

TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
Mid-Year Retreat
September 20, 2016

The Wendell Town Board of Commissioners held their Mid-Year Retreat Meeting on Tuesday, September 20, 2016, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: John Boyette, David Myrick, Jason Joyner, and Ben Carroll.

STAFF PRESENT: Town Manager Teresa Piner, Special Assistant to the Manager-Town Clerk Sherry Scoggins, Finance Director Butch Kay, Planning Director David Bergmark, Parks & Recreation Director Jeff Polaski, IT Administrator Tamah Hughes, Police Chief Bill Carter, and Public Works Director Alton Bryant.

CALL TO ORDER:

Mayor Gray called the meeting to order at 3:04 p.m.

1. Approval of the Agenda

ACTION

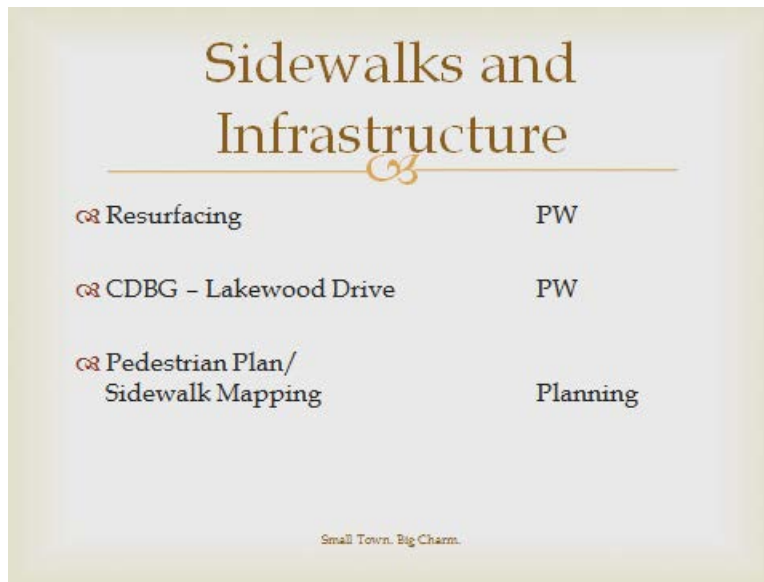
Mover: Mayor Pro Tem Lutz moved to approve the agenda as presented.

Vote: Unanimous.

2. Focus Areas
 - A. Sidewalks and Infrastructure
 - B. Staffing
 - C. Communications



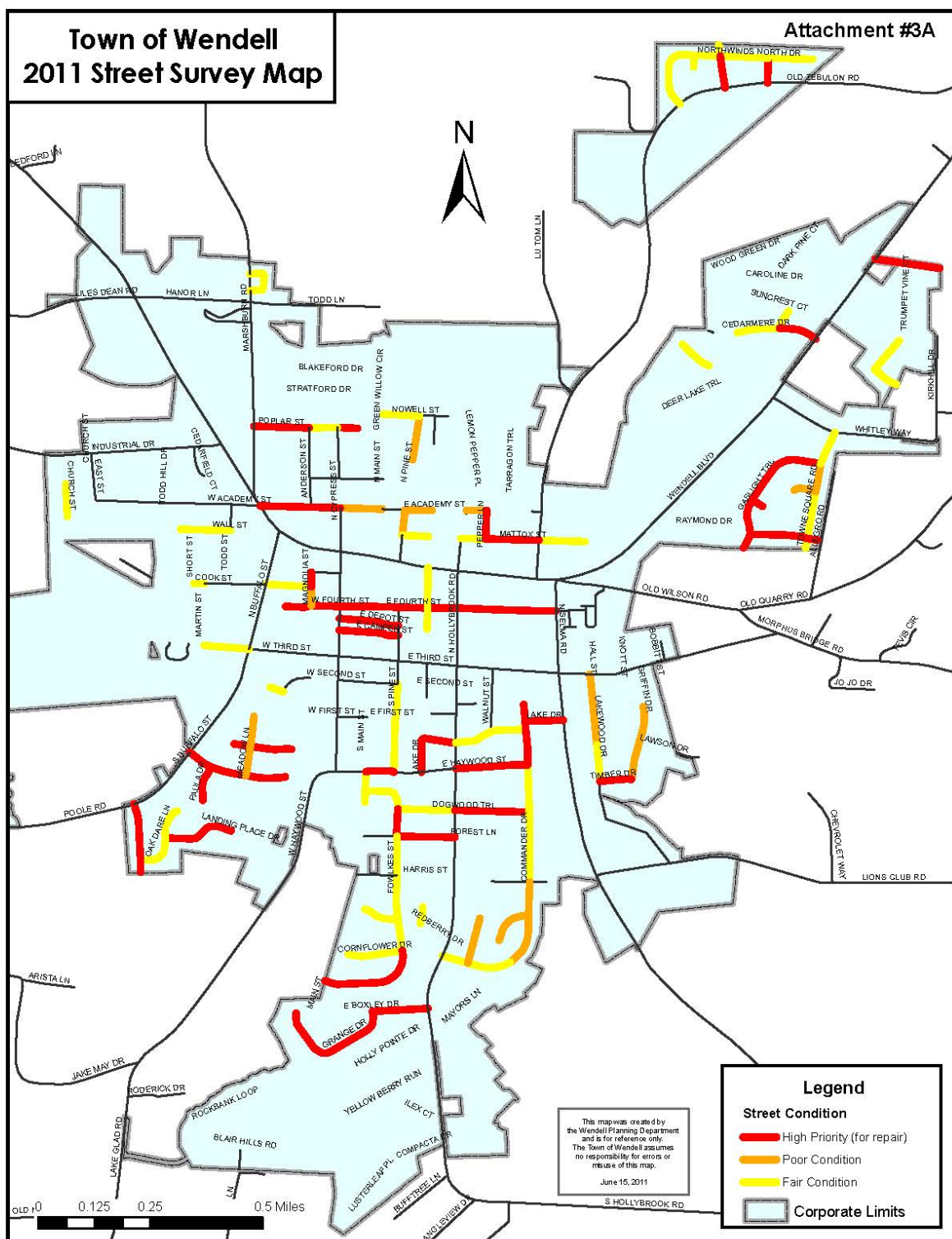
Town Manager Piner stated the 2016 Retreat Notes from the facilitator are available and the notes were used to prepare the 2016 Mid-Year Retreat agenda.



