

**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
December 11, 2017**

The Wendell Town Board of Commissioners held their regularly scheduled and organizational meeting on Monday, December 11, 2017, 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, Ben Carroll, and Jason Joyner.

**STAFF PRESENT:** Town Manger Teresa Piner, Special Assistant to the Manger-Town Clerk Sherry Scoggins, Town Attorney Jim Cauley, Finance Director Butch Kay, Accounting Technician Garrett Johnson, Planning Director David Bergmark, Planner Patrick Reidy, Public Works Director Alton Bryant, Police Chief Bill Carter, and IT Administrator Tamah Hughes.

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:**

Leslie Alamanza-Jimenez, student at Wendell Creative Arts and Science Magnet Elementary School, led the Pledge of Allegiance.

**INVOCATION:**

Pastor Bob Albritton of Wendell United Methodist Church provided the invocation.

**1. ADJUSTMENT AND APPROVAL OF THE AGENDA:**

Commissioner Boyette requested to add as Item 3e to the consent agenda, ordinance amendment to code section 2-142.

**ACTION**

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

Vote: Unanimous.

**2. PUBLIC COMMENT PERIOD (*one hour time limit in total*):**

No public comments were received by the Town Board.

**3. CONSENT AGENDA**

The Board of Commissioners uses a Consent Agenda to act on non-controversial and routine items quickly. The Consent Agenda is acted upon by one motion and vote of the Board. Items may be removed from the Consent Agenda and placed on the Regular Agenda at the request of the Mayor or a Commissioner. The Consent Agenda contains the following items:

- a. Approval of the Minutes from the November 13, 2017, regular meeting.
- b. Approval of the Minutes from the November 27, 2017, regular meeting.

- c. Direct the Town Clerk to certify the sufficiency of a satellite annexation petition for .39 acres of property located at 6806 and 6808 Knightdale Eagle Rock Road and identified by PIN Numbers 1774439303, 1774530312, and 1774530352.
- d. Donation of land to the Town of Wendell.
- e. **Ordinance amendment to code section 2-142** [added during adjustment of the agenda].

**ACTION:**

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

- 4. Recognition of Wendell Creative Arts and Science Magnet Elementary School teacher: Meghan Tillery**  
**SPEAKER: Mayor Virginia Gray**  
**ACTION: Recognition.**

*[Staff Report]*

**Item Summary**

*Mrs. Tillery is a caring, passionate teacher. She expects nothing but the best from all of her students and you can see that in her teaching. As the 5th grade science and social studies teacher, Mrs. Tillery not only provides her students with unique learning opportunities, but also integrates literacy and the arts into her instruction. Mrs. Tillery is always willing to help staff members when she can and has built strong relationships with her colleagues. Wendell Creative Arts and Science Magnet Elementary School is very lucky and proud to have Mrs. Tillery as part of our staff.*

Mayor Gray introduced and recognized Wendell Creative Arts and Science Magnet Elementary School teacher Meghan Tillery; report included above in italics.

- 5. RECOGNITION OF KELLY HALES FOR THE WENDELL ROCK GARDEN LOCATED ON THE FOURTH STREET SIDE OF TOWN HALL.**  
**SPEAKER: Planner Patrick Reidy**  
**ACTION: Recognition**

*[Staff Report]*

**Item Summary**



*On behalf of the Town of Wendell, the Town Board of Commissioners wishes to acknowledge Kelly Hales for the Wendell rock Garden located on the Fourth Street side of Town Hall. Thank You!!*

Planner Patrick Reidy recognized Kelly Hales for the Wendell Rock Garden located on the Fourth Street side of Town Hall; staff report included above in italics.

Kelly Hales shared her inspiration for the Wendell Rock Garden. She stated five families helped and she thanked and recognized them for their assistance.

