

**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
August 27, 2018**

The Wendell Town Board of Commissioners held its regularly scheduled meeting on Monday, August 27, 2018, 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 Manager Marvin “Marc” Collins, Special Assistant to the Manager—Town Clerk Sherry Scoggins, Town Attorney Jim Cauley, Finance Director Butch Kay, Planning Director David Bergmark, Planner II Mackenzie Day, Police Chief Bill Carter, Public Works Crew Leader Chris Smith, Parks and Recreation Director Jeff Polaski, and Athletics Program Supervisor Kelley Connolly.

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:**

Chief Bill Carter led the Pledge of Allegiance.

**INVOCATION:**

Pastor Barry McFarland of New Hope Missionary Baptist Church provided the invocation.

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

**ACTION**

Mover: Mayor Pro Tem Lutz moved to amend the agenda and include as Item 3f: Approval of amended employment agreement for Manager Teresa Piner.

Vote: Unanimous.

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

No one spoke during the Public Comment Period.

**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 resolution directing the clerk to investigate a contiguous annexation petition for 18.82 acres of property located at 0 Wendell Falls Parkway and adjacent to Town of Wendell Park property and identified by PIN Numbers 1783-38-8411 [17.58 ac], 1783-38-1700 [.69 ac] & 1783-38-5088 [.55 ac].
- b. Approval of resolution directing the clerk to investigate a contiguous annexation petition for 115.74 acres of property (excluding ROW) located adjacent to the Grove

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- of Deerfield Subdivision on either side of S Hollybrook Rd and identified by PIN Numbers 1783921299 [48.38 ac], 1793020954 [6.84 ac], 1783837560 [.47 ac], and 1783947008 (partial) [60.05]
- c. Approval of resolution to establish and approve signatories for the Town of Wendell.
  - d. Approval of the August 13, 2018, regular meeting minutes.
  - e. Approval of resolution appointing Mackenzie Day as a review officer for the Town of Wendell.
  - f. Approval of amended employment agreement for Manager Teresa Piner.

**ACTION:**

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

Vote: Unanimous.

**4a. INTRODUCTION OF TOWN OF WENDELL EMPLOYEE: MARVIN “MARC” E. COLLINS, TOWN MANAGER**  
**SPEAKER: Mayor Virginia Gray**  
**ACTION: Introduction**

*[Staff Report]*

**Item Summary:**

*Marvin E. “Marc” Collins III began his service as Town Manager, effective August 24th. He obtained his undergraduate and master’s degrees from Appalachian State University and has had a career in public service, having most recently served as city manager for Williamsburg, Virginia. He has over 17 years’ experience in local government operations and is an ICMA [International City/County Management Association] credentialed manager.*

Mayor Gray introduced Marvin “Marc” E. Collins, Town Manager; staff report above in italics.

**4b. INTRODUCTION OF TOWN OF WENDELL EMPLOYEE: MACKENZIE DAY, PLANNER II**  
**SPEAKER: Planning Director David Bergmark**  
**ACTION: Introduction**

*[Staff Report]*

**Item Summary:**

*Mackenzie Day began her employment with the Town of Wendell as Planner II on August 17, 2018. Prior to beginning work with the Town, Mackenzie was employed by the Town of Zebulon, where she worked as a Planner I. While with Zebulon, Mackenzie managed planning casework including special use permits, annexations, text and zoning map amendments. She also served as Zebulon’s Capital Area Metropolitan Planning Organization (CAMPO) representative and performed site plan and subdivision reviews.*

*Mackenzie currently resides in Zebulon, and grew up in North Wilkesboro, NC, where she interned prior to working for the Town of Zebulon. She graduated from the University of North Carolina at Chapel Hill with Bachelor of Arts Degrees in Public Policy and Economics and a Minor in City and Regional Planning.*

*As Planner II for the Town of Wendell, Mackenzie will focus on development review, but will also be involved in an array of other departmental functions.  
Please join the Planning Department in welcoming Mackenzie Day to the Town of Wendell.*

Planning Director David Bergmark introduced Mackenzie Day, Planner II; staff report above in italics.