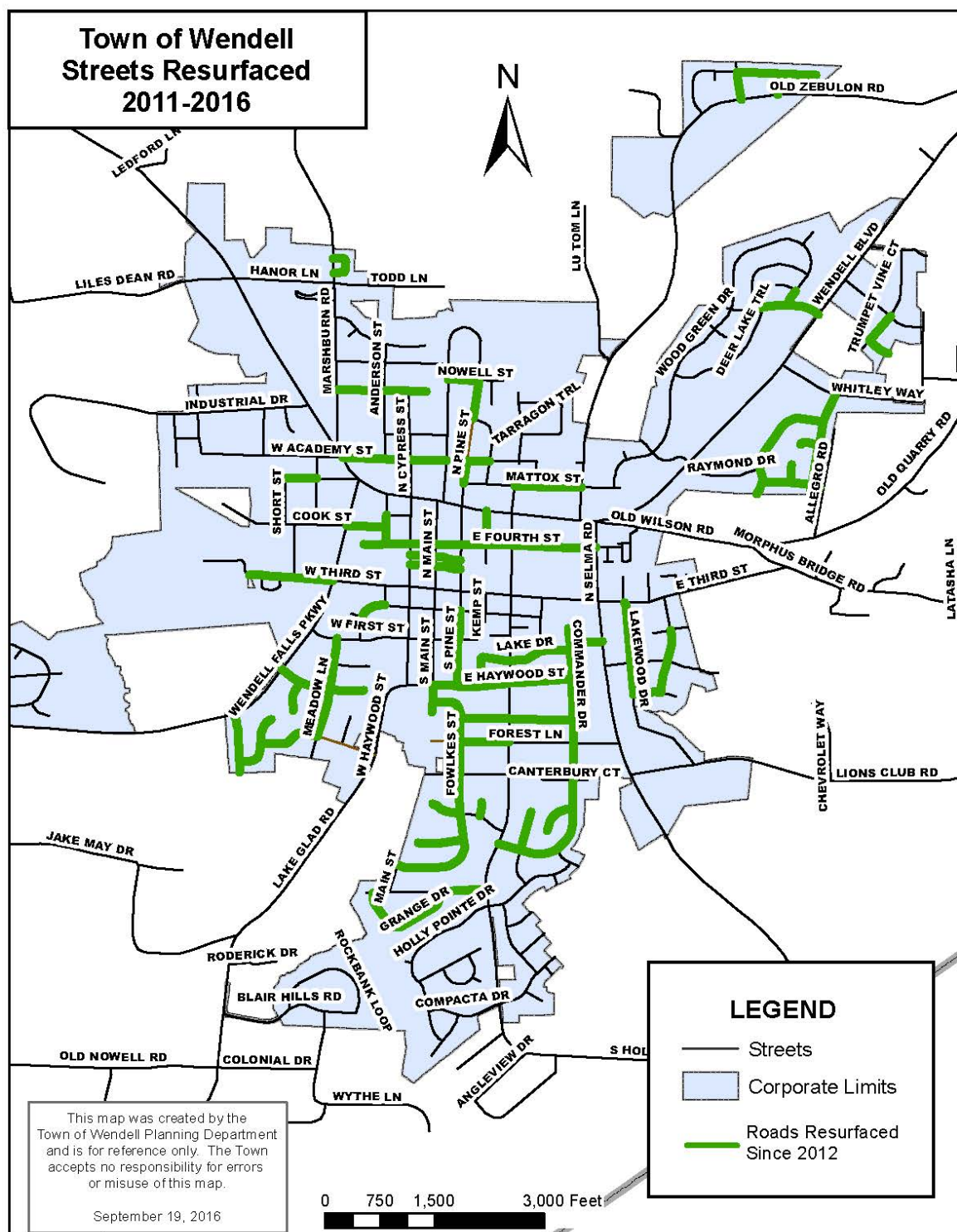
Public Works Director Alton Bryant provided an overview of street resurfacing; handouts incorporated into the minutes:

- 2011 Street Survey Map [before]
- 2011-2016 Streets Resurfaced [after]

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Public Works Director Bryant stated the above handout highlights the areas with streets in need of attention.



Public Works Director Bryant stated the above is a summary to date of three resurfacing projects since 2012. This almost completes the 2011 map. Not depicted are the unpaved roads that have since been paved; for example, Anderson Street and the future Lakewood Drive project. Town

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has 27 miles of paved streets in-town; of the 27 miles, 10.32 miles have been paved. Cost of the paving activity to date is \$1.8 million dollars.

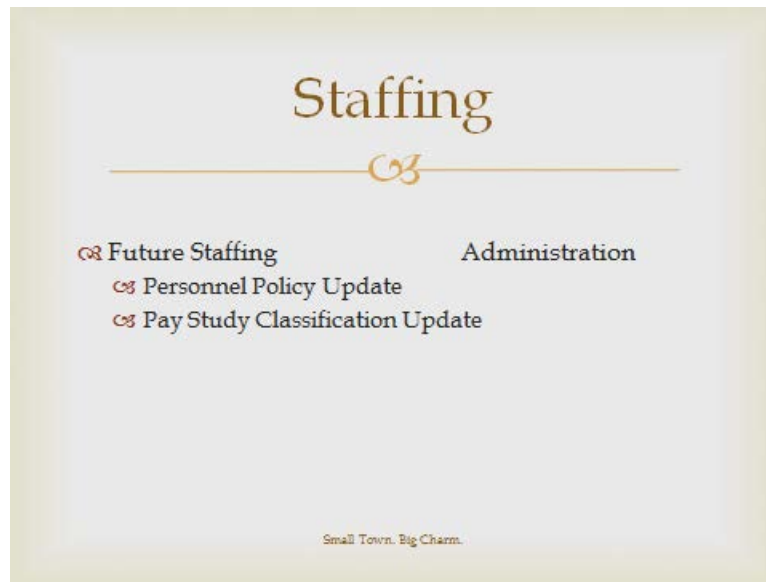
Based on question by the Board, Public Works Director Bryant stated the estimated completion date for the Lakewood Drive project is April 2017.

Public Works Director Alton Bryant stated the Lakewood Drive project would pave a street that is presently not paved. The CDBG project is a public partnership between the Town of Wendell, City of Raleigh, and Wake County. The project includes a water main improvement as well as curb, gutter, drainage improvements and paving of the street. The contractor is Triangle Grading and Paving and the contractor will have 90 days to complete the water portion of the project and 180 days after the water project to complete the roadway and drainage work. Until the certified survey is performed, the road right-of-way is a work in progress.

Based on question by the Board about the road right-of-way, Public Works Director Bryant stated the narrow areas will be improved to a two-lane road. Work will be performed within the existing right-of-way. Public meetings were held and property owners and some residents came in with questions.



Planning Director David Bergmark provided an overview of the Pedestrian Plan / sidewalk mapping. The grant received from NCDOT for the Town to perform a Pedestrian Plan was \$32,000 and the Town's share was \$6,400. Point of plan was to evaluate current sidewalk inventory and current policies for pedestrian facilities as well as look at how to prioritize improvements to the plan. There are two working papers. The first is background material and inventory and suggestions on what to do prior to making recommendations. The second is the final document with the actual plan recommendations. The Town can use the plan to prioritize projects and it allows the option to pursue grant opportunities only available if the Town has a plan. Project is estimated for completion spring 2017.