**Public Hearing Guidelines:**

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- Case is announced
  - Staff presentation
  - Applicant presentation
  - Public hearing is opened; citizens will follow the same rules as Public Comment Period and will have five minutes to speak
  - Close public hearing
  - Board members ask questions
  - Board may take action
- 

- 6 **PUBLIC HEARING:** Public Hearing on a Zoning Map Amendment request to rezone 7.43 acres of land (excluding ROW) located at 2505 Wendell Boulevard from MI to CH.  
SPEAKER: Planning Director David Bergmark  
ACTION: Public Hearing. Board may take action.

*[Staff Report]*

**Applicants:**

*John Oglesby, PE, on behalf of Goldsboro Builders Supply Co, Inc. (7.43 acres)*

**Petition:**

*The applicant has requested a change in zoning classification for approximately 7.43 acres of property within the parcel identified by PIN # 1784260578. This property is addressed as 2505 Wendell Boulevard and is situated to the east and north of the Knott Square shopping center. The parcel in question is currently zoned Manufacturing and Industrial (MI) and is being requested to be rezoned to Highway Commercial (CH).*

**Location and History:**

*The property located at 2505 Wendell Boulevard contains an existing 42,570 square foot warehouse and was recently acquired by Goldsboro Builders Supply Co, Inc. This property is not located within the corporate limits of the Town of Wendell. Goldsboro Builders Supply Co, Inc. has indicated a desire to construct additional storage buildings on site.*

**Justification:**

*The applicant has initiated the rezoning petition in order to better fit his intended use of the property and remove the more significant perimeter buffer requirement (100 ft.) which would exist if the property remained in the Manufacturing and Industrial District.*

**Project Profile:**

<b><u>PROPERTY # 1 LOCATION:</u></b>	2505 Wendell Boulevard
<b><u>WAKE COUNTY PIN:</u></b>	1784260578

*ZONING DISTRICT:* Proposed CH/ Current MI  
*CROSS REFERENCES:*  
*PROPERTY OWNER:* Goldsboro Builders Supply CO., Inc.  
*APPLICANT:* John Oglesby, PE /  
 Goldsboro Builders Supply CO., Inc.  
*PROPERTY SIZE:* 7.43 acres  
*CURRENT LAND USE:* Storage/Distribution  
*PROPOSED LAND USE:* Storage/Distribution

**Project Setting – Surrounding Districts and Land uses:**

<u>DIRECTION</u>	<u>LANDUSE</u>	<u>ZONING</u>
North	Vacant	RR
South	Commercial/Residential	CH/RA
East	Manufacturing/Vacant	MI-CD/CH-CD
West	Commercial/Vacant	CH/RR

**Zoning District:**

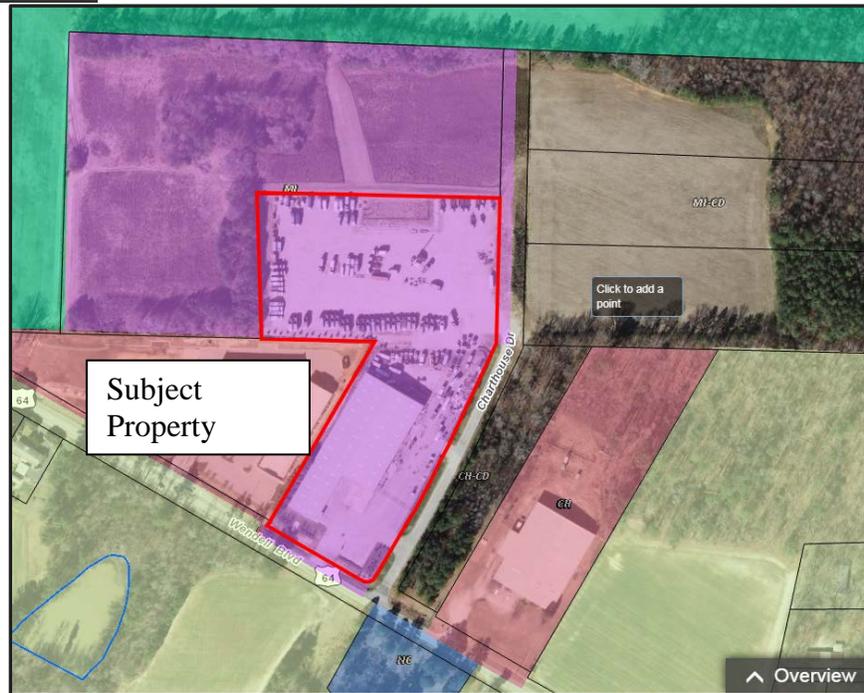
*The property included within this request is currently zoned Manufacturing and Industrial (MI). The applicant has indicated a desire to construct additional storage buildings on his property, which is currently used for storage/distribution. In order to protect adjacent properties from the more intense uses allowed in the Manufacturing and Industrial District, a 100 ft. buffer is applied from any structure within the district to the exterior of the zoning district’s boundary.*

