

March 28, 2016
Board Meeting Minutes

The Wendell Town Board of Commissioners held their regularly scheduled board meeting on Monday, March 28, 2016 with Mayor Virginia Gray presiding. Present were Commissioners John Lutz; Ben Carroll; John Boyette; David Myrick; and Jason Joyner; Teresa Piner- Manager; Jonnie Driver-Town Clerk; Sherry Scoggins-Special Assistant to the Manager; Butch Kay-Finance Director; David Bergmark-Planning Director; Allison Rice-Planner; and Bill Carter-Police Chief.

Mayor Gray called the meeting to order at 7:00 p.m.

Police Chief Bill Carter led the Pledge of Allegiance and the Invocation was given by Mr. Errol Briggerman of Wendell Baptist Church on behalf of Covenant Presbyterian Church.

Adjustment and approval of the agenda.

No adjustments were needed and Commissioner Lutz made a motion to approve the agenda as written. The motion passed unanimously.

Item 1 – Public Comment Period.

Kathryn Johnson –Associate Executive Director for Interact of Wake County informed the board that Interact is our county domestic violence and sexual assault service provider. They had been in business in Wake County for more than 38 years, and operated three 24-hour programs 7 days a week, 365 days a year. Interact has three Crisis Hot Lines that serve Wake County and also have a 48 bed emergency shelter for victims of domestic violence and their children. The other 24 hour program was the Solace Center which was North Carolina’s first sexual assault community based forensic evidence collection center. Prior to opening that center a sexual assault victim had to go to the emergency room to have evidence collected. Last year Interact served more than 100 clients based in Wendell, 54 were direct victims and their children and 50 community members were assisted through education, training and outreach. She said domestic violence is a serious issue in Wake County. In 2012 Wake County had the highest domestic homicide rate of any county in the entire state. We were trying to reach people before their lives were lost.

Kathryn asked the board for support of the organization. On average for a family of 4 to stay at our shelter would cost \$4,831. She asked the board for support in the amount of \$1,000.

Mayor Gray thanked Ms. Johnson for coming and sharing her information with the Board.

Robert Wagner stated he was a producer and director and was producing and co-directing a fully funded feature film. In talking with his team about a location, scouting and finding places to film, we did not realize how much Wendell has to offer until we came out and looked at the sites between the Farm House and Downtown. Some of the corridors are beautiful. The film would be starring a local Country Music Star Jason Michael Carroll, which would be his very first feature film and actress Katie Garfield who lived in Cary, moved to Los Angeles and is coming back to North Carolina for this feature film.

Mayor Gray thanked Mr. Wagner for choosing Wendell for the feature film.

Item 2 – Consent Agenda

- a. Approval of the Minutes from the March 14, 2016, Commissioners meeting
- b. Approval of the Wake County Tax Report for January 2016.

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Commissioner Lutz made a motion to approve the consent agenda as written. The motion passed unanimously.

Item 3 - Wake County Fire Services to provide an overview of an agreement between Wake County and Town of Wendell for Wendell Fire Department's provision of fire services within the municipal limits.

Darrell Alford, Deputy Director of Wake County Fire Services said the Wendell Fire Department would begin inspections by the Department of Insurance in a few weeks. They conducted these periodically and it directly affects the citizen's insurance premiums whether residential or commercial. He said part of his job was to help Wendell Fire Department through that process, whether it was documentation or any technical information they may need. He said as he was reviewing some of their documents, it appears that the language in the resolution that the Town of Wendell signed several years ago was not clear on boundaries as to whether the Town of Wendell was part of that contract. Wake County had their legal department examine the documentation and an amendment was written, a copy of which was presented to the board. He suggested the council take a look at it, and if possible we would like to get that in place before the Department of Insurance performs its inspection. He said the last three or four ratings the Department of Insurance have done in Wake County, resulted in insurance rates being lowered.

Item 4 – Wendell Police Department overview presented by Police Chief Bill Carter

Bill Carter-Police Chief said the Police Department was comprised of 17 full time positions – 16 sworn officers and one non-sworn position that ran the front desk during regular business hours. Two unfunded sworn positions were frozen in fiscal year 2010-2011 due to the economic downturn and the population was estimated at 5886. Over the next four fiscal years, the Town's population grew at an estimated annual rate of 1.4 percent. Chief Carter said the 2015 population estimates have not been tabulated and presented by the state; however, due to the increase in housing sales and building permits, it was anticipated that it would be higher than the four preceding years. He said to put the numbers into perspective, the population has grown at least 5.7 percent during a period in which sworn staffing decreased by 12 percent. In addition to more people moving to Wendell, the active patrol area grew by approximately 1300 acres as Wendell Falls changed from an undeveloped tract of land to a new and growing neighborhood with new houses being built every day.

