

TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
February 27, 2017

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, February 27, 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, Ben Carroll, and Jason Joyner.

ABSENT: Commissioner David Myrick

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

CALL TO ORDER:

Mayor Gray called the meeting to order at 7:01 p.m. and welcomed attendees.

PLEDGE OF ALLEGIANCE:

Maddison McIntyre and CJ Whitaker, students at Carver Elementary, led the Pledge of Allegiance.

INVOCATION:

Mr. Bruce Tarnaski of St. Eugene Catholic Church provided the invocation.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA:

ACTION

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

Vote: 4-0.

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

Ms. Regina Harmon of the Wendell Chamber of Commerce stated the Chamber has a new calendar of events where persons can go online to the website to update community events. A couple of upcoming events:

- Party with a Purpose – Saturday, March 4, 2017 at the Wendell Community Center
- [Spring Into the]Arts Walk – Saturday, May 13, 2017 in Downtown Wendell
- Wendell Chamber of Commerce Golf Tournament – Friday, May 19, 2017 at Wendell Country Club

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:

Board Meeting Minutes
February 27, 2017

- a. Approval of the minutes from the January 21, 2017, Town Board Retreat meeting.
- b. Approval of the minutes from the February 13, 2017, regular meeting.
- c. Approval of the minutes from the February 13, 2017, work session meeting.
- d. Wake County Tax Report.
- e. Resolution directing the clerk to investigate the sufficiency of an annexation petition.

ACTION

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

Vote: 4-0.

4. Recognition of Carver Elementary School counselor: Taylor Steffey

SPEAKER: Mayor Gray

ACTION: Recognition

[Staff Report]

Item Summary

Ms. Steffey is a first year counselor and new to Carver Elementary this year. She has already built our community support and made a positive difference in the lives of our students and staff. She helps provide resources for parents and students for social, emotional and academic needs. She has provided strategies and resources for our staff to help students be successful in their classrooms and special time and resources for students to enjoy school and be successful academically and behaviorally. She has facilitated Back-Pack buddies, Holiday Giving (providing toys and clothing for children), a Coat Drive, worked with vendors who have donated new shoes for our students and numerous other programs for our children and their families. She serves as the Student Council Adviser, on our Positive Behavior Committee (a School Improvement Plan committee to teach behavior expectations to children and staff that emphasize the positive behaviors demonstrated for students to be successful, to reduce discipline referrals and unkind behaviors and provide a safe place for everyone). She teaches classes in all grade levels and facilitates small groups for counseling needs. She is positive and professional every day. She has been a strong contributor to meeting the needs of our students, staff and parents in providing a wonderful climate for learning and teaching.

Mayor Gray introduced and recognized Carver Elementary School counselor Taylor Steffey; staff report included above in italics.

Ms. Steffey stated her appreciation for the recognition. She stated she loves the kids and Wendell.

5. RECOGNITION OF ASSISTANT PRINCIPAL DR. SUSAN SPIVEY, CARVER ELEMENTARY.

SPEAKER: Mayor Gray

Action: Recognition.

[Staff Report]

Item Summary

Opportunity for Assistant Principal Dr. Spivey to share what Carver Elementary School has

accomplished to-date for the school year and upcoming events.

Mayor Gray recognized Assistant Principal Dr. Susan Spivey of Carver Elementary School; staff report included above in italics.

Assistant Principal Dr. Susan Spivey stated Carver Elementary implemented the Den Teams a few years ago. Students and staff come to den meetings a few times a week to provide support for students and the family. The support is academic, behaviorally, emotionally – anything that’s needed. Parent participation at Carver Elementary was wonderful with Literacy Night and the Interactive Art Show programs. Carver Elementary hosted its first science fair. Next week, a group of fifth graders will go to Washington D.C. and she thanked everyone who helped with the fundraiser.

Dr. Spivey stated anytime a board member would like to volunteer she will sign him/her up personally.

- 6. PRESENTATION BY JOHN SCIADINI OF MECHANICAL TRADES NORTH CAROLINA AND MICHAEL MOORE OF WAKE TECHNICAL COMMUNITY COLLEGE.**
SPEAKER: Town Manager Piner
ACTION: Presentation.

[Staff Report]

Item Summary:

On October 4, 2016, Mechanical Trades Carolina, UA Local 421 JATC, received the distinguished award for The “Outstanding Registered Apprentice Program” in North Carolina by North Carolina Department of Commerce Apprenticeship and Workforce Solutions. This award took place during the two-day conference in Greensboro, NC.

Watch Video presented at awards ceremony:

<https://www.youtube.com/watch?v=fXj-SjyMLdc&feature=youtu.be>

This was an honor for the Training Program, the UA and the Local as a whole.

During the two-day event, Ms. Sciadini presented, “Recruiting Americas Heroes: Transitioning Military Veterans”; attached for your read.

Town Manager Piner introduced John Sciadini of Mechanical Trades North Carolina and Michael Moore of Wake Technical Community College; staff report included above in italics.

Mr. Sciadini expressed appreciation to the Town’s Planning Department as the school is expanding. He introduced Michael Moore of Wake Technical Community College.

Mr. Moore is the director of the apprenticeship training for Wake Technical Community College. People coming out of the apprenticeship programs can earn as much as six figures. He has been at Wake Tech since September 2011 and provided an overview from September 2011 to present day:

- 46 classes
- Classes range from 100 to 567 hours per student

- Total number of students to date - 454
- Total number of training hours - 9017
- Training is **free** to the apprentices

Mr. Sciadini showed a video of the apprenticeship program. Due to technical difficulties with the sound, Mr. Sciadini narrated an overview of the video content. The apprenticeship program is open everyone and includes women and veterans.