*By rezoning this property to Commercial Highway, the applicant could still develop light industrial uses if he chose without the requirement for a 100 foot district buffer. Light and Heavy manufacturing uses differ in their design, frequency of use, and exterior impacts. Light manufacturing facilities are typically designed to look and generate impacts like a typical office building, but rely on special power water, or waste disposal systems for operation. Additionally, Light Manufacturing uses contain all noise, odor, and dust within their site, insofar as practical. Heavy manufacturing uses house complex operations, some of which might be continuous (operated 24 hours a day, seven days a week).*

*A copy of those uses allowed in each zoning district is included as Attachment A.*

*[Remainder of page left blank intentionally.]*

**Current Zoning Map:**



**Off-Street Parking:**

*At the time of development, parking spaces shall be provided in the amount specified by Chapter 10 of the Unified Development Ordinance (UDO).*

**Lighting:**

*Lighting shall be in accordance with the lighting requirements in place at the time of permitting.*

**Public Utilities:**

*Water and sewer is available at this site.*

**Streets:**

*All streets and drives shall meet the requirements as set forth in the UDO at the time of development.*

**Landscaping:**

*Landscaping shall be required to meet the requirements as set forth in the UDO at the time of development.*

**Stormwater Management:**

*Development disturbing more than 20,000 square feet of land would be required to meet the stormwater standards contained in the UDO at the time of site plan submission.*

**Comprehensive Plan:**

*The Wendell Comprehensive Plan defines this section as S4 "Controlled Growth Area". This area is also within a planned 'Village/Town Center'.*

*The Comprehensive Plan states the S4 sector is where moderate intensity new development is appropriate and where the majority of the community's new growth should occur. The comprehensive plan lists the following uses as appropriate land uses/development types within this sector: traditional neighborhood developments, neighborhood centers, single-family and multifamily residential, commercial uses, civic uses, and industrial uses.*



FRAMEWORK PLAN LEGEND			
	PLAN BOUNDARY		S1 PRESERVED OPEN SPACE
	Railroad		S2 RESERVED OPEN SPACE
COLLECTOR STREET PLAN			
	EXISTING COLLECTOR		S3 RESTRICTED GROWTH AREA
	PROPOSED COLLECTOR		S4 CONTROLLED GROWTH AREA
CAMPO THOROUGHFARE PLAN			
	EXISTING THOROUGHFARE		S5 INTENDED GROWTH AREA
	PROPOSED THOROUGHFARE		S6 INFILL/REDEVELOPMENT AREA
	WATER BODIES		VILLAGE/TOWN CENTER
			NEIGHBORHOOD CENTER
			WENDELL BLVD GATEWAY CORRIDOR

**Planning Board Action:**

*At their November 20, 2017 meeting, the Planning Board voted 8-0 in favor of the requested zoning map amendment.*

***Voting in Favor:*** *Kathe Schaecher, Michael Clark, Jonathan A. Olson, Allen Swaim, Lloyd Lancaster, Victoria Curtis, Gilda Wall, and Errol Briggerman.*

