

**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
February 12, 2018**

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, February 12, 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, Ben Carroll, and Jason Joyner.

ABSENT: Commissioner David Myrick

STAFF PRESENT: Town Manger Teresa Piner, Special Assistant to the Manger-Town Clerk Sherry Scoggins, Town Attorney Jim Cauley, Finance Director Butch Kay, Planning Director David Bergmark, Planner Patrick Reidy, Parks & Recreation Director Jeff Polaski, 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:

Santiago Bazan-Cavallo, student at Lake Myra Elementary, led the Pledge of Allegiance.

INVOCATION:

Brother Emmanuel of St. Eugene Catholic Church provided the invocation.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA:

Mayor Pro Tem Lutz requested to add as number 5 to the agenda, Presentation by Hartwell Wright of the North Carolina League of Municipalities, and to re-number the remaining items on the agenda.

<p>ACTION</p>

<p>Mover: Mayor Pro Tem Lutz moved to approve the agenda as amended.</p>
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<p>Vote: 4-0.</p>

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 January 22, 2018, regular meeting.
- b. Resolution awarding badge and service sidearm to retiring Sergeant Stephen Hall.
- c. Extension of audit service contract with Petway Mills and Pearson PA.

ACTION:

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

Vote: 4-0.

**4. RECOGNITION OF LAKE MYRA ELEMENTARY SCHOOL TEACHER:
JANE FERGUSON.
SPEAKER: Mayor Virginia Gray
ACTION: Recognition.**

[Staff Report]

Item Summary:

Jane Ferguson first realized that she wanted to teach English as a Second Language while studying Spanish abroad in Costa Rica. She was greatly humbled by the experience of being a second language learner herself and decided that she wanted to spend her life serving ESL students in North Carolina.

Jane has taught English as a Second Language with Wake County Public Schools for twelve years. She came to Lake Myra Elementary when the school first opened nine years ago. She has a passion for working with diverse families and helping them feel connected in the school community. She strives to build strong relationships with her students and empowers them to become leaders in their school and greater community. She integrates technology into her lessons daily in order to ensure that her students are engaged in their learning and prepared for their future.

Jane lives in Raleigh with her husband, Drew, daughter Liza (4), son John (1), and Springer Spaniel Layla. :) She is active in her church, Edenton Street United Methodist Church and volunteers with Alliance Medical Ministry. Her principal appreciates her more than she will ever know. She has been essential in creating a collaborative and cohesive climate for all students, teachers, and families at Lake Myra.

Mayor Gray introduced and recognized Lake Myra Elementary School teacher Jane Ferguson; report included above in italics.

Ms. Ferguson expressed her appreciation. Lake Myra Elementary is a wonderful school and the school appreciates support and volunteers.

**5. PRESENTATION BY HARTWELL WRIGHT OF THE NORTH CAROLINA
LEAGUE OF MUNICIPALITIES [NCLM].
SPEAKER: Hartwell Wright, Human Resources Consultant
ACTION: Presentation.**

North Carolina League of Municipalities Human Resources Consultant Hartwell Wright provided a handout, "Selecting A Town Manager;" included in the minutes book for reference. Mr. Wright stated he would provide an overview of the process and he added that he can come

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back for a work session. Under normal circumstances the process for hiring a manager takes six months from start to finish. The Board may shorten or lengthen the process. He stressed taking time to find the right person rather than hiring the wrong manager. Currently there are 40 vacancies within North Carolina for a manager or administrator in municipalities and counties. Once Wendell begins the process, Wendell will be competing for the same talent. The way the Board conducts itself in the process can sway the opinion of a candidate. The Board will need to decide if it wants to do the search itself or use a consultant before beginning the process. The Board will need to decide if this is a confidential or open process. In North Carolina, the statute states an application is confidential. If the Board opts for an open process, the Board will need the applicant's consent before releasing his/her name. If the Board selects a consultant, the Board will need to detail what it will do and what the consultant will do in the agreement. The Board will need to determine the expectations of the next manager and the profile becomes the tool to determine or measure each candidate. The Board needs to agree on the top priorities for its next manager. The Board will need to ensure that the consultant vets the candidates based upon the Board's criteria. When the Board identifies a candidate, a complete background needs to be performed for each place worked and lived – both state and federal as the two systems are separate.

