

TOWN OF WENDELL
BOARD OF COMMISSIONER RETREAT MINUTES
January 27, 2018

The Wendell Town Board of Commissioners held their Board Retreat meeting on Saturday, January 27, 2018, at the Wake County Commons Building, 4011 Carya Drive, Raleigh, NC.

ATTENDEES:

Mayor Virginia Gray
Mayor Pro Tem Jon Lutz
Commissioner John Boyette
Commissioner David Myrick
Commissioner Ben Carroll
Commissioner Jason Joyner
Town Manger Teresa Piner
Finance Director Butch Kay

Planning Director David Bergmark
IT Administrator Tamah Hughes
Parks & Recreation Director Jeff Polaski, *[early afternoon departure due to health]*
Public Works Superintendent Brian Bray
Police Chief Bill Carter.
Special Assistant to the Manger-Town Clerk
Sherry Scoggins

1. **CALL TO ORDER**
SPEAKER: Mayor Gray

Mayor Gray called the meeting to order at 8:38 AM.

2. **APPROVAL OF THE AGENDA**

ACTION

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

3. **SLATED FOR FUTURE SPECIAL WORK SESSION(S):**
 - A, **Municipal election – districts**
SPEAKER: Bob Joyce, UNC-SOG
[Scheduled for February 26, 2018 at 6 PM as a special work session]
UPDATE: Special Assistant to the Manager Scoggins

[Staff Report]

Item Summary:

Mr. Bob Joyce of the UNC School of Government will provide an overview of the options available for municipal election districts as a special work session on February 26, 2018. At its 2016 Board Retreat, information about municipal election districts was requested. On April 12, 2016, an overview was provided to each Board member. The attached document is updated to reflect bills pertaining to elections that are eligible for possible action during the 2019 short session and Town of Wendell voter information with the cost of the 2017 municipal election.



Special Assistant to the Manager Scoggins provided an overview of the municipal election – districts; staff report above in italics. Board members are welcome to submit questions in advance of the work session.

B. Stormwater Regulations –Wendell in comparison to Wake County and the other Wake County municipalities

SPEAKER:

UPDATE BY: Town Manager Piner

[Staff Report]

Item Summary:

Staff has been asked to look at Wendell's stormwater regulations in comparison to other local jurisdictions. Wake County provided a draft of stormwater comparisons for the jurisdictions for which they contract. Staff has included information on jurisdictions outside of those that currently contract with Wake County such as Knightdale, Garner and Apex.

The jurisdictions appear similar in their stormwater requirements. Acronyms in the report include:

Stormwater control measures (SCM)

Water Supply Watershed (WSWS)

North Carolina Department of Environmental Quality (NCDEQ)

Town Manager Piner provided an overview of the stormwater regulations; staff report above in italics.

Commissioner Joyner questioned how Wendell compares to neighboring municipalities with stormwater. He requested using the Wake County standards.

Town Manager Piner stated Wake County has begun the process to update its stormwater regulations.

Mayor Gray requested to use what is available today to compare where Wake County and Wendell are with stormwater.

C. Review of Town Charter AND Rules of Procedure

SPEAKER:

UPDATE BY: Special Assistant to the Manager Scoggins



[Staff Report]

Item Summary:

American Legal Publishing is a vendor that provides research of the current Town Charter. The goal of the research is:

- *Review for compliance with NC State law*
- *Review to not conflict with Town's Code of Ordinances*

This is a legal review in which conflicts would be notated and depending on the issue, ALP may provide a model ordinance.

The cost for this project is \$3,000. ALP has a contract with the NCLM, for this competitive rate.

Special Assistant to the Manager Scoggins provided an overview of the review of Town Charter; staff report above in italics.

Based upon question by the Town Board, Special Assistant to the Manager Scoggins stated it has been a number of years since the Charter was reviewed in its entirety.

Commissioner Myrick questioned could the Town Attorney do this review. Special Assistant to the Town Manager Scoggins stated she would ask.

ACTION

It was the consensus of the Town Board to include this item in the upcoming budget.