Town Manager Teresa Piner provided an update on staffing. Engineering firms are available to share how much square footage is needed and the facility needs for a set number of employees. It is difficult to find a group to assist with projecting staffing needs. There is an available company and it would have a cost and would need to be a future budget item. As far as number of employees to population, the Town is not below or high. Staff will continue working on this request.

Town Manager Piner stated due to growth and demographic changes, duties for employees are changing. The Town requested Randall Billings assist with a job classification and pay study. To keep costs to a minimum, staff will do some of the work and Mr. Billings will review. Explore options such as part-time and contract for efficiencies for the Town. The goal is to have the job classification and pay study completed by the end of the year so information may be shared at the January Retreat.

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IT Administrator Tamah Hughes provided the following Communications update:

- Over haul of Town's home page of website
 - Swoosh in middle removed to give more real estate in the middle of the page
 - Green bar refreshed to include buttons that were buried at the bottom
 - Alert feature added
- Restructure and streamline of internal pages for the following departments:
 - Parks and Recreation – restructured to focus on what is current and requested
 - Public Works – work in project
 - Planning – future project
- Classes offered to Town employees
 - Cyber Security Awareness and Email Etiquette
 - Social Media Training
 - Twitter and Instagram Workshop
 - Electronic Records
- Social media success
 - Very successful with Facebook
 - Jury Galli and July 4th Celebration
 - 2015 Treat Trail
 - Tobacco Worm Blog
 - Working on a Communications Policy
- Board room updates
 - 13 new pieces of equipment

Town Manager Piner stated the Wendell App is popular during events and wants to promote that it can be used outside events.

Commissioner Joyner questioned if there is a way to get input. His neighbor showed him the Wendell App and that something was completed. He questioned is there a way that when the Tell Wendell App is completed that it notifies the requestor by email. IT Director Hughes stated

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public works stays on top of requests. She asked if information about specific requests could be shared it would assist in her research.

Mayor Gray questioned if an app for the schools will be on Tell Wendell. Town Manager Piner stated information from the schools was requested and staff is awaiting follow-up. The page may be made active based on the information received.

IT Administrator Hughes asked if the App is easy to use. Commissioner Joyner stated he sees the list and it's a tool to talk with the citizens.

Commissioner Joyner questioned if there is an opportunity for public comment. He heard from citizens that were unaware of the Planning Board meeting. He added that some citizens are not willing to speak into the microphone.

IT Administrator Hughes stated the Town shares ways to connect to the Tell Wendell App.

Mayor Gray would like that included for the schools so that parents would be directed to the Tell Wendell App to read about Town of Wendell events.

Planning Director Bergmark questioned if the agenda for Planning Board could be posted on Facebook since there are no public hearings for the Planning Board. Town Manager Piner stated as long as the placement on Facebook is consistent.

The Board questioned if the Planning Board meeting notice is on the electronic message board. Town Manager Piner stated no.

Planning Director Bergmark stated the Planning Department sends out notices after the Planning Board meeting and before the Town Board's public hearing.

Commissioner Joyner stated in a connected world, most of his clients use Facebook and the website is validation that the company is real. He stated communication is in the social world. He would like this added to the check list.

Mayor Gray questioned if she shared the Planning Board agenda would be available the Wednesday prior to the meeting on the website is acceptable. Planning Director Bergmark stated yes.

Commissioner Joyner questioned if there was progress on receiving citizen comments online. Assistant to the Manager Scoggins stated depending on the public hearing, people may have to be present to speak. The budget hearing was ideal as it was posted on Facebook, Twitter, Instagram, website, electronic message board, email, and phone and the Town received comment from one person during the public hearing.

Commissioner Joyner questioned if comments could be solicited on line. The question is do we want to use on-line. Town Manager Piner stated some of the confusion that may come in from the public is that hearing requirements vary based upon state statute. The Town needs to be

consistent in which ones allow for citizen input.

Mayor Pro Tem Lutz questioned if there is a way to allow citizens to talk amongst themselves and a way for the Board to tap into that discussion, such as the budget and the transportation plan.

Commissioner Joyner stated he would like for the Town to be proactive in putting out an agenda for upcoming meetings.

Commissioner Boyette shared “Nextdoor” is a geographic app being used by some of the area neighborhoods.

Parks and Recreation Director Jeff Polaski provided the following Communications update:

- Update of Parks and Recreation web pages
- Social Media
 - Facebook
 - Instagram
- Wendell Buzz
 - Reaching 600 people
 - Posting on Facebook
- Lobby monitors scrolling park events and programs
- Customer Service Representative available to assist citizens with registrations and rentals
- Wi-Fi in the community center

Special Assistant to the Manager Sherry Scoggins provided the following Communications update:

- Updated Town forms
 - Minor Street Closing
 - Sound Device Permit
 - PR Special Events-Tournament Application
 - PR Facility Rental Policies and Procedures
 - PR Facility Rental Application
 - PR Waiver of Rental Fees Applications
- Presently working on an application form for PR for the Woman’s Club and/or Town Square space

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Special Assistant to the Manager Sherry Scoggins stated the Town's is registered with the North Carolina Secretary of State Office. This is the Town's logo, intended for Town use for the next 10 years.



Town Manager Teresa Piner stated the town is working closely with the [visit Raleigh](#) staff as some of the Town information on the [visit Raleigh](#) site was stale.

Town Manager Teresa Piner stated staff is working with East Wake TV on a video of the Town of Wendell. The video can be posted on the website and social media and available to other marketing opportunities, such as [visit Raleigh](#). East Wake TV talked about the Town's branding and how the "W" is known. Wendell is creating an identity.



Town Manager Piner stated the Tobacco Worm has exploded as a marketing tool for the Town

and is on multiple websites.

Planning Director David Bergmark stated the worm stands out. The Appearance Commission is researching ways to take advantage of the worm, such as statues for public art. The idea of the worm as a float is interesting. Planner Reidy is researching options and costs for the public art.

Commissioner David Myrick suggested the local distillery making a batch of tequila with tobacco worms.

Planning Director David Bergmark stated the article about the Tobacco Worm was picked up by a dozen or more newspapers.

IT Administrator Tamah Hughes stated the Tobacco Worm was picked up by 37 different outlets.

Town Manager Piner stated the article in the N&O was about a third of a page and exceeded the Town's budget for advertising.

Commissioner Myrick asked if the Town has a good relationship with the Chamber. He added there are a number of downtown businesses working hard at marketing.

IT Administrator Hughes stated the Town created a page on the Wendell App for the Chamber at the Chamber's request. The Chamber did not have a person to keep the page updated.