***Voting to Abstain:***

***Voting in Opposition:***

***Absent:*** *Ashley Anderson*

**Statement of Plan Consistency and Reasonableness**

- *Any recommended change to the zoning map should be accompanied by a statement explaining how the change is consistent with the comprehensive plan, and is reasonable in nature.*
  - *At their November meeting, the Planning Board found the requested zoning map amendment to be consistent with the recommended uses and development types outlined in the Wendell Comprehensive Land Use Plan for the S-4 sector.*

**Staff Recommendation:**

*Staff recommends approval of the rezoning request.*

Planning Director David Bergmark provided an overview of the zoning map amendment request to rezone 7.43 acres of land (excluding ROW) located at 2505 Wendell Boulevard from MI to CH; staff report included above in italics.

Mayor Gray opened the public hearing at 7:16 p.m. No one came forward to speak on this item. Mayor Gray closed the public hearing at 7:16 p.m.

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to approve the rezoning request at 2505 Wendell Boulevard as presented by staff [from MI to CH].

Vote: Unanimous.

**Public Hearing Guidelines:**

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- Case is announced
  - Staff presentation
  - Applicant presentation
  - Public hearing is opened; citizens will follow the same rules as Public Comment Period and will have five minutes to speak
  - Close public hearing
  - Board members ask questions
  - Board may take action
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7. **PUBLIC HEARING:** Public Hearing on a Zoning Text Amendment to Chapters 11 and 17 of the UDO as they relate to Street Lights.

SPEAKER: Planning Director David Bergmark

ACTION: Public Hearing. Board may take action.

*[Staff Report]*

**Specific Action Requested:**

- *That the Town Board hold a public hearing on the proposed text amendment request to Chapters 11 and 17 of the UDO and direct staff to work with the Town Attorney to create a Wendell Street Light Policy to complement the proposed UDO changes.*
  - *The new Street Light Policy would provide additional detail on legal and procedural requirements related to the proposed lighting standards contained within the UDO.*
  - *Staff would bring the policy and ordinance to amend the UDO back before the Town Board for action in January.*

**Applicant:**

*Town of Wendell*

**Petition:**

*Due to increased growth in residential development, staff has recognized the need to make modifications to the Town's street light policies. While Town Policies, such as a new Street Light Policy, do not require a public hearing for adoption, there are two sections of the UDO which reference Street Light standards which would need to be amended to comply with policy standards as recommended by staff.*

*As can be seen in the existing language of Section 17.5 of the UDO, the Town's current standard requires the developer to be responsible for the difference in the costs between the Town's standard pole versus the upgraded lighting for a period of 20 years. This requirement creates a large up-front cost for the developer, and creates a long-term cost for the Town as that development will extend beyond 20 years. While this standard worked adequately for smaller subdivisions, the up-front cost can become untenable for larger subdivisions with hundreds of lots. Ultimately the existing standard could harm the Town, as after the 20 year period, the Town would be financially responsible for the full cost of the upgraded fixture indefinitely into the future.*

*As proposed in the recommended changes to Section 11.10, the new Town regulation would call for a 25' fiberglass pole vs a wooden pole as the Town's standard residential street light. If a given developer uses this standard street light at the recommended spacing, the Town would pay all monthly operating costs due to Duke Energy. However, if the developer chose upgraded*

street light poles and/or fixtures, the new standard would require the developer or HOA to enter into an agreement with Duke/Progress Energy, with the Town reimbursing them the cost of the standard pole and fixture. An example agreement is included as Attachment A.

Additionally, the proposed text amendment would reduce the number of zoning districts which require pedestrian street lights, as the long-term cost to the Town for pedestrian vs. street lights is significantly higher. Developers who desired pedestrian lights in any zoning district could choose to install them, with the Town reimbursing them the cost of standard street lighting and the developer or HOA assuming responsibility for the installation beyond the standard.

The following section details the specific changes proposed for Section 11.10 and 17.5 of the UDO, with the amended text shown in red.

