions on any appropriation decisions on the Economic Development budget.

Section 2. Contributions to Committee: The Economic Development Committee is authorized to accept contributions from private agencies, foundations, organizations, individuals, the state or federal government or any other sources in addition to other funds which may be appropriated by the Town Board of Commissioners. All contributions received by the Economic Development Committee shall be turned over immediately to the Finance Officer of the town for deposit and duly authorized disbursement.

#### **ARTICLE VIII – Amendments**

Any proposed amendments to these by-laws shall be presented only at a regular meeting of the Economic Development Committee. No action may be taken on amendments until the next regular meeting of the Economic Development Committee after presentation of the proposed amendments. All proposed amendments must be presented to the Town of Wendell Board of Commissioners for final adoption.

#### **ARTICLE IX – Adoption**

These by-laws become effective immediately upon adoption by the Town of Wendell Board of Commissioners.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by the Town of Wendell Board of Commissioners.

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Mayor

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Town Clerk