Chief Carter said the sworn members of the Police Department have an average of 12.3 years' of experience. Over two-thirds of the officers obtained degrees beyond a high school diploma. Four have associates degrees, five have bachelor's degrees, two have master's degrees and one officer continues to pursue higher education. Chief Carter also discussed the Town's continued commitment to education as demonstrated through the educational assistance program.

Chief Carter said the North Carolina Criminal Justice Education and Training Standards Commission promotes formal education, job relevant training and experience through its Professional Certificate Program. Officers received statewide and nationwide recognition for education, professional training, and on-the-job experience. Nine officers of the Wendell Police Department hold the Advanced Level Certificate and three hold the Intermediate Certificate and are working toward their Advanced Certificate.

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Chief Carter explained how the Police Department has structured its patrol squads to include one sergeant, one senior officer and one officer with less experience. This ensured that if the patrol sergeant is off duty there is an officer available that can fill the supervisory role in their absence. The Investigative Division was comprised of one sergeant and one investigator with both carrying active caseloads and being heavily involved with community outreach activities.

Chief Carter noted that in 2015, the Wendell Police Department recorded 6,964 calls for service which were general calls created either by citizen complaints or officer self-initiated. These calls ranged from a request for a vehicle unlock, to a suspicious person, to a traffic stop, to more serious criminal matters. A total of 382 incident reports were generated from those calls for service. He explained that incident reports were typically generated for reported crime and captured the necessary information to conduct an investigation. A total of 1037 citations were issued for traffic and other less serious criminal offenses, 190 persons were arrested, and 111 motor vehicle collisions were investigated in 2015.

Chief Carter explained how Law Enforcement was an ever expanding profession requiring a high level of initial and subsequent training. All officers were required to complete the State mandated Basic Law Enforcement Training (BLET) Course with most having enrolled in local community colleges. The 36 separate blocks of instruction included topics such as Firearms, Driver Training, Motor Vehicle Law, and Arrest, Search and Seizure with ethics training woven throughout the program and block of instruction. BLET was noted to be a 620-hour course which took approximately 16 weeks to complete and concluded with a State Comprehensive Written Examination produced and approved by the Criminal Justice Education and Training Standards Commission.

Chief Carter explained that once officers were hired, they went through a 90-day field training program. This program was built on the skills learned in BLET and applied them to the Wendell community and its specific way of operating. The program could be little shorter if officers came in with prior experience.

Chief Carter said all officers were required to complete annual in-service training as mandated by the Criminal Justice Education and Training Standards Commission. The training included legal updates, firearms training, Juvenile Minority Sensitivity Training and a combination of other relevant and timely matters as identified by the Commission. The training totaled a minimum of 24 hours per year and failure to meet the requirements could result in the officer's certification being suspended or revoked.

Chief Carter said that in 2015, the Police Department made changes to its Career Development Program. That program created a path for patrol officers to follow and required them to obtain training and certifications in order to advance through the four steps within the program. The Career Development Program ensured officers receive training in different areas of law enforcement and created a diversified officer. The program also allowed officers the ability to seek additional training that is more specific to their interests, such as traffic enforcement, investigations, drug investigations, etc. as they moved through the program. The Career Development Program placed an emphasis on officers continuing their education by earning their associate or bachelor's degree.

Chief Carter said community involvement was essential for good public relations between the Police Department and the community and that several annual events were designed to grow new relationships and strengthen existing ones. In May 2015, the Police Department held its 7th annual

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Public Safety Day. This event allowed the public to interact with the police department and other local first responders. In 2016, the Public Works Department would participate in the event which would include free food, games, impaired driving simulation and informational booths.

Chief Carter said in August 2015, the Police Department held its 6th annual Camp Choices, funded by a Wake County ABC Grant. Campers, ages 9 to 12, spent the week engaged in sporting activities, team building exercises and programs designed to help them understand the importance of making good choices in all aspects of their lives. The program focused on drug and alcohol use, abuse and consequences and internet safety. Chief Carter noted that plans were underway for 2016 Camp Choices. Chief Carter noted that many of the officers were active in the community and involved in everything from coaching to volunteering and working extra hours to represent the Police Department and Town in public events. He said over 600 hours of such activities were documented in 2015 and ranged from coaching youth athletics to clearing snow from driveways of elderly citizens to attending elementary school festivals.