4. COMPREHENSIVE REVIEW OF CONTRACT WITH RALEIGH FOR WATER AND SEWER

SPEAKER: Town Manager Piner and Finance Director Kay

[Staff Report]

Item Summary:

The utility merger began in FY 2006 using growth estimates developed in FY 2004-2005. Unfortunately the merger coincided with the economic crash of October 2008 and the summer drought during that time resulting in water restrictions for users. These uncontrollable events resulted in Wendell not being able to meet the merger projections (meaning expenditures exceeded revenues each year through FY 2012). Revenues did not exceed expenditures until FY 2015. The current merger debt is approximately \$9.2 million. At the current rate of growth, Raleigh anticipates the merger to close in FY 2022 or FY 2023.

Raleigh has indicated their willingness to work with the town in reducing customer rates for Wendell citizens. Options may include the return of capacity and/or taking the rates



to that of Raleigh rates with the addition of a monthly surcharge. With this new rate proposal, Wendell citizens would recognize an annual savings (see charts provided). Also, the return of capacity would reduce the immediate debt to Raleigh. If capacity is needed within the merger window, Wendell could purchase the capacity at the same rate it was returned to Raleigh. However, Raleigh would not finance the cost of the capacity. Due to the current conversion of Raleigh's Customer Care Billing (CCB) system, Raleigh would not be prepared for an in depth discussion until after July of 2018. However, Raleigh has expressed their ability to meet with Wendell Town Board to discuss the details of the merger in a special called meeting or budget work session so the matter can be discussed at length.

Town Manager Piner provided an overview of the comprehensive review of contract with Raleigh for water and sewer; staff report above in italics.

Finance Director Kay stated 2022 would be when expenses and revenues would match.

Commissioner Boyette questioned what Wendell was doing for water before the merger with Raleigh.

Finance Director Kay stated Wendell was buying water from Knightdale; Knightdale was buying its water from Raleigh; and Zebulon would buy its water from Wendell.

Commissioner Boyette questioned when the Town entered into original agreement with Raleigh. Finance Director Kay stated began discussions with Raleigh in 2003 and signed the contract October 2, 2006. The original agreement would have been completed today (2018).

Commissioner Boyette questioned why the Town entered into the merger. Town Manager Piner stated the Town did not have the resources to make the State mandated updates to the wastewater treatment facility. The Town was using water from the quarry as a municipal water supply. There was not another water option for Wendell. CH2M Hill did a study for Wake County to discuss the water needs throughout Wake County.

Commissioner Boyette stated his idea of a merger is two entities with value becoming one. This appears more of a contract with Raleigh. He asked what Wendell brought to the table and what Raleigh invested to the merger. Finance Director Kay stated Wendell had a customer base. The Town of Wendell had a small amount of money from its utility enterprise fund and negotiated with Raleigh for facility improvements specific to Wendell.



Commissioner Boyette questioned the rates before and after the merger. Finance Director Kay worked through a water bill. He added that when the drought came, the water rates in Raleigh began to rise and the increase constricted the differential amount available for re-payment by Wendell.

Commissioner Boyette stated Raleigh City Council can raise the water rates. He questioned why Wendell did not get a seat at the table. Finance Director Kay stated that question was raised by previous Boards. Wendell does not own the system.

Commissioner Joyner heard Wendell residents could pay what Raleigh residents pay for water. Finance Director Kay stated Wendell has discussions with Raleigh. With the growth and positive rates, could charge Raleigh rates with a possible surcharge of \$7. If this option is selected, the pay-off could move from 2022 to 2027. And citizens would see savings within the 10 year window.

Town Manager Piner stated all the Towns had the same original contract conditions. The legislature took away the development surcharge fees that were being used to pay down the pro-forma. As a result of a change at the legislature which created an uneven playing field, Raleigh has entertained the possibility of a \$7 surcharge.

Commissioner Boyette questioned capacity for Wendell. Finance Director Kay stated when the pro-forma is completed the developer will work directly with Raleigh for capacity.

Commissioner Boyette questioned the amount of capacity the Town of Wendell has. Town Manager Piner stated the Town has 750,000 gallons of extra capacity. Raleigh included a four percent growth escalator per year.

Commissioner Boyette questioned the amount of reduction to the pro-forma if extra allocation is returned. Town Manager Piner stated that is an unknown and would need to discuss with Raleigh.

Based upon questions by Commissioners about the rate to sell water to a developer, Town Manager Piner stated all water customers pay the same rate.

Mayor Pro Tem Lutz stated he has heard the water bills in Wendell are too high. This would be a help to those struggling to make ends meet. He would like to see this done sooner.