Mr. Wright stated there are 40 managerial positions presently vacant. When the Board decides how to conduct its manager search process, the Town will be vying with other locations anxious to fill a vacancy too. He added this year a number of managers are retiring. A manager has a certain set of skills. If the Town Board considers an out-of-state manager, the Board will need time allow time for the out-of-state manager to learn North Carolina laws.

Commissioner Joyner questioned the usual vacancy rate of managers in North Carolina. Mr. Wright stated the vacancy rate usually runs between six and eight percent.

Commissioner Joyner questioned what towns are doing to be more competitive. Mr. Wright stated each town has its own incentives to attract a manager. Growth is exciting for a manager or young person. His experience has shown him that the Board realizing the interview process is more than a manager - it's about a family coming to Wendell. He encouraged meeting the spouse and showing the person who is re-locating what Wendell has to offer with schools, shops, and homes.

Commissioner Joyner stated one of the selling points is being in Wake County. Mr. Wright stated being in Wake County is a draw and a drawback. The drawbacks are congestion and types of housing. He recommended working with a candidate on re-location and be flexible with a home within the corporate limits.

Commissioner Boyette stated does it hurt that Wendell is a small town is a big county. Mr. Wright stated Wendell is attractive.

Commissioner Boyette questioned if the town manager living in Town is common. Mr. Wright stated an exception is a resort community because the cost of living is high. He stated a high percentage of towns require residency in the corporate limits for managers. He stated this is a decision for the Board to make. Most professional managers live within the corporate limits.

Commissioner Carroll stated he heard the vacancy rate for managers is at ten percent and the rate is usually between six and eight percent. Mr. Wright stated the vacancy rate is high due to a number of managers retiring.

6. REVIEW AND ACTION OF FAÇADE GRANT REQUEST FOR 30 N MAIN STREET.

SPEAKER: Planner Patrick Reidy

ACTION: Board may take action.

[Staff Report]

Item Summary:

At the February 5, 2018 meeting, the Appearance Commission reviewed one Downtown Façade Grant application for the January 1st application period. This request is the first and only façade grant application that was received prior to the 1st Appearance Commission meeting during the cycle.

The Appearance Commission members recommended to the Board of Commissioners by a vote of 6 to 0, approval of the downtown façade grant application for 30 N. Main Street in the amount of \$1,000. The Appearance Commission noted that the application met the intent of the program. Additional detailed information on the Downtown Façade Grant Program application request submitted for this review cycle is included herein.

30 N. Main Street

On January 19, 2018, an application was submitted to the Town of Wendell Planning Department, by owner Kathy Dara, for the downtown façade grant program. The application is to replace two front windows with larger windows and to seal and paint the brick on the building at 30 N. Main Street. The property is going to be renovated by the owners to create a retail or office space. The property is located in the Downtown Mixed-Use (DMX) zone.

The total estimated cost for the project is \$2,600. The amount applied for by the applicant for the downtown façade grant program is \$1,000.00. The downtown façade grant program permits a 50-50 match up to \$1,000 from the town to the applicant based on project costs. Additional details are found in the downtown façade grant application guidelines.

Staff has reviewed the downtown façade grant application for 30 N. Main Street. The application was deemed complete with project costs indicated, project details provided and photos of the existing façade included in the application. The project includes eligible improvements as defined by the current downtown façade grant program guidelines. The applicant has not begun making improvements to the building.

Existing and Proposed:



Staff Recommendation:

Staff requests that the Board of Commissioners review the recommendation of the Appearance Commission in relation to the Downtown Façade Grant program objective and guidelines in order to render action on these submitted applications.

The Downtown Façade Grant Program decision guidance factors for approval include the following:

- 1. Project Review Checklist:
 - a. Completed application by application deadline*
 - b. Project proposes eligible exterior improvement(s)**
- 2. Extra consideration shall be provided to:
 - a. new commercial businesses;*
 - b. facades located in the downtown area;*
 - c. removal of metal awnings and/or replacement of fabric awnings*
 - d. recently expanded businesses or seeking renovation; and/or*
 - e. Projects that are creative or offer enhanced improvements or aesthetic appeal or translates to increase customer visitation or experiences in a neighborhood.**
- 3. Site visit and view of existing conditions;*
- 4. Strength of the application and support materials submitted with the application will be judged against applications during the grant deadline cycle;*
- 5. Project costs;*
- 6. Available program funds.*

Planner Patrick Reidy provided an overview of the façade grant request of \$1,000 for 30 North Main Street; staff report above in italics.