Chief Carter said for Wendell, the economic climate of the last few years had resulted in the freezing of two positions as previously. Staffing will become critical as our population grows and call volumes increase. The cost for adding a new officer (salary and benefits for 12 months, equipment and a vehicle) was estimated at between \$100,000 and \$110,000 for the first year. He said it takes approximately six months to fill a vacant position from the time the position is posted until the officer is hired and field training was completed. He explained how that time included posting, interviews, background investigations and processes, and waiting for the State to approve the officers certification.

Chief Carter said during the downturn in the economy, the Town delayed the purchase of replacement police vehicles and that no new vehicles were purchased since 2012. In 2015, as part of an effort to re-establish a vehicle replacement program, the Town Board approved the purchase of five new vehicles. Three vehicles were 2015 Ford Police Interceptor Sedans, with two being assigned to patrol officers and one assigned to the patrol captain. The other two vehicles are 2015 Ford Police Interceptor Utility Vehicles, with one being assigned to a patrol sergeant and the other to the chief. Vehicles taken out of service at the Police Department were either sold or reassigned to other departments. Given the typical life cycle, the optimum goal for replacement should be around six years or 70,000 miles. The demands on a vehicle, based on the type of patrol activity in a town the size of Wendell, results in the vehicles becoming expensive to maintain at about the six year mark. The estimated cost of replacement of a patrol vehicle, including equipment and installation was currently approximately \$45,000.

Chief Carter said in 2014, the Police Department was awarded a grant from the Governor's Crime Commission to purchase new Tasers. The new Tasers were received and issued to all sworn personnel in February 2015. The total project cost was \$19,067 however with the grant of \$14,300 and the out of pocket cost to the Town was \$4,767.

Chief Carter said in late 2015 the Police Department was awarded a grant through the Governor's Crime Commission to purchase two in-car cameras, a storage device for the camera footage and one mobile pole mounted radar sign. The total amount of the grant was \$14,919 and no town funds were spent. The equipment has been received and is on-line.

Chief Carter said the Police Department recognized the value of in-car cameras and had equipped some vehicles in years past. A higher emphasis was placed on acquiring and deploying this equipment in

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2015. Through a combination of new vehicle purchases and grants from the Governor's Crime Commission and Governor's Highway Safety Program, the department had gone from four in-car cameras to nine in less than one year. He added that the vehicle replacement program would allow for the purchase of cameras for all primary line patrol vehicles over the next one to three years.

Chief Carter said the new vehicles purchased in 2015 and two other vehicles that were involved in collisions and repaired had been marked with a new striping package that included the Wendell logo and colors that closely aligned with the colors used in the original signage deployed as part of the branding efforts of the Town. He said additional new vehicles would be marked in a similar configuration as they were purchased. He added that given the 24/7 patrol activities of a law enforcement agency, the markings on a police vehicle are considered by many to be the most visible mobile identifier of a town.

Chief Carter said in October 2015, the Police Department transitioned to a new uniform to replace the light blue that had been used for a minimum of 20 years. He said the change was made due to difficulty in getting the light blue color in a consistent hue, reduction in quality over time and requests from officers and town employees for a more professional uniform. He said an in-house committee was formed and conducted extensive studies, surveys and research that resulted in the recommendation of the uniform being worn today. The selected uniform promotes a professional appearance, is more durable and reliable and enhances officer safety by creating less contrast in low light situations.

Chief Carter said a significant project before the Police Department at this time is replacement of its duty weapons which are more than 10 years old. A committee was formed and tasked to research and make a recommendation regarding caliber, make, and model of a weapon and necessary gear needed as part of the replacement initiative as well as any associated policy changes that might be needed. Once recommendations are received, the department would pursue funding options through grants and trade-ins from the current hand guns in an effort to work toward no or minimal cost to the Town.

Chief Carter said the public safety radios, both vehicle mounted and hand held, currently utilized by the Police Department were nearing the end of their life cycle and would no longer be supported by the manufacturers. New vehicles were being purchased with newer radios that would carry the department through many years; however, this approach would not address all radio needs. It was estimated that replacement costs could run as much as \$188,000 over two fiscal years beginning FY 2018/2019. The cost could be spread over more years if we were able to maintain a vehicle replacement strategy as previously outlined.

Chief Carter stated another challenge was the facilities in which the Police Department was located. The building at 9 South Pine Street is currently meeting the department needs; however, with growth it would become cramped and less effective. It was also important to note that the building is leased and that there are one and a half years left on the lease with an option to renew for five years. The Town is examining options for satellite space in the new fire station planned at Wendell Falls.