Existing Language (Section 11.10)

**11.10 Street Lighting**

**A.** Street lighting shall be placed on all streets by the developer to allow for the safe use of streets by both cars and pedestrians. All street lighting shall be placed in accordance with the following minimum design standards:

**1. Minimum average street light spacing:**

	OSC	RA	RR, R2, R3, R4, MH	R7, TND, NC, CMX, CC, DMX	CH, M&I
<b>Minimum Average Street Light Spacing</b>	n/a	n/a	300 ft.	150 ft. (pedestrian-scaled)	300 ft.

2. Lighting shall be placed at street intersections and is preferred at street curves.
3. Pedestrian-scaled lighting (no taller than 18 feet) should be prioritized over automobile lighting. Lighting should be placed in a manner to limit the casting of shadows on sidewalks.
4. All lighting shall utilize a cutoff fixture. Where buildings are close to the street (less than 15 feet from the right-of-way), full cutoff fixtures are required to limit glare and light spillage on upper levels.

**B.** Alleys are excluded from the spacing and lighting requirements of this Chapter.

Proposed Language (Section 11.10) (modified language shown in red)

**11.10 Street Lighting**

**A.** Street lighting shall be placed on all streets by the developer to allow for the safe use of streets by both cars and pedestrians. *Developer placed lighting shall also include all improved frontages on local and NCDOT streets (with DOT approval). Developers requesting upgrades from the Town's minimum street light specification of a 25' fiberglass pole with a fully-shielded, arm-mounted LED fixture must follow the procedures outlined in the Town's Street Light Policy.* All street lighting shall be placed in accordance with the following minimum design standards:

**1. Minimum average residential street light spacing:**

	OSC	RA, RR	R2, R3, R4, MH, R7, TND, NC, CMX, CC, CH, M&I	DMX
<b>Minimum Average Street Light Spacing</b>	n/a	500 ft.	300 ft.	150 ft. (pedestrian-scaled)

2. *Lighting shall be placed at street intersections and at the end of cul-de-sacs or street stubs 200 ft. or longer, and is preferred at street curves.*
  3. *Pedestrian-scaled lighting (no taller than 18 feet) is required in the DMX zoning district. Developers electing to use pedestrian lighting in other zoning districts may do so with the Administrator's approval, using the same spacing requirement as listed for the DMX district. Where used, pedestrian lighting should be placed in a manner to limit the casting of shadows on sidewalks.*
  4. *All lighting shall utilize a cutoff fixture. Where buildings are close to the street (less than 15 feet from the right-of-way), full cutoff fixtures are required to limit glare and light spillage on upper levels.*
  5. *Nothing in these provisions shall exempt the developer from meeting any additional NCDOT lighting standards along state maintained roadways.*
  6. *The construction of a single dwelling not part of a larger subdivision, or which is located within a Family Subdivision shall not initiate street light requirements.*
- B.** *Alleys are excluded from the spacing and lighting requirements of this Chapter.*
- C.** *More information on Street Lighting may be found in the Town's Street Light Policy.*

Existing language (Section 17.5)

**17.5 Street Lights**

- A.** *The developer shall install underground wiring for street lights and shall install lights at the developer's cost prior to final plat approval. The Town will notify Progress Energy when the lights should become operational for each block within the applicable phase.*
- B.** **Decorative Street Lights:** *Custom or decorative street lighting proposed by the developer is subject to approval by the Town prior to installation. The developer is responsible for all costs associated with the use of custom or decorative materials, to include the difference in the costs associated with the town's standard pole versus the upgraded lighting for a period of 20 years.*

Proposed Language (Section 17.5)