ACTION:

Mover: Mayor Pro Tem Lutz moved to approve the façade grant request for 30 North Main Street in the amount of \$1,000.

Vote: 4-0.

7. REQUEST TO TEMPORARILY CLOSE A PORTION OF NORTH MAIN STREET FOR THE UPCOMING PROTOWN BMX.

SPEAKER: Parks and Recreation Director Jeff Polaski

ACTION: Board may take action.

[Staff Report]

Item Summary:

ProTown BMX is a bike stunt team out of Greenville NC that has performed all over the world. They would perform two shows on March 24, 2018. Shows would be at 11:00am and 2:00pm. Each show would follow up with an autograph session and free riding clinics.

North Main Street would be closed from Third Street to the railroad tracks from 9:30am-5:00pm. The Parks and Recreation Department will also be recognizing the Basketball All-Stars between shows to bring some much needed recognition to these athletes.

RAIN DATE is Sunday, March 25, 2018, with the times and location as stated for the March 24, 2018 performances.

Parks and Recreation Director Jeff Polaski provided an overview of the request for the temporary closure of a portion of North Main Street for the upcoming ProTown BMX event; staff report included above in italics. The Basketball All Stars will be recognized at this event as well. He added one shop owner expressed concern for a Shop Hop.

Mayor Gray asked that staff be aware of the date for the 2019 Shop Hop and to schedule the ProTown BMX accordingly.

ACTION:

Mover: Mayor Pro Tem Lutz moved to temporarily close a portion of North Main Street for the ProTown BMX.

Vote: 4-0.

Public Hearing Guidelines:

- 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

8. PUBLIC HEARING FOR ANNEXATION PETITION A-17-05 FOR THREE PARCELS LOCATED OFF OF EAGLE ROCK ROAD.

SPEAKER: Planning Director David Bergmark

ACTION: Public hearing. Board may take action.

[Staff Report]

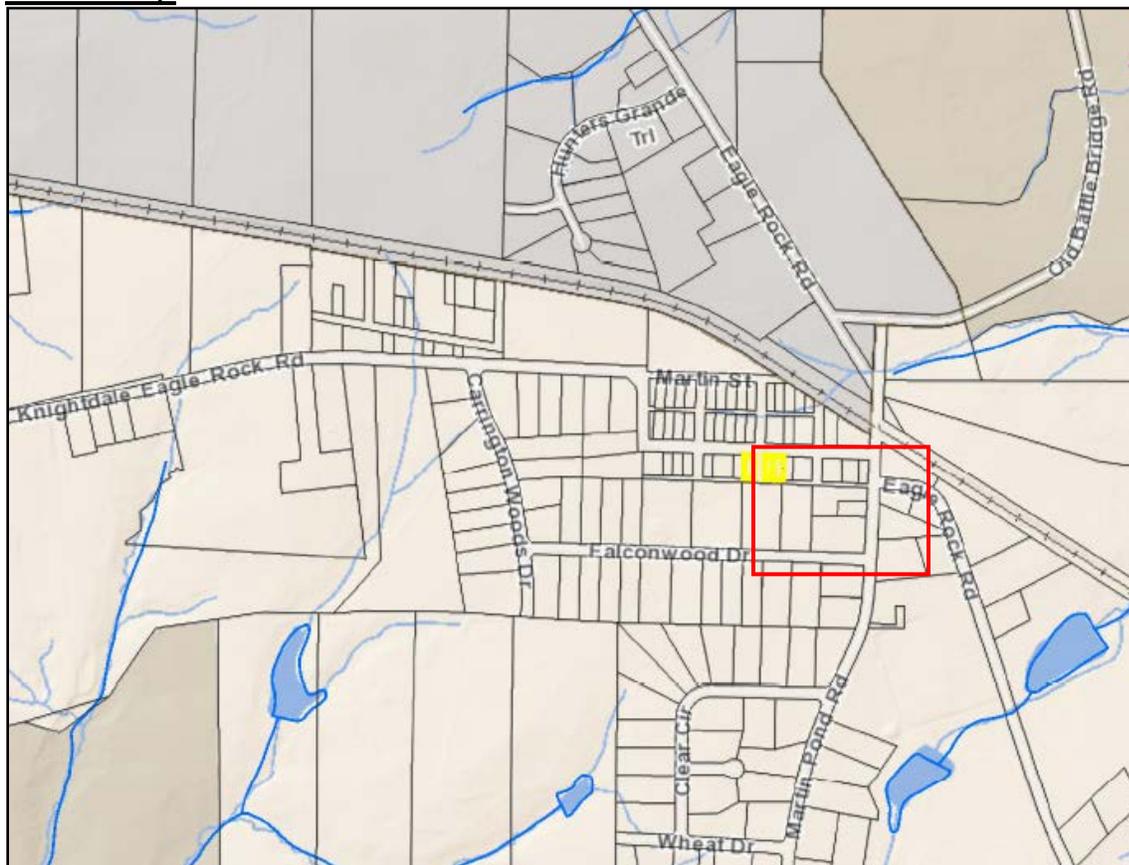
Item Summary:

Maria Barahona has submitted an annexation request for 3 parcels totaling 0.411 acres of land (excluding ROW) located at 6806 and 6808 Knightdale Eagle Rock Road and identified by PIN Numbers 1774439303, 1774530312, and 1774530352. These properties contain two single family dwellings and fall within the Town's Extra Territorial Jurisdiction. The three parcels are not contiguous to the Town's existing primary corporate limits, with the closest satellite annexations being Wendell Falls to the southwest and the Anderson Property on Old Battle Bridge Road to the northeast. This request also includes 0.508 acres of adjacent right-of-way to be annexed, if approved.

The applicant has initiated this petition due to her desire to connect to municipal water, which is available on Knightdale Eagle Rock Road. However, Town policy requires anyone desiring to connect to municipal utilities to first submit a petition for annexation. If the Town Board determines that annexation of the property is not warranted or desirable from a municipal service standpoint, the applicant still has the option of connecting to municipal water and paying double rates.

The Town Clerk has certified the sufficiency of the submitted annexation petition.

Locator Map:



Project Profile:

PROPERTY # 1 LOCATION: 6806 Knightdale Eagle Rock Rd
WAKE COUNTY PIN(s): 1774 43 9303
ZONING DISTRICT: R3
PROPERTY OWNER(s): Maria Barahona

	6806 Knightdale Eagle Rock Rd Wendell, NC 27591
<i>APPLICANTS:</i>	<i>Same (owner)</i>
<i>PROPERTY SIZE:</i>	<i>0.142 ac.</i>
<i>CURRENT LAND USE:</i>	<i>Residential</i>
<i>PROPOSED LAND USE:</i>	<i>Residential</i>
<i><u>PROPERTY # 2 LOCATION:</u></i>	<i>0 Knightdale Eagle Rock Rd</i>
<i>WAKE COUNTY PIN(s):</i>	<i>1774 53 0312</i>
<i>ZONING DISTRICT:</i>	<i>R3</i>
<i>PROPERTY OWNER(s):</i>	<i>Maria Barahona 210 Gem Drive Knightdale NC 27545</i>
<i>APPLICANTS:</i>	<i>Same (owner)</i>
<i>PROPERTY SIZE:</i>	<i>0.12 acres</i>
<i>CURRENT LAND USE:</i>	<i>Residential/Vacant</i>
<i>PROPOSED LAND USE:</i>	<i>Residential/Vacant</i>
<i><u>PROPERTY # 3 LOCATION:</u></i>	<i>6808 Knightdale Eagle Rock Rd</i>
<i>WAKE COUNTY PIN(s):</i>	<i>1774 53 0352</i>
<i>ZONING DISTRICT:</i>	<i>R3</i>
<i>PROPERTY OWNER(s):</i>	<i>Maria Barahona 210 Gem Drive Knightdale NC 27545</i>
<i>APPLICANTS:</i>	<i>Same (owner)</i>
<i>PROPERTY SIZE:</i>	<i>0.14 ac.</i>
<i>CURRENT LAND USE:</i>	<i>Residential</i>
<i>PROPOSED LAND USE:</i>	<i>Residential</i>

Zoning District:

These properties are zoned Residential-3 (R3) and are located within the Town's ETJ.