Chief Carter stated Wendell Police Officers were involved in the community, both on and off duty for which they should be and were recognized. In 2015, Sgt. Jamie Gill and Officer Justin Loy were awarded the lifesaving award for reviving a man that had suffered a heart attack and was no longer breathing. As a result of their efforts, the patient made a full recovery. Sgt. Steve Hall was selected as the 2015 Town

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Employee of the Year after being nominated by other employees as a reflection of his hard work, and dedication to the Town and community involvement.

Commissioner Carroll asked Chief Carter to please remind everyone when Public Safety day would be held. Chief Carter responded it would be held on Saturday, May 7, 2016.

Mayor Gray asked the Chief to speak briefly on the mileage on cars and the replacement as it seemed people were interested as she received questions about cars and their mileage. She also noted that the NC Highway Patrol, from what she understood, was driving their patrol vehicles over 100,000 miles. Chief Carter said when you were patrolling the interstate or driving from one side of the county to the other the vehicles are driven at varied speeds and greater distances Whereas in a community like Wendell you drove at consistently lower speeds. He said vehicles in municipalities idle as much as 50 percent of the time because the officer was writing reports, and they had to run the computers and kept everything functional in the car. He said he had heard that when considering the mileage of a local police department, doubling the mileage on the vehicle would give you an idea of what condition the vehicles was in or if it needed to be rotated out of patrol. He said he thought that it showed we had a lot of problems this year with suspension packages on vehicles going out and engine issues. He again said it was more about the type of driving because the cars for the most part are driven at low speeds in Town.

Mayor Gray thanked the Police Chief and his department for everything they do for the Town. She personally challenged all the departments to up their game and the Police Department was already meeting that challenge. She said she loves when she saw officers out and about in the cars, it makes her proud.

Item 5 – Discussion and action to award the bid to Lanier Contracting Incorporated for Town of Wendell Todd Street drainage project with a base bid of \$163,637.50.

Manager Piner stated the Todd Street Drainage project was in follow-up to the 2016 street and drainage project improvements. Plans were to replace the 24" RCP underneath the roadway that had collapsed. The damage was not visible, but if not replaced the failed drainage system would undermine the roadway. Sidewalks and utility poles would have to be relocated, but all work would be conducted within the right-of-way. The need to obtain easements was not anticipated.

Mrs. Piner said the project went out to bid, and were due on Thursday, March 17, 2016. Two bids were received. Lanier Construction Co. Inc. came in with a base bid of \$163,637.50 and Narron Contracting, Inc. with a base bid of \$212, 417.92.

Mrs. Piner asked the Board to receive the bid tab summery and approve the award of the Todd Street Storm Drainage Project to Lanier Construction Company, Inc. for the storm drainage improvements, and to authorize the Town Manager to enter into a contract with Lanier Construction Company, Inc. contingent upon funding from the Local Government Commission.

Commissioner Boyette asked if the improvements would be underneath Todd Street and would Todd Street have to be removed. Manager Piner said the pipes were located between the curb and the houses. Most of the pipe is located underneath the sidewalk and the majority of the work would be outside of the sidewalk but some asphalt may have to be removed depending on how far the slopes of the ditch has to be laid back.

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Commissioner Joyner asked if this project was included in the financing under Agenda Item #6. Mrs. Piner said yes, this cost estimate was included in that request and included in the amount presented to the Local Government Commission.

Commissioner Lutz made a motion to approve the award of Todd Street Drainage Project to Lanier Construction, and to authorize the Town Manager to enter into a contract with Lanier Construction contingent upon funding from the Local Government Commission. The motion passed unanimously.

Item 6 – Public Hearing and action to accept bank loan proposal from KS Bank for various street and drainage improvements, contingent upon Local Government Commission (LGC) approval.

Mayor Gray opened the Public Hearing for anyone who wished to speak for or against the bank loan proposal from KS Bank. No one spoke on the matter and Mayor Gray closed the Public Hearing.

Butch Kay-Finance Director stated bank proposals were submitted to Town Hall on March 17, 2016. KS Bank and BB&T submitted proposals for the financing of street and drainage improvements; however, KS Bank was the only bank to submit their proposal in a sealed envelope as per the bidding requirements of the General Statutes (as stated in our RFP). As a result, KS Bank met the bid requirements, and staff recommended approval of the bid to finance street and drainage improvements to KS Bank. The Board was asked to approve the bid results for KS Bank for financing of the street and drainage improvements.

Commissioner Lutz made a motion to approve the bid result from KS Bank. The motion passed unanimously.

Item 7 – Approval of the KS Bank Contract by adoption of the resolution for financing of streets and drainage improvements

Butch Kay-Finance Director stated with the bid to finance the street and drainage improvements being awarded to KS Bank, the Board was asked to approve a resolution for the financing contract with KS Bank for the street and drainage improvements.