**17.5 Street Lights**

- A.** *The developer shall install underground wiring for street lights and shall install lights at the developer's cost prior to final plat approval. The Town will notify Duke Energy when the lights should become operational for each block within the applicable phase.*
- B.** **Decorative Street Lights:** *Use of any street lighting other than the Town's standard 25' fiberglass pole with a fully-shielded, arm-mounted LED fixture must follow the procedures outlined in the Town's Street Light Policy, and is subject to approval by the Town prior to installation. Use of non-standard poles shall require the developer or owner to enter into a contract directly with the utility provider. The Town shall issue reimbursements to the developer or owner based upon its standard pole costs, as outlined in the Town's Street Light Policy.*

**Statement of Plan Consistency and Reasonableness**

- *Any recommended change to the zoning text should be accompanied by a statement explaining how the change is consistent with the comprehensive plan, and is reasonable in nature.*
  - *At their November meeting, the Planning Board found the requested zoning text amendment (as modified at the meeting) to be consistent with Principle # 5 of the Wendell comprehensive plan and reasonable in order to protect vehicular and pedestrian safety through adequate lighting.*
    - *Principle # 5: Promote Wendell's attractiveness to business and people of all walks of life.*

**Planning Board Recommendation:**

*At their November 20, 2017 meeting, the Wendell Planning Board voted 6-2 in favor recommending approval of a modified version of the proposed text amendment. The only change*

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*made by the Planning Board was to remove the requirement for street lighting in the Residential Agricultural (RA) zoning district, and to leave the spacing requirement for the Rural Residential (RR) zoning district as 300 feet.*

***Voting in Favor:** Michael Clark, Errol Briggerman, Gilda Wall, Jonathan Olson, Kathe Schaecher, and Victoria Curtis.*

***Voting Against:** Lloyd Lancaster and Allen Swaim*

***Absent:** Ashley Anderson*

**Staff Recommendation:**

*Staff supports the proposed amendments and requests the attached ordinance be brought back before the Town Board in January with a new Street Light Policy for action. The attached draft ordinance reflects the Planning Board's recommended amendment.*

Planning Director David Bergmark provided an overview for zoning text amendments to Chapters 11 and 17 of the UDO as they relate to street lights; staff report included above in italics. ***He added action is requested at the January meeting.***

Commissioner Joyner questioned if the money goes into a separate account or the general fund. Planning Director Bergmark stated the funds are in the general fund and is not ear-marked.

Mayor Pro Tem Lutz clarified the standard pole would be gray fiberglass in all districts. Planning Director Bergmark stated yes.

Mayor Pro Tem Lutz questioned if the RR district would remain at 300 feet. Planning Director Bergmark stated yes. And the RA would not require street lights as recommended by the planning board.

Commissioner Joyner questioned what the dissenting votes were. Planning Director Bergmark stated one member lives more in a rural area and concerned about light pollution and another members was concerned about HOAs being involved if the developer chose to install upgraded street lights.

Mayor Gray opened the public hearing at 7:27 p.m. No one came forward to speak for or against this item.

Mayor Gray stated this item would remain open and continued to the January 8, 2018 Board meeting.

Commissioner Joyner requested clarification on the types of poles and a breakdown of current costs versus what this policy will cost. Planning Director Bergmark stated a sample scenario of 100 lots could be prepared.

Commissioner Joyner requested clarification for definition of a subdivision.

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to continue the public hearing to the first meeting in January [January 8, 2018].

Vote: Unanimous.

**8. SNAP SHOT.**

**ACTION: Information. Board may take action.**

Commissioner Joyner requested an update on the railroad equipment. Town Manager Piner stated the Town has reached out and a response has not been received.

Commissioner Joyner requested the contact information to the railroad.

Mayor Gray questioned the status of the punch list items for the PARTF. Town Manager Piner stated staff will complete the game courts.

Commissioner Joyner requested additional information on storm water regulations. He appreciated the first matrix. He clarified that he wants to see if Wendell has one and Knightdale has twenty, what those are. He wants to be the most competitive at this point and leans toward adopting the County's standards. Town Manager Piner stated Wake County is in the process of changing its ordinances and the Town would like to see what Wake County adopts.