**5. PRESENTATION AND REQUESTS BY THE WENDELL CHAMBER OF COMMERCE FOR THE SATURDAY, OCTOBER 6, 2018, HARVEST FESTIVAL.**

**SPEAKER:** ~~Bryan Green, member of the Wendell Chamber of Commerce~~ Valerie DeLoach, President of the Wendell Chamber of Commerce and Peedie Edwards, member of the Wendell Chamber of Commerce

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

*[Staff Report]*

**Item Summary:**

*This year's 91st Annual Harvest Festival is scheduled for Saturday, October 6 from 9 a.m. to 10 p.m. Last year's festival was a success due to the number of attendees, vendors and weather!*

*For the safety and enjoyment of attendees and vendors, the Wendell Chamber is requesting the following temporary street closures:*

- *Third Street between Main and Baugh Streets*
- *Cypress Street between Third and Second Streets*

*The Wendell Chamber of Commerce and Wine & Beer 101 will co-sponsor this year's Beer Garden to be located at the J. Ashley Wall Square. This year, two law enforcement officers are slated to assist at the tent with one posted at the entry and the other posted at the exit. Applicable ABC permits will be obtained and on hand during the Harvest Festival. The Wendell Chamber is requesting the Board's approval to host a Beer Garden at this year's event.*

Valerie DeLoach, President of the Wendell Chamber of Commerce, provided an overview of the temporary street closures for the 2018 Harvest Festival:

- Third Street between Main and Baugh Streets
- Second Street between Main and Cypress Streets
- Cypress Street between Third and Second Street
- Parade along Main Street

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to approve as requested.

Vote: Unanimous.

Peedie Edwards, member of the Wendell Chamber of Commerce, provided an overview of the request for the beer and wine garden for the Harvest Festival. Two law enforcement officers will be at the "garden;" one at the entrance and one at the exit.

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to approve the request to host the beer and wine garden at the J. Ashley Wall Town Square as presented.

Vote: Unanimous.

**6. REQUEST BY THE WENDELL HISTORICAL SOCIETY TO HOST ITS REVERSE RAFFLE AT THE WENDELL COMMUNITY CENTER ON THURSDAY, SEPTEMBER 20, 2018.**

**SPEAKER: Parks & Recreation Director Jeff Polaski**

**ACTION: Board may take action.**

*[Staff Report]*

**Specific Action Requested:**

*The Wendell Historical Society has asked for a fee waiver to host a reverse raffle fund raiser at the Wendell Community Center on Thursday, September 20 for 7 hours:*

- *Setup beginning at 3:30pm*
- *Dinner and reverse raffle - 6pm–9pm*
- *Cleanup completed by 10:30pm.*

**Item Summary:**

*The Recreation Commission met on Monday, August 6, 2018. The Commission voted unanimously in favor of waiving the rental fee. The cleaning fee in the amount of \$250, by policy, cannot be waived. The anticipated attendance is 300-400. There would be no staffing fee as this is during staff's normal work time, however regular events will be cancelled and leasing of the facility will not be permitted. The waiving of this fee would mean more funds to benefit the work of the Wendell Historical Society.*

Parks & Recreation Director Jeff Polaski provided an overview of the request by the Wendell Historical Society for a fee waiver for the use of the Community Center on September 20, 2018; staff report above in italics.

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to approve the waiver of the rental fee as requested.

Vote: Unanimous.

**7. PRESENTATION OF THE INAUGURAL COMMUNITY GARDEN.**

**SPEAKER: Athletics Program Supervisor Kelley Connolly**

**ACTION: Presentation.**

*[Staff Report]*

**Item Summary:**

*Kelley Connolly is the lead for the Wendell Community Garden initiative. With the help of over 40 volunteers, this garden has been a huge success! Activities kicked off on April 14, 2018 with a Community Garden Work Day. The volunteers enthusiastically gave of time and talent this growing season with regular visits to tend to the crop. The Community Garden included 17 types of vegetables being produced.*

*With the abundance of vegetables this growing season, the Community Garden provided fresh*

*produce to the local food banks within Wendell.*

Athletics Program Supervisor Kelley Connolly provided a presentation of the inaugural Community Garden; staff report above in italics. The following PowerPoint was presented to the Town Board:

<p><b>Wendell Community Garden</b></p> 	<p><b>The Beginning – February 24, 2018</b></p> 
 <p><b>February 23, 2018</b></p>	 <p><b>Community Garden</b></p>
 <p><b>Thank You Randy Whitley!</b></p>	



**Artifacts**



**Wendell Landscaping**

Thank you Matthew Privette for donating topsoil! (April 6, 2018)



**The Big Day  
April 14, 2018**



**The auger helped dig the  
28 holes (April 14, 2018)**



**Wendell Knight's**





**Wendell Knight's 10U  
Boys Baseball Team**



**Putting the fence up**

We would like to thank the Wendell Knight's  
10U Baseball team for putting up our fence!