7. DISCUSSION TO CONDUCT AN EMPLOYEE CLASSIFICATION AND COMPENSATION STUDY.

SPEAKER: Town Manager Piner

ACTION: Board may take action.

[Staff Report]

Item Summary:

In 2012, consultant Randall Billings of Billings & Associates Inc. conducted an employee classification study for the Town of Wendell. The study included update of job position descriptions, alignment of the Town's pay scale and a career ladder for the police department. Due to the anticipated growth of Wendell, staff is requesting an employee classification and compensation study for the following reasons:

-  Study of the current labor market to provide new information to determine whether the Town's pay structure is appropriate or may need adjustment.*
-  Study will provide insight and recommendations as to whether the Town's current compensation structure, policies, and practices are effective or in need of adjustment.*
-  Study can determine if the current job classification structure is efficiently structured or may need the introduction of new job classes, mergers of existing classes or the re-titling of classes as more appropriate descriptors of work performed.*
-  Study will include the evaluation of the Town's current job descriptions and the potential need to perform edits and/or major re-writes to improve the utility of the documents as primary sources of information for talent management, performance appraisal, recruitment and retention.*
-  Study will enhance the Town's ability to more effectively comply with statutory requirements regarding pay equity legislation.*

For 2017, Mr. Billings is willing to conduct an employee classification study that would review job descriptions and pay scale, and propose a career ladder for the public works department. Implementation of the study would require authorization of the Town Board. The cost for the 2017 study would be the same as the 2012 study - \$7,500.

Town Manager Piner provided an overview request to conduct an employee classification and compensation study; staff report included above in italics.

Mayor Gray questioned when performed in 2012, was it in time for the 2013 budget. Town Manager Piner stated it was. She added this does not need to be implemented July 1.

Commissioner Boyette questioned if a reclassification of some of the positions a few years ago was performed. Town Manager Piner stated a couple of positions were updated and that was

performed internally.

Commissioner Joyner stated he would have liked the additional information from Mr. Billings. In the earlier work session the Board heard the needs of staffing in departments. Leadership at the department head level has the ability to look at current structure and workforce to articulate a need. Feels the Town is halfway on the way to fixing the problem. Mr. Billings gave a set of how he would do it. The other piece that is a concern is the workload on staff during the budget season. He is concerned with a study that takes a short amount of time. Personally cannot sign off in a quick amount of time and he sees this as being done within the Town and to save the funding and to look at in the upcoming budget cycle. Communicate with employees that this is being looked at and that it will be done right. He is in favor of not moving forward with this study as he does not see this as prudent thing to do before the budget comes out.

Commissioner Boyette concurred with Commissioner Joyner. He does not want to see this rushed through for the next budget and not have a quality study. He is willing to wait and to do next year.

Mayor Gray stated if this was done in 2012 for 2013, the Town is not in a bad position.

Town Manager Piner stated that five towns within Wake County rotate the study every three years as Wake County is a high growth area. She added the Town is not outside of the five-year window at this time.

Commissioner Joyner stated this has a direct budgetary impact, and prefers to see this as a budget request.

Town Manager Piner questioned if the Board would be amenable to doing this early in the FY 18 budget.

Commissioner Joyner stated this is an Administration priority and to include as a request to the Board.

8. UPDATE ON BOARD COMMITTEE(S) BY TOWN BOARD MEMBERS:
 Capital Area Metropolitan Planning Organization [CAMPO] [Mayor Gray]

Mayor Gray stated no report.

9. COMMISSIONERS' REPORTS.

Commissioner Joyner stated a lot of the public is not here during the budget work sessions. He stated staff is doing an amazing job of setting out the debt and finance policy to make the budget process more transparent. He sees a shorter set of meeting with more back-and-forth on what the Board sets out as priorities. He sees this budget as having more for what touches citizens directly. He commended staff for bringing tangible items to the Board these past couple of work sessions. He added he was unable to attend the Princesses in the Park and it looked like a fun event.

Commissioner Boyette stated he would be at the Princesses in the Park event next year. He noticed a couple new businesses opening within Wendell – 41 North Coffee Shop and a new holster shop on Wendell Boulevard.

Mayor Pro Tem Lutz and Commissioner Carroll stated no report this evening.

10. MAYOR’S REPORT.

Mayor Gray provided the following updates:

-  Thanked the Wendell Rotary Club for inviting her to share the State of the Town of Wendell.
-  A week ago a young man shadowed her for career day as he is thinking about a career in politics. She thanked the employees for sharing what they do for the Town of Wendell.
-  Party with a Purpose is this Saturday, March 4, 2017 at the Wendell Community Center.
-  The Town of Wendell was mentioned twice in the *visit Raleigh* blog “2 Awesome Festivals in the Raleigh-area Towns this spring” – ProTown BMX and the Spring into the Arts Walk
-  Recruitment for citizen advisory boards opens tomorrow, February 28, 2017. Applications due Tuesday, April 4, 2017.

11. CLOSED SESSION

ACTION: Closed session will be called if necessary.

No closed session was called.

12. ADJOURN.

ACTION:

Mover: Mayor Pro Tem Lutz moved to adjourn at 7:47 p.m.

Vote: 4-0.

Duly adopted this 13 day of March 2017, while in regular session.

ATTEST:

Virginia R. Gray, Mayor

Sherry L. Scoggins, MMC; Town Clerk