Mayor Gray questioned the status of the sidewalk on Academy Street. Town Manager Piner stated it is pending an inspection. Commissioner Carroll stated there are a few items left such as rough grading and seeding.

**9. UPDATE ON BOARD COMMITTEE(S) BY TOWN BOARD MEMBERS:**

 **Fire Advisory Board [Commissioner Joyner]**

Commissioner Joyner stated he will have an update at the next meeting.

**10. COMMISSIONERS' REPORTS.**

Commissioner Carroll congratulated the candidate elects. Being on the Board is more than two meetings a month. This is a big commitment with family and work. Gave everyone a round of applause for the commitment and dedication to the job.

Mayor Pro Tem Lutz stated four years ago when he was elected he regretfully failed to thank his wife. He remembers telling his wife he wanted to run and the next day he learned she was pregnant with their daughter. He thanked her for her support and his children for his absence for the Board meetings.

Commissioner Myrick stated Wendell Wonderland was a fantastic event. He thanked Town staff. He congratulated the candidate elects. He wished everyone a Merry Christmas.

Commissioner Boyette stated four years ago seemed like a long time ago. He proposed to his

wife a few days before his taking office. Four years later he is married and has a daughter that will be two in a few days. He thanked the voters.

Commissioner Joyner stated this is his first election to the Board. He appreciates everyone. He appreciates his wife supporting him in this journey. He thanked Town staff for the Wendell Wonderland event. He heard people talking about next year's event while at this year's event. He visited a children's home last week. It's important to realize that there are 37 children under the age of 18 with parents not involved in their lives.

#### **11. MAYOR'S REPORT.**

Mayor Gray thanked the Town staff for the Wendell Wonderland. She has heard good things and she is excited to offer these activities to citizens and guests.

Mayor Gray stated this is the last meeting for 2017. She looks forward to 2018.

Mayor Gray wished everyone a Merry Christmas and a Happy New Year.

Town Attorney Cauley stated with the adoption of the ordinance for the appointment of the clerk, it would appropriate for the Board to take action to confirm Sherry Scoggins as the Town Clerk.

**ACTION:**

Mover: Commissioner Boyette moved to confirm the designation of Sherry Scoggins as Town Clerk.

Vote: Unanimous.

#### **12. CLOSED SESSION.**

**ACTION: Will be called if necessary.**

No closed session was called.

This concludes the business of the regular meeting.

The board will proceed with the organizational meeting.



#### **13. OATHS OF OFFICE:**



**Administration of oath of office to Jason Joyner, Commissioner, by Representative Chris Malone.**



**Administration of oath of office to John Boyette, Commissioner, by Town Clerk Sherry Scoggins.**



**Administration of oath of office to Jon Lutz, Commissioner, by Town Clerk Sherry Scoggins.**

Town Clerk Sherry Scoggins administered the oath of office as Commissioner to John Boyette.

Town Clerk Sherry Scoggins administered the oath of office as Commissioner to Jon Lutz.

Representative Chris Malone administered the oath of office as Commissioner to Jason Joyner.

**14. ELECTION OF A MAYOR PRO TEMPORE:**



**Mayor Gray will state the duties of Mayor Pro Tempore and open the floor for nominations.**



**Administration of oath of office to Mayor Pro Tempore performed by Town Clerk Sherry Scoggins.**

Mayor Gray provided an overview of the duties of the Mayor Pro Tempore. She opened the floor for nominations.

**ACTION:**

Mover: Commissioner Joyner moved to elect Jon Lutz as Mayor Pro Tempore.

Vote: Unanimous.

Town Clerk Sherry Scoggins administered the oath of office as Mayor Pro Tempore to Jon Lutz.

**15. ADJOURN.**

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to adjourn at 7:54 p.m.

Vote: Unanimous.

Duly adopted this 8th day of January 2018, while in regular session.

**ATTEST:**

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Virginia R. Gray,  
Mayor

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Sherry L. Scoggins, MMC;  
Town Clerk