Commissioner Lutz made a motion to adopt Resolution #R-02-2016, Approving Financing Terms with KS Bank. Commissioner Boyette said on the Resolution it stated that the amount to be financed shall not exceed \$1,500,000.00. Commissioner Boyette asked if the Town would take out a loan for the full amount if not needed. Mr. Kay said that if all bids came in less than \$1,500,000, the Town would not take out a loan for the full amount. The motion passed unanimously.

Manager Piner said the paper work would be submitted to the Local Government Commission and they would review the bid amounts and review the amount requested. The Town will need to receive authorization from the Local Government Commission before it could move forward to secure the loan. Having a third party reviewing the information and receiving their authorization was welcomed.

Item 8 – Report of the CAMPO – Executive Board meeting on March 16, 2016 by Mayor Gray

Mayor Gray said she attended the Executive Board Capital Area Metropolitan Organization [CAMPO] Meeting. She received information on Raleigh/Cary Rail Crossing Study, a report of prioritization methodology, how they would go thru the process and plan who received what land and what made a project more valuable. Some may need funds more than someone else. When the Town of Wendell's times comes, hopefully we could be high on that list. They also discussed the public participation

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update, the Wake County Transit investment strategy, budget and other project updates that were going on in Wake County.

Item 9 – Report on the Triangle J. Board of Delegates meeting on March 23, 2016 by Mayor Pro Tem Lutz.

Commissioner Lutz said the meeting was informational discussing the legislative session. There was a report on intentions of a Foreign Trade Zone. The next meeting in May they would begin to present some of the early budgets for the year.

Item 10 – Commissioners' reports

Commissioner Joyner thanked Mr. Wagner for attending and what he saw tied directly into our community. People wanted to be involved. He congratulated Paul White on his donation to Wake Tech. Members of our community being involved in outreach like that was what attracted people to do more business here. He said more for the record; he believed that was it was the boards' intent on April 11, to handle Item #3 from tonight once our council looks at the agreement.

Commissioner Boyette said the Manager mentioned the Local Government Commission provided some oversight for the loan and he thought it gave residents a warm fuzzy feeling to know that the state was looking out for small town's best interest. He said it bothered him to see control taken away from local government and handled at state level and whether you agree with them or not, it should probably not be handled at the state level. He said a lot of our State Legislators started out in local government and he wondered how much their opinions had changed and why had their opinions changed so much. When you talk with them most say they think control should be at the local level and he did not understand why the legislators did not act that way.

Commissioner Lutz announced on April 9th in Knott's Square the Wendell Rotary Club will sponsor the First Wendell Health Day from 9:00-Noon.

Commissioner Myrick and Carroll did not give reports.

Item 11 – Mayor's Report

Mayor Gray said she attended a Social Media class at Town Hall conducted by N.C. Department of Archives. We were trying to up our game and would hold a second class which would be Twitter 101. She attended the Wendell Middle School Book Fair and participated in some games which were fun. She attended the Arbor Day Ceremony at Wendell Community Park and Commissioner Myrick was there with his daughter. Mayor Gray thanked Phillip Smith for all the hard work he does for the town, and also thanked the Tree Board for their hard work. She attended the March Mayor's meeting in Raleigh with other Mayor's in Wake County and it was interesting to hear about things they had going on. She said they were all interested in what was going on in Wendell, and that was nice to know. She attended the Economic Development Committee meeting at Town Hall last week and they had two speakers, one from Greater Raleigh Convention and Visitors Bureau and a representative from Workforce Development. The Greater Raleigh Convention and Visitors Bureau talked about promotions and suggested ways that we could promote Wendell. The Workforce Development was interesting, because it was important that the industrial development in the community had a prepared work force that could work in these places. This may be something that takes a little longer, but she thought we could do that and she was going to carry some of that information with her the next time she met with the School Board. She attended the Easter Egg Hunt at the park, and thanked Passage Church for

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sponsoring this event. The ProTown BMX event is Saturday April 2, 2016 and the shows would be at 12:00 and 3:00 pm. She said she was not sure that anyone had noticed but we had been going through department by department to understand what the department do, what they need, and this was very informative for the board and citizens. She said she would like to add our citizen boards to the updates and she would like for the citizen board members to provide an update.

Item 12 – Adjourn

Commissioner Lutz made a motion to adjourn. The meeting was adjourned at 8:00 pm.

Mayor Virginia Gray

Attest:

Jonnie S. Driver, Town Clerk