Town Manager Piner stated a contract could be available in July with an effective date of



December. Town of Wendell will meet with Raleigh in the March or April time frame to discuss the rates.

Mayor Pro Tem Lutz questioned the future projections of growth. Town Manager Piner stated last year the Town grew six percent.

Mayor Gray questioned if the new Wake County Manager would impact the discussions. Town Manager Piner stated no, the contract is with the City of Raleigh She added a drought or economic downtown would hurt Wendell.

Mayor Pro Tem Lutz questioned the six percent growth is residential. Town Manager Piner stated yes. She added the commercial growth would be wonderful for the Town.

5. **CONNECTIVITY TO WENDELL FALLS AND LAND USE PRIORITIES**
SPEAKER: Town Manager Piner and Planning Director Bergmark

[Staff Report]

Item Summary:

Land use choices can significantly impact population growth, utility and infrastructure needs, municipal services, transportation planning, and grant opportunities. As a result, one of the roles of local government is to help guide development decisions towards a desired future land use pattern.

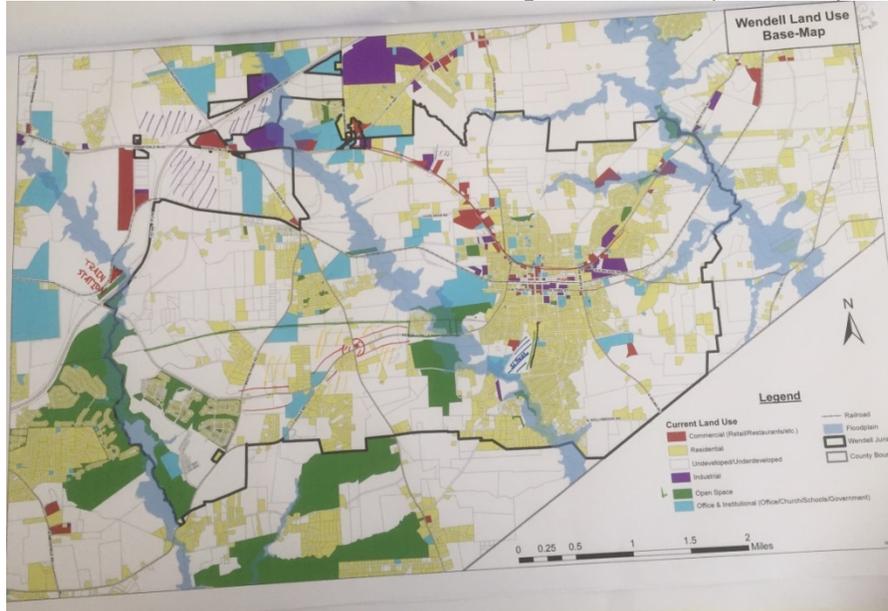
Though there are many tools to influence future land use patterns, the most direct method for local municipalities (mandated by state law) is to review rezoning applications for consistency with its adopted comprehensive plan in order to advance future land use priorities.

Currently staff relies on the Town's Framework Plan to help guide rezoning decisions. The Framework Plan divides Wendell's jurisdiction into six transect zones, ranging from those areas in greatest need of preservation, to those areas where dense infill development is most appropriate. While this plan helps Wendell avoid placing intense uses in environmentally sensitive areas and justifies greater density close to the core, it does little to distinguish which land use categories are most appropriate in any given location. Without this type of guidance, the Town is forced to make these types of decisions on a case-by-case basis, without the benefit of a broader vision to increase the likelihood that future land use decisions complement one another.