Town Manager Piner stated there are areas to tie in together more, such as the Business After Hours as businesses are looking for a way to get the word out. The Town needs an avenue to bring people in, such as *visit Raleigh*. The Town and Chamber are meeting with the staff of the Greater Raleigh Convention and Visitors Bureau this week.

3. Additional Topics



Town Manager Teresa Piner provided an overview of the additional topics.

Mayor Gray requested additional information on the Wake County Transit Plan. Town Manager Teresa Piner stated the current [bus] route would continue and may pick up an additional stop at Wendell Falls and more frequency. Has received requests for a circulator for local stops and that may require investment by the Town. The Town may see expanded bus service if the Transportation Bond passes.

Planning Director David Bergmark stated the details have not been finalized. The opportunity is for matched dollars if the Town wants to do a circulator route.

Mayor Pro Tem Lutz questioned if the Transportation Bond passes in November, will the Town be required to invest. Planning Director David Bergmark stated there is not a planned increase in frequency in the service.

Mayor Pro Tem Lutz questioned what the Town would be looking at for its investment. Town Manager Piner stated that depends on what the Town sees as a need. She is hearing the need for transportation from the doctor office or grocery store.

Mayor Pro Tem Lutz was approached about the desire to use the bus, but it is not doable because of the hours. Town Manager Piner stated she would like to see a mid-day service added at no additional cost.

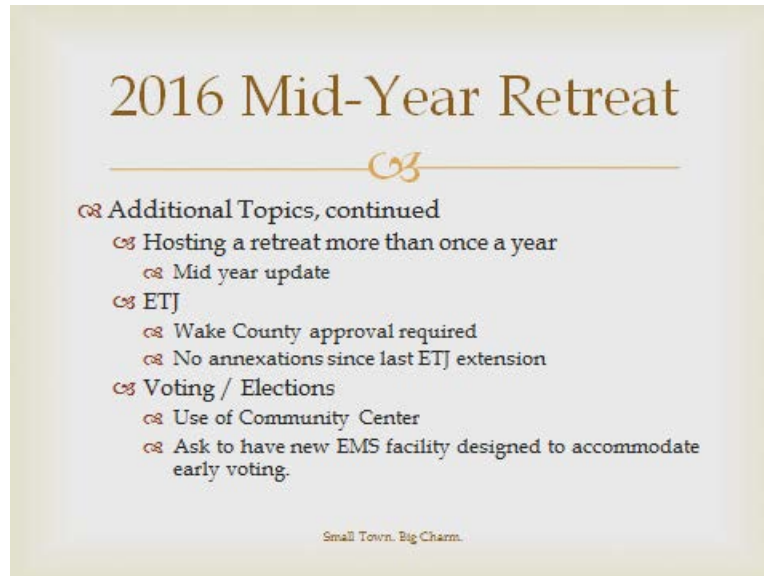
Planning Director David Bergmark stated the Town is not being treated any differently as the other outlying communities. The focus is the peak service.

Mayor Pro Tem Lutz questioned if there will be figures available for the Transportation Bond. Planning Director Bergmark stated it is unknown when that level of detail will be available. He will ask if there is a schedule.

Planning Director Bergmark stated the Town is awaiting the final site plan approval for the Convenience Center.

Mayor Gray questioned the speed limit on Wendell Boulevard. Town Manager Piner stated the Town asked to raise the speed limit to 45 and NCDOT is amenable to the request. Turn lanes are slated for the Convenience Center and may make it better.

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Town Manager Piner stated the need for a Mid-Year Retreat can be evaluated at the 2017 Retreat.

Town Manager Piner shared the State Legislature is studying moving municipal elections to even numbered years.

The Board recessed at 4:35 p.m. Mayor Gray called the meeting back to order at 4:54 p.m.

4. Department Initiatives



Finance Director Butch Kay provided the following overview:

- Restructure of front office
 - Elizabeth Jones is serving as the town's Customer Service Representative

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- First Quarter update; handout incorporated into the minutes
- Audit
 - Performed last week
 - Auditor to come in the first week in November for presentation to the Board
- Software update
 - Transitioning to Edmonds from Logics
 - Go live date is estimated as March 2017
- Revenue/Tax Cycle

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Town Of Wendell
Quarterly Finance Report

Fiscal Year 2016-2017

Object of Expenditure	Number	Current Year		
		Budget FY 2016-2017	Expenses Through September	Percent Spent
Governing Body	10-410	\$74,200	\$13,397	18%
Administration	10-420	\$576,575	\$117,844	20%
Information Technology	10-430	\$115,738	\$24,280	21%
Economic Development	10-450	\$600	\$2,538	423%
Community Development/Planning	10-490	\$306,970	\$63,005	21%
Public Buildings & Grounds	10-500	\$188,555	\$68,266	36%
Police - Law Enforcement	10-510	\$1,325,143	\$335,159	25%
Fire Services	10-530	\$4,610	-\$754	-16%
Public Works	10-560	\$1,026,024	\$196,051	19%
Powell Bill	10-570	\$171,000	\$851,927	498%
Parks & Recreation	10-620	\$600,995	\$143,283	24%
Non-Departmental	10-660	\$659,925	\$304,722	46%
Special Appropriation	10-690	\$1,000	\$1,000	100%
TOTALS		\$5,051,335	\$2,120,717	42%

Summary of Revenues - Budgeted to Received

Total Revenue Budgeted	\$5,051,335
Total Revenue Received	\$1,702,475
Percentage of Received vs. Budgeted	34%

Planning Director David Bergmark provided the following overview:

- Overall Devp Projects
 - As of a week ago, 152 single family dwelling permits pulled for this calendar year
 - 98 for Wendell Falls
 - For comparison, in 2015 189 permits
 - Improvement value for all permits issued through the end of August is just shy of \$29 million dollars
 - When applying the Town's tax rate, the amount is \$140,000
 - Not immediately realized
 - Improvement value is the cost to build, not the tax appraised value
 - Hypothetically, the amount is higher and is delayed and staggered for receipt
 - Wendell Falls
 - SF1, 2, and 3
 - SF 13 is an additional 196 family lots
 - SF 14 and 15 goes along Martin Pond Road and has 349 lots both single family and townhouse with a second open space amenity with three acres
 - Submitted preliminary plan for AQ1 which is the age qualified area on the north side of Wendell Falls Parkway with 314 single family lots
 - Submitted NB1 which is up Wendell Falls Parkway closer to the interchange and west of SF 1, 2, and 3 with 71 townhouse lots and 2 commercial lots
 - Market Place North is 7 commercial lots along Taylor Road extension
 - Gateway Medical is 6 commercial lots and there is a preliminary plan approved along Wendell Valley Boulevard.
 - One sketch plan is for a 30,000 sq ft medical building
 - Edgemont Phase II
 - 150 lots added
 - Planning Board approved the final development plan at its Monday night meeting
 - Infrastructure construction could start as early as October
 - Grove of Deerfield, Ph 3 & 4
 - 57 more lots
 - Annexation petition submitted
 - Preliminary plan submitted and working on construction drawings
 - Olde Wendell Phase 3
 - 10 lots at the entrance
 - Lots to be platted this fall
 - Old Oak Construction Office
 - Underway with renovations
 - Septic in process
 - Greater Jurisdictional Church of God in Christ
 - Conditional District approved
 - Awaiting final development plans
 - Chart House Industrial Park
 - Preparing final development plans for a portion behind Knott Square