Public Utilities:

Water is available on-site. Public sewer is more than half a mile away from this site. As a result, these lots would continue to be reliant on private septic service, even if they connected to public water.

Tax Information:

Currently, two of the three lots are developed with single family homes. The third lot is being used for a driveway and additional yard space for one of the other two lots. The total tax value for all three lots combined is \$96,723. At the current tax rate of 49 cents, annexation of these properties would result in approximately \$474 in tax revenue for the Town.

Police & Public Works & Utility Service:

- The proposed annexation area would require services from the Town's Police and Public Works departments if annexed. Currently both departments do not provide service to any developed properties within half a mile of the proposed annexation area. The closest satellite annexation is approximately 1000 feet away along Old Battle Bridge Road, but this area is undeveloped and thus requires little to no public works or police service.*

Staff Recommendation:

- Due to the distance between the proposed annexation area and the Town's current corporate limits, the municipal cost to deliver municipal services to this area would exceed the tax*

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benefit gained through annexation. As a result, staff does not recommend that the Town Board approve the annexation request at this time.

- *If the Town Board is not in support of approval, it has the option of denying the annexation request at this time, or delaying action on the annexation request. The applicant would still be allowed to connect to municipal water available at this site (paying double rates for connection and usage).*
- *If the Town Board believes that additional properties in this area could request annexation in the future, the Board may delay action, rather than deny the annexation request. This would provide the option of approving the request at a later date, if ownership of the property is unchanged and the owner still desires annexation. The owner would be able to obtain standard water rates at the time of annexation.*

Planning Director David Bergmark provided an overview of the annexation request of .411 acres of property (excluding ROW) located at 6806 and 6808 Knightdale Eagle Rock Road and identified by PIN Numbers 1774439303, 1774530312, and 1774530352; staff report above in italics.

Planning Director Bergmark said based on statutory requirements for satellite annexations, the Town Board should deny the submitted annexation request, rather than delay action. Town Attorney Cauley said he agreed, and added that the public hearing should still be opened.

Mayor Gray questioned if denial of the annexation petition would deny access to municipal water. Planning Director Bergmark stated they can connect and it would be at the out-of-town rate.

Mayor Gray opened the public hearing at 7:40 PM. No one spoke. Mayor Gray closed the public hearing at 7:40 PM.

ACTION:

Mover: Mayor Pro Tem Lutz moved to deny the annexation request on Knightdale-Eagle Rock Road.

Vote: 4-0.

9. DISCUSSION OF THE PROPOSED FY 2018-19 BUDGET CALENDAR.

SPEAKER: Finance Director Butch Kay

ACTION: Town Board may take action.

[Staff Report]

Item Summary:

The Town Board of Commissioners is requested to review the proposed FY 2018-19 budget calendar. If it is the pleasure of the Town Board to approve the proposed FY 2018-19 budget calendar, the Town Board's meeting calendar will be updated to include the proposed budget meetings [[NC GS 143-318.12](#)].

<i>Proposed TOWN OF WENDELL FY 2018-19 BUDGET CALENDAR</i>		
<i>DATE</i>	<i>ACTIVITY</i>	<i>NOTES</i>
<i>26-Feb</i>	<i>Budget preparation materials distributed to department heads.</i>	<i>Local Procedure</i>
<i>26-March 5:30pm - 6:45pm</i>	<i>Initial budget meeting for department heads. Review of budget goals, budget development procedures and deadlines by Manager.</i>	<i>NCGS 159.10</i>
<i>26-March 5:30pm - 6:45pm</i>	<i>Board of Commissioners holds a pre-budget meeting to discuss goals and priorities.</i>	<i>Local Procedure</i>
<i>4-Apr</i>	<i>Department heads submit preliminary department budget to Finance Director.</i>	<i>NCGS 159.10</i>
<i>April 9 - April 20</i>	<i>Finance Director reviews budget with Manager and finalizes revenue and expenditure estimates.</i>	<i>NCGS 159.10</i>
<i>23-April 5:30pm - 6:45pm</i>	<i>Manager conducts detailed work session with the Board. Additional dates to be added at the discretion of the Board (May 29th if needed).</i>	<i>NCGS 159.11</i>
<i>14-May</i>	<i>Submit proposed budget and message to the Board. Budget made available to public and press. Publish budget statement and public hearing date.</i>	<i>NCGS 159.11 NCGS 159.12 NCGS 159.12</i>
<i>29-May 5:30pm - 6:45pm</i>	<i>Conduct budget work sessions with the Board of Commissioners (if needed).</i>	<i>NCGS 159.12</i>
<i>29-May</i>	<i>Public Budget Hearing.</i>	<i>NCGS 159.12</i>
<i>11-Jun</i>	<i>Board adopts FY 2018-19 budget, levies tax rate, and adopts fee schedules.</i>	<i>NCGS 159.13</i>