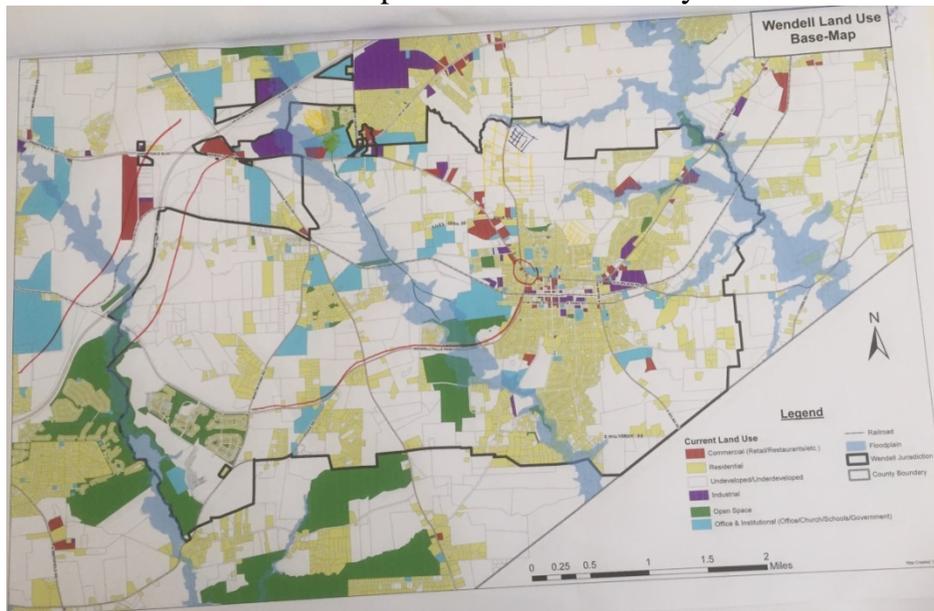
For the retreat, staff has organized an exercise to allow the Board members to explore their land use and connectivity priorities for Wendell. The Town Board will be asked to form three groups of two, and indicate on a map where each group envisions future development of different types (commercial, industrial, residential, and office & institutional) and how they connect.



Vision of Wendell Land Use Base Map - Team Gray and Boyette

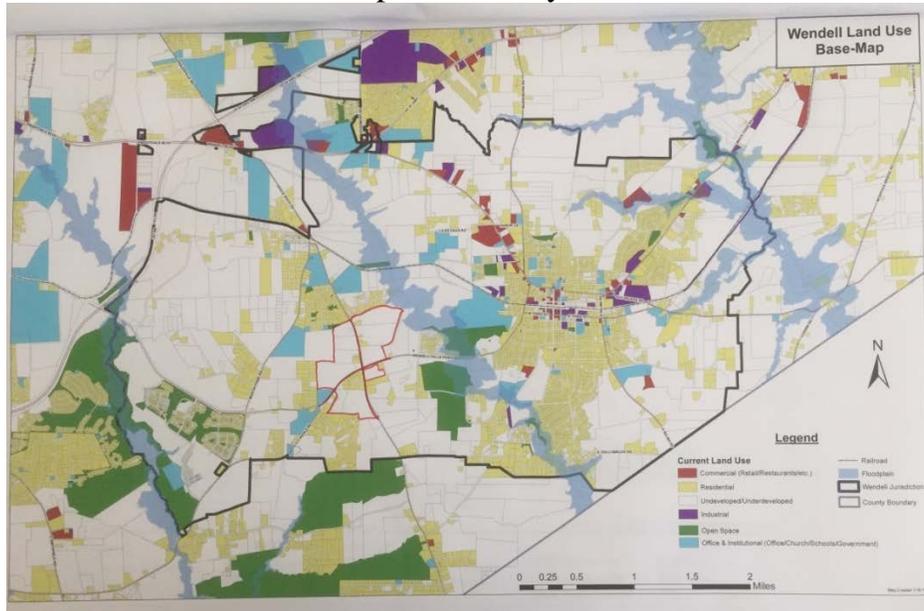


Vision of Wendell Land Use Base Map – Team Lutz and Myrick





Vision of Wendell Land Use Base Map – Team Joyner and Carroll



The following similarities were noted:

-  Along Wendell Falls Parkway – some form of commercial
-  Industrial in the Wendell Boulevard and Rolesville Road area
-  Lake Glad connecting to Main Street
-  Greenway trail from Wendell Falls following the Duke Progress easement to the Park

Mayor Gray added she would like a park on the Zebulon side of Wendell.

Town Manager Piner stated Parks & Recreation Director Polaski received final sign-off on the Parks and Recreation Trust Fund [PARTF]. The Town may submit another PARTF request. The Park Plan needs to be updated.

Parks & Recreation Director Polaski stated the Park Master Plan is eight years old. The plan needs an update because of the numbers. The Town's population is different and the demographics are changing. An update is not as expensive as doing a new plan. ECU has a waiting list of 12 to 18 months out and the cost is \$15,000. PARTF awards points based on a current master plan. He added it will be hard to write a PARTF with the old plan.