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- Wendell Boulevard EMS Station
 - Site plan approved
 - Awaiting right-of-way dedication plat and building permit submittal
- Wendell Landscape Supply [Marshburn Road]
 - Site plan addition completed
- Impact of development on all departments
- Building permit update
- Improvement Value
- Appearance Committee
 - Very involved in the Tobacco Worm project
 - Involved in fund raising projects
 - Murals
 - Wendell merchandise such as the depot mural being a puzzle

Planning Director David Bergmark added Town services are provided before the realization of revenue – police, public works, finance, planning, etc. An active Homeowners Association [HOA] helps.

Town Manager Piner stated a healthy sign of the economy is new lots being developed. Staff researched options for part-time assistance with planning as the development continues.

Commissioner Joyner questioned the sidewalk piece of development as he would like a payment in lieu of for sidewalk established. Planning Director Bergmark stated developers have the option to request a fee in lieu and the Board has final authority to approve.

Commissioner Joyner questioned when a developer does the fee in lieu, how quickly does the Town spend the money. Town Manager Piner stated it can be done fairly quickly. The current priority is to fix the damaged sidewalk, make connections, and then install new.

Mayor Gray stated she is hearing to take the fee in lieu funds to another spot and pour the concrete and make connections.

Commissioner Joyner does not want to use the payment in lieu of to fix what is already broken. He wants to put new sidewalk down. Town is charged with repairing what we have. Town Manager Piner stated the Town could do that as a policy.

Commissioner Joyner sees the sidewalk as making strides.

Mayor Gray questioned if he would like to see on the agenda.

Commissioner Joyner stated yes. He wants to push connectivity.

Commissioner Carroll would like staff to recommend a process.

Mayor Gray stated the fee-in-lieu needs to be enough to pay for sidewalk.

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Commissioner Joyner stated there needs to be agreement that the price of the sidewalk is fair. Planning Director Bergmark stated the developer provides an estimate and the Town engineer reviews for reasonableness. Mr. Bergmark said one advantage of not spending the sidewalk funds immediately is that you could collect funds and use it as the Town's match for a larger project through the Locally Administered Projects Program (LAPP).

Commissioner Joyner does not wish to create a fee-in-lieu pot. Wants to make the Town spend the money.

Commissioner Boyette questioned who is responsible for repairing damaged sidewalk. Town Manager Piner stated if it is typical wear and tear or tree root damage then the Town takes care of it. Other jurisdictions do charge the homeowner per foot where the sidewalk is damaged or the party that damaged the sidewalk if identified. This may be something to look at in order to repair damaged sidewalks. Have not assessed property owners in the past.

Commissioner Boyette stated his concern with the fee in lieu is it becomes subjective. The landscaping place on Marshburn Road is shown on the Transportation Plan with Marshburn Road corridor as a next big growth area. Hard to look at a space and state nothing will happen here. He agreed with the decision for Olde Wendell because of the topography and there is sidewalk on the other side of the road. Does not like fee in lieu because historically the money has been spent elsewhere.

Mayor Gray stated if the money is earmarked and the Board changes, the use for the money could change and that is a concern. Likes the idea of doing it sooner rather than later.

Commissioner Boyette stated he would like to see projects with prices attached and are ready to go.

Mayor Gray stated it would not take long to figure out the optimum place to place a sidewalk.

Commissioner Boyette cannot think of too many places that would not require sidewalk. It was easier with the building of the sidewalk.

Mayor Gray stated she sees the value in what Commissioner Joyner is saying.

Commissioner Joyner stated the Town is holding people to a standard for sidewalks. He would like to see [sidewalk] connections.

Commissioner Boyette stated he made that argument for Olde Wendell that if there is fee in lieu for the Town to build sidewalk.

Town Manager Piner stated a policy with criteria for sidewalks can be drafted. Consideration would be given to topographical and distance from other sidewalk.

Commissioner Joyner stated the Town has a pedestrian plan and there are people who are interested.

Mayor Pro Tem Lutz stated it would be good to know prices.

Commissioner Boyette stated there are undeveloped properties along Wendell Boulevard in between where the EMS is going and the dentist office. If the Town paid to put in sidewalk along that section all the way to Academy Street.

Mayor Gray stated they get the benefit of the Town paying for the sidewalk.

Commissioner Boyette questioned if the Town charges them.

Town Manager Piner stated that has not been done in the past. That would be like an impact fee after the fact and it would be difficult to collect.

Mayor Gray stated it may make it appealing for someone to develop.

Town Manager Piner stated this item can be on the October work session agenda for review. Staff can review the Raleigh policy and a process.

Commissioner Joyner requested to separate the two. His concern is the payment in lieu of fees and he does not want the spin to be a backfill people with sidewalks damaged by trees.

Parks and Recreation Director Jeff Polaski provided the following overview:

- Staffing
 - Special Populations/track out/maintenance
 - Track out is 12 weeks of time
 - Senior and special population are currently underserved
- Facility Needs:
 - More neighborhood parks/open space
 - Could be on property the Town currently owns
 - Future athletic park
 - Purchase of additional property for active recreation
 - Suggested the two houses and the trailer park at the entrance to the park could be active space and bathroom facilities.
 - Restroom Facilities at Wendell Park and Carver
 - Community Center
 - Community Center improvement and updates

Town Manager Piner stated temporary part-time workers are hired to assist with grass mowing.

Parks and Recreation Director Polaski stated that with additional recreation facilities is the need for additional staff to maintain.

Based on question by the Board, Polaski stated the department has equipment to take care of fields.

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Based on question by the Board, Town Manager Piner stated staff is in communications with the Town Attorney as to whether or not trailers can be moved and replaced.

Based on question by the Board, Town Manager Piner stated the public hearing scheduled for October 12 is for the owner, tenant and the adjoining neighbors for a minimum housing case. Planning Director Bergmark stated this is during the day and is open to the public.

Town Board and staff discussed manufactured housing and manufactured housing parks.

Mayor Pro Tem Lutz questioned if Phillip Smith is unavailable when track out is in session. Parks and Recreation Director Polaski stated for three or four times a year for a month at a time Mr. Smith is focused on track out.