Finance Director Butch Kay provided an overview of the proposed FY 2018-19 budget calendar; staff report and calendar included above in italics.

ACTION:

Mover: Mayor Pro Tem Lutz moved to adopt the budget work session calendar as presented.

Vote: 4-0.

10. SNAP SHOT.

ACTION: Information. Board may take action.

The Board reviewed the Snap Shot.

Commissioner Boyette questioned if the railroad brush truck was moved from Pine Street. Town Manager Piner stated yes.

Commissioner Joyner questioned the status of the Hollybrook Road crossing. Town Manager Piner sent correspondence, and has not yet received a response.

Commissioner Joyner stated he will make a phone call.

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



Capital Area Metropolitan Planning Organization (CAMPO) [Mayor Gray]



Triangle J Council of Governments (JCOG) [Mayor Pro Tem Lutz]



Fire Advisory Board [Commissioner Joyner]

Mayor Gray provided an update on the CAMPO meeting:

- Update on the 2018-2027 Transportation Improvement Program, amendment 1 and 2;
- Held executive board elections;
- Update on the North Carolina DOT Falls of the Neuse Project;
- Discussed FY 2019 LAPP Investment Program
- Discussed 2045 Metropolitan Transportation Plan Update
- Safety performance measures target

Mayor Pro Tem Lutz provided an update on JCOG meeting:

- Recognized outgoing and incoming members
- Fiscal year audit report
- Recognition of the Town of Clayton for its success in hosting the Summit last September
- Action for an applicant to locate in the foreign trade zone

Commissioner Joyner provided an update on the Fire Advisory Board:

- Reviewed upcoming budget
- Reviewed organizational structure

12. COMMISSIONERS' REPORTS.

Commissioner Carroll and Mayor Pro Tem Lutz stated no report.

Commissioner Boyette stated Triangle J-COG hosted a (regional) meeting at Wendell Town Hall with Wendell, Zebulon, and Knightdale representatives. Discussed what the Triangle J COG does and how it serves the communities.

Commissioner Joyner stated the Town Board will undergo a manager search. Picking a leader has impact immediately and for years to come. He appreciates Town Manager Piner's flexibility

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with her retirement date. Earlier this evening Finance Director Kay provided an overview of the budget schedule. He encouraged the public to speak out for the upcoming budget process.

13. MAYOR'S REPORT.

Mayor Gray stated this is a busy time of year. She recently attended the East Wake High School mid-year graduation. She is proud of the graduates for their accomplishment in completing their education! She was interviewed by students at East Wake Middle School for their morning TV show. She attended the read aloud day at Carver Elementary. She added firemen came on the fire truck to read.

Mayor Gray shared the following events:

- Bond with the Blue is Wednesday, February 21, 2018, at Edward Jones on North Main Street
- Princesses in the Park is Saturday, February 24, 2018, at the Wendell Community Center beginning at 4 p.m.
- Party with a Purpose is Saturday, February 24, 2018 at Wine and Beer 101 from 7 PM to 11 PM. This year's theme is the Roaring 20's.
- Wendell Town Board will have a special called work session on Monday, February 26, 2018, beginning at 6 PM to receive information on municipal election districts.

14. CLOSED SESSION.

ACTION: Will be called if necessary.

No closed session was called.

15. ADJOURN.

ACTION:

Mover: Mayor Pro Tem Lutz moved to adjourn at 7:52 p.m.

Vote: 4-0.

Duly adopted this 12th day of March 2018, while in regular session.

ATTEST:

Virginia R. Gray,
Mayor

Sherry L. Scoggins, MMC;
Town Clerk