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Town Manager Piner added that Commissioners Lutz and Myrick included redeveloped of Wendell Falls Parkway and Wendell Boulevard.

Commissioner Myrick stated the intersection is unsafe.

Commissioner Boyette questioned if signage for a “No Left Turn during certain hours” could be placed.

Town Manager Piner stated it was included in the Stop Sign discussion with NCDOT. NCDOT did not see that as viable.

Mayor Pro Tem Lutz stated the red line is for the multi-purpose path. The preference is to keep on one side to minimize road crossings and improved connectivity.

Town Manager Piner stated this would be a good discussion with Parks and Recreation to clarify what to allow on the trail.

Town Manager Piner noted that Commissioners Carroll and Joyner extension of commercial development along Wendell Falls Parkway and Eaglerock Road and an extension of industrial development along the railroad on the eastern side.

Planning Director Bergmark stated knowing the Board’s preference for development growth in Wendell will assist staff with rezoning requests.

Mayor Pro Tem Lutz questioned the zoning between the park and Wendell Falls.

Planning Director Bergmark stated the zoning is Residential Agricultural, RA. The thought is the zoning would change with development.

Commissioner Myrick questioned what is slated for the east side of 264 as it is a large tract of land adjacent to an interchange. He questioned could it be an industrial park.

Mayor Pro Tem Lutz questioned do the people who own the land express how to develop. Planning Director Bergmark stated the property owners are more interested in what they will gain financially if the land is sold and not the use of the property

Mayor Gray stated there are many pieces of land and the ownership is heirs.

Commissioner Boyette stated he has heard the heirs will not sale.



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Town Manager Piner stated there are multiple parcels with multiple owners across from Leith. A developer was interested but the owners did not work with the developer.

Commissioner Myrick questioned how many parcels are farm and tax exempt. Town Manager Piner stated quite a few.

Commissioner Joyner would like to see accessibility to the backside of the park. Maybe commercial or retail would make sense in front of the Parkway to the Town Park.

Mayor Gray stated the parcel gives access from Wendell Falls Parkway to the Town's park.

Commissioner Joyner questioned if the Town Park has connectivity to Wendell Falls Parkway, what is the timeline.

Town Manager Piner stated when the Town undertook the Lakewood Road improvement the cost was over \$600,000 with some existing infrastructure. Installing a new road would cost millions.

Commissioner Myrick questioned if connectivity is needed before development.

Town Manager Piner stated the Town may need to look at bonds for those items in which the Town cannot wait for development to occur.

Commissioner Joyner stated he heard the Town will not have a direct line within the newly acquired Town property.

Town Manager Piner stated the road would need to go through the adjacent 19 acres recently purchased property to have another way to access the Town Park. Development along the Parkway would be required to build a road to access the park.

David Bergmark said the 19 acre tract would have to accommodate that connection into the park when it develops.

6. OTHER: UPDATE ON CROSSWALKS AND TAP [TRANSPORTATION ALTERNATIVE PROJECT] FUNDING

SPEAKER: Town Manager Piner



[Staff Report]

Item Summary:

*In July of 2016 NCDOT contact municipalities regarding their Transportation Alternatives Program (TAP). Approximately \$7.5 M in federal Transportation Alternatives Program (TAP) funding would lapse at the end of federal fiscal year (FFY) 2016 if the funds are not obligated. **NCDOT has developed a program that will allow local governments to request projects that upgrade intersections and make them ADA compliant.** A competitive selection process will then be used to select projects for funding. Approximately half of the \$7.5 M must be spent in areas with a population less than 5000 (Wendell Population is in excess of 6,000).*

The local government must be the sponsor of the project and submit a request for TAP funds. If selected, NCDOT agreed to partner with the local governments to complete the projects with resurfacing funds. If a local government declines to submit a letter requesting the project, we will not be able to fund the project with TAP funding.

In August of 2017 NCDOT indicated they had completed evaluating 7,300 TAP fund locations and were about halfway through the submitted requests. A map was included highlighting locations in Wendell that were eligible for replacement. As expected there are more needs in the Division than funds available. DOT's goal will be to replace as many curb ramps as possible with available funds. If the contractor and inspector agree that the site can be brought into compliance without drainage or utility work then the ramp will be replaced.