Mayor Pro Tem Lutz questioned why Wendell Elementary is not used as an auxiliary gym. Parks and Recreation Director Polaski stated it was the amount of time for set up and take down.

Town Manager Piner questioned if follow-up was made with Central Baptist Church on the use of the gymnasium. Parks and Recreation Director Polaski stated Paul White offered the option to use the gym of his church.

Commissioner Joyner stated Central Baptist Church has land behind the church slated for fields. The church is figuring out its sewerage and seemed amenable to partnering.

Parks and Recreation Director Polaski stated he researched use of the middle school softball field. He stated the lack of lights makes it a practice field.

Town Manager Piner stated the Town received an estimate of \$90,000 to install lights on the field that presently does not have lights.

Parks and Recreation Director Polaski stated this year the Town is losing travel softball tournaments revenue because Carver only has the port-o-johns. Based on question by the Board, Parks and Recreation Director Polaski stated the Town loses about \$600 a weekend when Carver is not used for the tournaments. To date, seven tournament weekends did not include Carver.

Parks and Recreation Director Polaski stated since the repair of the line at the Wendell Community Park outdoor bathrooms, the bathrooms have functioned properly. He noticed the preference is for persons to use the Community Center bathroom facilities.

Town Board and staff discussed the outside bathroom facilities and securing the bathroom facilities at the park at sunset at Wendell Community Park.

Parks and Recreation Director Polaski stated the Wendell Community Center is 16 years old and is showing its age, especially the windows.

Based on question by the Board, Parks and Recreation Director Polaski stated the cost of the permanently mounted basketball goals is \$20,000.

Public Works Director Alton Brant provided the following overview:

- Todd Street Storm Drainage Project
 - The project includes removal and replacement of approximately 740 feet of storm drainage pipe
 - Bids were received in March 2016
 - Met with utilities in April 2016 (Duke Energy, Time Warner Cable and AT&T). All utilities must be relocated prior to the contractor's site work as all are in the middle of the work zone
 - Duke Energy is scheduled to start pole relocations the week of September 19th. Work by other utilities will follow. Relocations are expected to take four to six weeks.
 - The storm drainage work is projected to start at the end of October or the beginning of November.
- Public Works Building
 - Steel materials for the 60'X40' building is on site
 - Permit is in process
 - The contractor (Curtis Dean Construction) has begun submittals to obtain construction permits
 - Site work is projected to start in three to four weeks
- Housing Construction and New Residents
 - Noticeable increase in the construction of new homes in multiple subdivisions
 - Calls requesting driveway and sidewalk inspections are increasing
 - Yard waste collections in the Wendell Falls subdivision are being performed manually and smaller pick-up trucks. Congestion of construction vehicles and equipment prohibits the use normal equipment for collections.
- City of Raleigh Water Main Replacement – Schedule of work
 - Completion of design for water main replacement and sewer work – December 2016
 - Permitting – February 2017
 - Working through concerns of easements in the Downtown area and alleyways
 - If the easements are resolved, can bid project in June 2017
 - Completion date of March 2018

Town Manager Piner stated the City of Raleigh is aware that the Town of Wendell would like to expedite the schedule if possible. Staff has been in contact with Beer and Wine 101 for tapping into the water main on Main Street. Wine 101 has expressed an interest in expanding its business in 2017 and to do so would require a sprinkler system.

Town Board and staff discussed the availability of water on Main Street and the alleyway.

Public Works Director Bryant added a large portion of justification for the water is to also loop the line which also increases the flow capacity.

Mayor Pro Tem Lutz questioned if outlets are good for the Harvest Festival. Public Works Director Bryant stated yes and eight new receptacles have been added to Third Street from

Cypress to Baugh Streets.

Police Chief Bill Carter provided the following overview:

- Hiring New Officer (Funding available for 1/2 year)
 - Post opening in late September
 - Post Town's website
 - Advertise in Eastern Wake News
 - Advertise with the NCLM
 - Post with the Employment Security Commission
 - Post with the justice academy
 - Anticipate hiring mid-to-late January
- Handgun/Personal equipment Replacement
 - Committee is in final stages of equipment review.
 - Detailed report will be presented to Chief for review and analysis.
 - Budget will be established.
 - Based on recommendations, funding will be pursued through Governor's Crime Commission. Unknown if there will be any match requirement.
 - Grant process will begin in late 2016 with submission deadline January 31, 2017.
 - If approved, funds available no earlier than July 2017.
- Wendell Falls Satellite Station
 - Have completed programming questionnaire regarding space needs
 - ADW Architects completed preliminary program for entire facility
 - Preliminary program recently received and reviewed.
 - 2000 square feet of work space
 - Shared areas include 72 seat classroom
 - Cost and method of payment not yet determined
 - Next meeting with architects later this week

Town Manager Piner stated these are big ticket items for the police department for the upcoming budget.

Information Technology Administrator Tamah Hughes provided the following overview:

- Web Camera
 - Work in progress
- Server Room
 - Changes needed for a sustainable environment
 - Dust & Heat
- Audit Network Review – Security Training
- Intern from East Wake High School
 - Good opportunity for student to gain experience in the industry
- Wi-Fi Expansion at the Park.
 - Cost for equipment to expand from the community center to the park is \$2,000
 - Believes one access at the point will suffice
 - One access point covers 350 to 500 people
- File Share – Citrix accessing files and systems - document management

5. Board Initiatives



Town Manager Piner stated elections for next year is a cost to the Town. EMS (Public Safety) Facility was covered by the police chief.

Town Manager Piner stated Mayor Gray requested the review of revenue streams. Planning Director Bergmark provided the example of \$29 million and when the revenues are realized. The amount equates to three police cars. House Bill 362 for business registration did not pass. Appearance Committee is doing a great job with fund raisers to support projects throughout Town. Other than taxes or a bond, the Town does not have additional revenue streams. Mayor Gray believes revenue can be generated through Parks and Recreation. Would like to discuss in the next couple of months at a Board meeting as to how other communities handle instructors and receipt of payment for classes.

Parks and Recreation Director Polaski stated he has seen fee collection both ways. Mayor Gray would like to know if there is an advantage for the money collections as classes are added.

Town Manager Piner noted it is 6:30 p.m.

Finance Director Kay stated the Capital Improvement Plan (C.I.P.) was presented to the Board earlier. Questioned what the Board wants from the staff as the C.I.P. is a tool that recognizes the needs of Town departments.

ACTION

Mover: Mayor Pro Tem Lutz moved to recess the 2016 Mid-Year Retreat to Wednesday, October 5, 2016, 4 p.m. in the Town Board Room.

Vote: Unanimous.

Town Manager Piner stated the NCLM Conference registration is due Friday, September 20.

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Commissioner Boyette stated he would get with the Special Assistant to the Manager Scoggins for registration.