**The first seeds going in the  
ground – April 14, 2018.**



**Jeanne Poole planting Bush Beans  
- April 14, 2018.**



**Valerie DeLoach planting  
Corn - April 14, 2018.**



**Tomato plants - April 14, 2018**

Crystal McFadden, Kenkesha Stanton  
and Joe DeLoach



**Pepper Plants - April 14, 2018**

**Final Pictures from April 14, 2018**



**The Gate – April 14, 2018**



**May 3, 2018**



**May 3, 2018**



**Art in the Garden  
May 10, 2018**



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**May 16, 2018**



**May 16, 2018**



**Zucchini – May 16, 2018**



**First Tomato - May 17, 2018**



**May 22, 2018**



**May 29, 2018**

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**June 1, 2018**



**June 5, 2018**



**Advertisement - June 7, 2018**



**June 7, 2018**



**June 7, 2018**



**June 13, 2018**



**June 14, 2018**

**June 19, 2018**



**Okra Bloom - July 16, 2018**



**Look Kelley is working  
July 16, 2018**



**Potatoes— July 17, 2018**

**Food Pantry**





Community Garden Members		Thank You!!!!
Warren Boyette	Grace Lovine	Wendell Town Board
Bennie Collins	Rick Lovine	Randy Whitley
Bill Connolly	Crystal McFadden	Wendell Landscaping
Kelley Connolly	Jeanne Poole	Builders Discount Center
Joe DeLoach	Mark Rudd	Lowes Home Improvement
Valerie DeLoach	Kenkesha Stanton	Jason Williams
Lauren Harrington		Peggy Laughery
		Matt Driver

8. **APPOINTMENT TO THE PARKS & RECREATION COMMISSION.**  
**SPEAKER:** Special Assistant to the Manager Sherry Scoggins  
**ACTION:** Board may take action.

*[Staff Report]*

**Specific Action Requested:**

*The Town of Wendell has six citizen advisory boards. After two rounds of recruitment, the Parks and Recreation Commission has one vacancy for an in-town member and the Tree Board has one vacancy. As of August 15, 2018, the Appearance Commissioner has one vacancy for the unexpired term of June 30, 2020.*

*Following the July 9, 2018, Board meeting, the attached application(s) were received for the Parks and Recreation Commission:*



*Seth Amidon*

*In accordance with section 2-72 of the Town Code of Ordinances and the Town Board's Rules of Procedure Rule 36, a ballot is available for the appointment of a citizen to serve on the Parks and Recreation Commission.*

**Item Summary**

*The Parks and Recreation Commission is an active citizen advisory board.*

Special Assistant to the Manager Sherry Scoggins provided an overview of the requested appointment to the Parks & Recreation Commission; staff report above in italics.

**ACTION:**

The following person was selected to serve on the Parks and Recreation Commission for an in-town position:

Seth Amidon; term expiring 6/30/2021

Special Assistant to the Manager Scoggins stated the Town is accepting applications for one Tree Board member and one Appearance Commission member.

**9. Update on board committee(s) by Town board members:**



**Capital Area Metropolitan Planning Organization [CAMPO] [Mayor Gray]  
Triangle J Council of Governments [J-COG] Board of Delegates [Mayor Pro  
Tem Lutz]**

Mayor Gray provided a summary of the CAMPO meeting.

Mayor Pro Tem Lutz provided a summary of the Triangle J-COG Board of Delegates meeting.

**10. COMMISSIONERS' REPORTS.**

All the commissioners welcomed Manager Collins to the Town of Wendell.

**11. MAYOR'S REPORT.**

Mayor Gray stated she attended the Wendell Falls end of summer meeting.

Mayor Gray stated she attended the All Star Recognition and Movie night this past Saturday.

Mayor Gray stated the Town received an inquiry on the Snap Shot that the Town Board receives each month. She stated the Snap Shot is a tickler for the Board. In the future, the Snap Shot will be shown.

**12. CLOSED SESSION.**

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

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to go into closed session in accordance with NC GS 143-318.11(a) (5) [land acquisition] at 7:36 p.m.

Vote: Unanimous.

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to return to open session at 7:53 p.m.

Vote: Unanimous.

**ACTION:**

Mover: Mayor Pro Tem moved to approve the purchase and sale agreement for property at 122 W Second Street for use as a museum for Wendell and for the Wendell Historical Society will begin due diligence and report back to the Board of Commissioners.

Vote: Unanimous.



**13. ADJOURN.**

**ACTION:**

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

Vote: Unanimous.

Duly adopted this 10th day of September 2018, while in regular session.

**ATTEST:**

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Virginia R. Gray, Mayor

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Sherry L. Scoggins, MMC;  
Sp. Asst to the Town Manager - Town Clerk