Town Manager Piner asked if there are any legislative items the Board wishes to follow-up.

Commissioner Joyner stated HB 362 is not changing and that bill will not move forward.

Town Manager Piner stated a possible legislative item is electronic notice and the option to post notices electronically. Several other jurisdictions have this option.

Special Assistant to the Manager Scoggins stated electronic notice is local legislation. Raleigh, Lake Waccamaw and Cabarrus County have had local legislation since 2003. Garner and Apex received local legislation in 2007. Cary was added in 2008. Of those, Raleigh, Apex, and Cary adopted an ordinance that allows the municipality to use electronic notification.

Commissioner Joyner requested the information. He stated if the Board is in favor of this and if the NCLM will have a bigger push, then he will join in and assist. If not, then he'll pursue as local legislation.

Commissioner Joyner added he is meeting with commerce on the 12th to inquire on funding for the 495 Industrial Park.

ACTION:

Mover: Mayor Pro Tem Lutz moved to recess at 6:39 p.m.to the 5th of October.

Vote: Unanimous.

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**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
Mid-Year Retreat
September 20, 2016; Recessed to October 5, 2016**

The Wendell Town Board of Commissioners resumed their Mid-Year Retreat Meeting on Wednesday, October 5, 2016, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: David Myrick, Jason Joyner, and Ben Carroll (arrived at 4:12 p.m.).

ABSENT: Commissioner John Boyette

STAFF PRESENT: Town Manager Teresa Piner, Special Assistant to the Manager-Town Clerk Sherry Scoggins, Finance Director Butch Kay, Planning Director David Bergmark, Parks & Recreation Director Jeff Polaski, IT Administrator Tamah Hughes, Police Chief Bill Carter, and Public Works Director Alton Bryant.

CALL TO ORDER:

Mayor Gray called the meeting to order at 4:00 p.m.

IT Administrator Tamah Hughes introduced Brandon Chestnut. Mr. Chestnut is an East Wake High School student. He is an intern with the Town.

6. Capital Improvement Projects (C.I.P.)





Town Manager Teresa Piner stated a general overview of the Capital Improvement Projects will be given. The Department Heads are available for questions.

Finance Director Butch Kay distributed the Capital Improvement Projects (C.I.P.); herewith attached as **Attachment A**. He stated the C.I.P. is a list of requests from each department. Finance compiled the list and the list is used as a tool to help guide budgeting decisions for the next five years.

Commissioner Myrick questioned if these are top priority items. Finance Director Kay stated all items are listed by year. Share the list with the Board as it is a resource used by staff and can be a tool for the Board too.

Mayor Gray questioned if the list is in priority need. Finance Director Kay stated by year.

Commissioner Joyner requested additional information on fiber installation. Town Manager Piner stated the Town is interested in connecting the facilities and running our own fiber so the Town does not have to pay the monthly fee. The fiber installation will pay for itself.

IT Director Hughes stated the cost is in the range of \$30,000 to \$50,000 a year for the Metro-E capability. She clarified that is not the internet. FY 2017 is the part that pays for itself. The other parts are for the loop around town and have value to help business with access. Phase I would be useful for the Town. Does not know if the FCC ruling would allow the Town to go beyond Phase I.

Mayor Pro Tem Lutz questioned how long it would take to pay for itself. IT Director Hughes stated within eight years, and that is based on what the Town currently pays Time Warner.

Commissioner Joyner questioned maintenance. IT Director Hughes stated the City of Wilson offered to do the SLA for the Town for free and they are assisting other Towns. The City of Wilson offered to monitor. Any repairs to the system would be the responsibility of the Town of

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Wendell. The City of Wilson has the equipment and a really good rate as the City of Wilson is not doing this for-profit.

Commissioner Joyner stated his preference is to not be a party with the City of Wilson. He expressed concerns with working with another municipality as to its duration. IT Administrator Hughes stated the Town has the option to use contract services.

Commissioner Myrick stated he has a question about the brine equipment and the tracked skid steer. He expressed concern that the brine system may have several seasons of no use. Public Works Director Bryant stated that may happen.

Commissioner Myrick questioned if the Town will use the brine equipment enough to be efficient for purchase as opposed to contracting it out. Public Works Director Bryant stated in the off season, maintenance is performed on the equipment to keep it operational. From year to year, the Town does treat the roadways and the brine equipment would allow expansion of the priority list.

Commissioner Myrick questioned the amount of use for the tracked skid steer. Public Works Director Bryant stated it would be used in drainage channels that need sediment removal.

Commissioner Myrick questioned if renting would be an option on an as-needed-basis. Public Works Director Bryant stated he is open to options.

Mayor Gray questioned if this type of equipment has been rented in the past. Public Works Director Bryant stated not to his recollection.

Mayor Gray questioned what the Town does when the need arises. Public Works Director Bryant stated there are some things the Town is not able to do.

Town Manager Piner stated the C.I.P. includes a placeholder for the public safety substation and the Town is awaiting numbers from Wake County.

Town Manager Piner added for Public Works there are some very expensive large vehicles that are reaching end of life. Town staff will evaluate those pieces of equipment by taking into account time out of service and cost of repairs.

Mayor Gray stated some of the pieces of equipment may be pushed to future budget cycles.

Town Manager Piner stated when she was hired some of the public works functions were being performed manually. For example, leaf and limb collection. The knuckle boom has helped to keep the number of people needed to a minimum.

Finance Director Kay pointed out that the Board may use the C.I.P. as a tool and resource. Adoption of the C.I.P. is not a commitment of Town funds.

Commissioner Joyner stated he does not understand voting on and adopting something that the

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Board is openly saying is a reference tool. The C.I.P. is a public record as it is discussed during meetings. He sees this being used for planning purposes. In his opinion, there are some items that could be scaled back such as the fiber installation, hiring of an outside consultant to look at Town Hall space; and security audit within IT.

Town Manager Piner stated it is not necessary to adopt the C.I.P. Staff will use the C.I.P. as a tool. The brine system is on there year after year. In the summer time it is not a need, during the icy weather it becomes a want.

Mayor Gray sees the C.I.P. as a wish list and it needs to be tempered with reality.

Commissioner Myrick questioned what happens to the equipment that is phased out. He also questioned if auctioned, where the funds go. Finance Director Kay stated when an asset is declared surplus because it has reached it end of use cycle, the Town uses the auction site "GovDeals." The money goes back to a specific line item, "sale of fixed assets" and goes back to the General Fund.

Mayor Gray stated at budget preparation, she would like to see the amount received from GovDeals.

Mayor Gray questioned the Community Development request for a plotter. Planning Director David Bergmark stated there are two units. One of the units pre-dates his arrival to the Town and anticipates that unit stopped working due to its age.

Planning Director Bergmark stated the intersection improvement for Wendell Blvd and Wendell Falls Parkway is being looked at as a LAPP project. This would come back to the Board to ensure this is the project to pursue.

Parks and Recreation Director Jeff Polaski stated he was recently made aware that the tennis courts are in need of repair. An individual paints the tennis courts for free. The tennis courts are eroding underneath. A quote to resurface the tennis courts is \$40,000. He added these are the only tennis courts for the Town.

Finance Director Kay requested guidance from the Town Board on how to proceed with the C.I.P.

Mayor Gray questioned the advantage to formally adopting the C.I.P. if the C.I.P. can be used internally. Town Manager Piner stated some grants and loans look to see if the Board has adopted certain documents, such as the C.I.P.

ACTION:

It was the consensus of the Town Board to continue using the C.I.P. as a guide with the option of the C.I.P. coming back to the Town Board for action, if needed.

7. Legislative Items



Town Manager Piner stated this was briefly discussed at the previous meeting. She added the schedule of the NCLM Annual Conference is available.

Special Assistant to the Manager Scoggins stated no additional for legislative items. She stated that Commissioner Boyette is attending the NCLM Annual Conference on behalf of the Town. He is requesting his absence be duly noted for the October 24, 2016, Town Board meeting.

Mayor Gray requested a letter of congratulations to Mayor Matheny for his becoming the next NCLM President.



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08 7:15 am - 6:30 pm Conference Registration Open | League LINC Center and Voting Desk Open

08 7:15 am - 2:00 pm Exhibit Hall Open | NCLM Networking Center Open

08 7:15 am - 8:45 am NC Military Host Cities Coalition Meeting

08 7:15 am - 8:45 am NC Black Elected Municipal Officials Business Meeting | Breakfast included | Registration required

08 7:15 am - 8:45 am Mayors' Networking Meeting | Breakfast included | Registration required

08 7:15 - 8:45 am NCLM Exhibit Hall Breakfast | Registration required

08 8:45 - 9:45 am Opening Ceremonies and General Session

08 10:00 - 11:00 am Town Talks: Economic Development

08 11:00 - 11:15 am Exhibit Hall Networking Break

08 11:15 - 11:45 am General Session

08 12:00 - 1:00 pm Town Talks: Communication

08 1:00 - 2:00 pm NCLM Exhibit Hall Networking Luncheon | Registration required

08 2:15 - 2:45 pm General Session

08 2:45 - 3:00 pm Afternoon Networking Break

08 3:00 - 4:00 pm Town Talks: Culture and Demographics

08 4:15 - 5:15 pm NCLM Annual Business Meeting

08 5:15 - 6:30 pm NCLM President's Reception

08 6:30 - 10:00 pm NCLM President's Dinner & Gala | Registration required

Preliminary
Schedule

Monday, October 24

Small Town. Big Charm.

08 7:30 - 11:00 am Conference Registration Open | League LINC Center Open

08 7:30 - 8:45 am NCLM Membership Floating Hot Buffet Breakfast

08 7:30 - 8:45 am Municipal Managers Business Meeting | Breakfast included | Registration required

08 7:30 - 8:45 am NC Women in Municipal Government Meeting | Breakfast included | Registration required

08 7:30 - 8:45 am NC Association of Municipal Clerks Meeting | Breakfast included | Registration Required

08 9:00 - 11:00 am Ethics Training for Local Elected Officials | Registration required

08 9:00 am - 12:00 pm Public-Private Partnerships for Revitalization in North Carolina Communities (LELA) | Registration required

08 9:00 am - 12:00 pm Getting Future Ready: Strategic Planning for Municipal Governments | Registration required

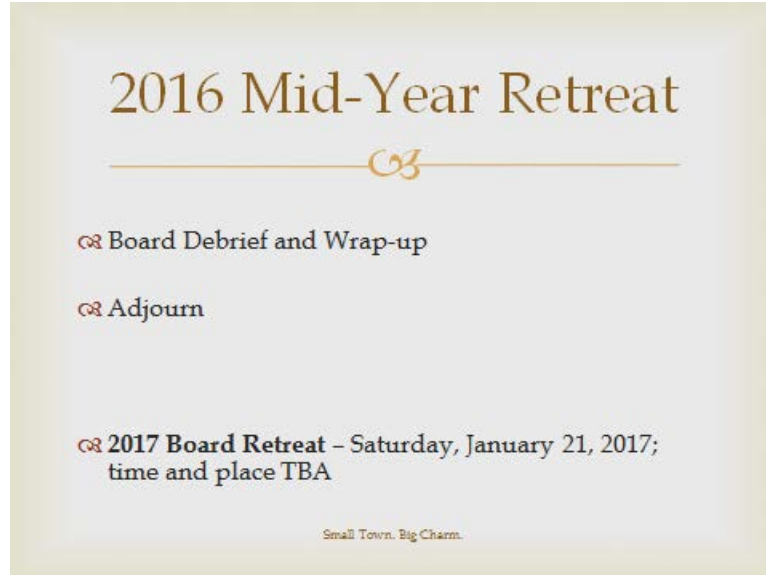
Preliminary
Schedule

Tuesday, October 25

Small Town. Big Charm.

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8. Board Debrief and Wrap-Up



Town Manager Piner stated she is soliciting feedback on the Mid-Year Retreat. She added Town staff has begun working on the 2017 Retreat.

Mayor Gray stated the first half of the retreat was long. This is important to do because it is important to touch back on goals and to remain on task. If there is another mid-year retreat, would like information ahead of time – a summary with bullets that could be read ahead of time – in order to keep moving.

Mayor Pro Tem Lutz stated he would like information ahead of time to prepare questions for the meeting.

Commissioner Myrick stated he likes seeing the numbers half-way through the year and how the departments are prioritizing needs. For the January retreat, he enjoyed the past one. For the one coming up, he likes this format.

Mayor Gray stated a facilitator will be assisting us at the January Retreat.

Town Manager Piner is open to suggestions for the format of the upcoming retreat.

Commissioner Myrick thinks the Board is to a point now that members have ideas and it's time to prioritize them.

Mayor Gray stated the Town Manager will email the members ahead of the retreat and ask what the members wish to accomplish.

Town Manager Piner stated the location is a work in progress. The space last year was a tight fit for the number of participants.

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Mayor Gray stated the outside aspect was very nice last year to walk outside for a break.

Commissioner Joyner requested measurable actions and a way to track progress.

Mayor Gray stated we may want to develop a system of deadlines and request reports every so often. Doing this could make the mid-year meeting shorter.

9. Adjourn

ACTION:

It was the consensus of the Town Board to adjourn at 4:50 p.m.

Duly adopted this 24th day of October 2016, while in regular session.

ATTEST:

Virginia R. Gray,
Mayor

Sherry L. Scoggins, MMC
Town Clerk