Recently curb cut and crosswalk improvements along Wendell Boulevard, between Pine Street and the Methodist Church have begun. Although listed as eligible TAP projects, these improvements are independent of the TAP program.

Town Manager Piner provided an update on crosswalks and TAP [Transportation Alternative Project] funding; staff report above in italics.

Mayor Pro Tem Lutz stated there are no ramps at the intersection of Fourth and Main Streets.

Town Manager Piner stated that was project submitted by the Town years ago to re-do the intersection. At the time, the project required matching funds and the Town did not have the money to match. She can pull the project to see if can be resubmitted. The storm water at that intersection is undersized for today's standards.

Mayor Gray recalls seeing it and the discussion focused on the loss of parking spaces. Town Manager Piner stated a parking space or two may be lost due to bulb outs.

Mayor Gray questioned if curb cuts could be installed without impacting the entire



intersection. Town Manager Piner stated she will take a look.

Town Manager Piner stated the Town applied for Safe Routes to School Funds [NCDOT] on Wendell Boulevard at Wendell Elementary School. The Town was turned down because of the alignment at Marshburn Road. She has spoken with the property owner for the parcel at the Wendell Boulevard and Marshburn Road intersection to sell the building in order to re-align the road and the answer was no.

Mayor Gray understands the concerns for Marshburn Road. If the concern is to make safe for children they need to permit installation of a sidewalk to get the children out of the road.

Town Manager Piner stated NCDOT let the contract for Third Street resurfacing improvements. At the same time, the City of Raleigh is planning to conduct water sewer line improvements. The intent is to have the water and sewer lines in place before the street is paved. Staff touched base with the City of Raleigh and they will be going out to bid in the near future. The Town of Wendell's concern is the City of Raleigh cutting new asphalt to replace infrastructure.

Mayor Gray stated the recommendation is to not slow down the City of Raleigh or the NCDOT because of the festivals in Downtown. There will always be a reason to put it off.

Commissioner Joyner questioned if the City of Raleigh is acting as a contractor for the Town. He questioned if the Town has a policy or ordinance so that anyone that cuts a road in the Town must put it back to Town specifications.

Town Manager Piner stated that is the reason for the coordination of discussions between NCDOT (Third Street is state maintained) and the City of Raleigh (utility owner and contractor) to prevent patches in the newly paved roads.

Commissioner Boyette stated this is a state road and there must be some standard that must be met. He questioned who is inspecting the roads that the repairs are quality. Town Manager Piner stated for Third Street that would be NCDOT inspecting Raleigh's repair work.

Mayor Gray stated another concern is a freshly paved road that has patches.

Commissioner Joyner questioned if the Town has the authority to set standards for the roads. Town Manager Piner stated for Town roads, not for State maintained roads.



Mayor Gray stated she wants the work done and she is less concerned with the order of the work.

Commissioner Boyette questioned if Town of Wendell project(s) were moved to the bottom of the pile, when the project would be completed.

Town Manager Piner stated it could be a year or more.

Mayor Gray stated the Town needs to keep moving.

Commissioner Boyette questioned the status of Old Battle Bridge. Town Manager Piner stated the design is in progress and the replacement is a year and a half out.

Commissioner Joyner stated this was slated as a priority in a NCDOT presentation.

Commissioner Boyette stated he knows the NCDOT engineer who would be over this project. The engineer shared it may be more complicated than a bridge due to the curve. The new requirements for guard rails and runoff make this a complicated and expensive project.

ACTION

It was the consensus of the Town Board to be notified when the design is completed for the Old Battle Bridge Road Bridge.

Town Manager Piner stated for the U-5323 she spoke with NCDOT and the reimbursement for the money the Town received to do the design. She followed back up and there is two parts. NCDOT expectation for re-payment of the funds is FY 2021/2022, or 2023.

Commissioner Joyner stated the first portion of money is federal money that went to NCDOT and was not actually received by the Town.

Town Manager Piner stated correct. The State will complete the paperwork noting this is an inactive project. She added the U-5323 project was done in an effort to help developers with road details and alignment.

Commissioner Boyette stated in the future the developers need to do the leg-work and the Town does not need to be on the hook financially.



Break for lunch.

7. COMBINED EXERCISE FOR BOARD AND TOWN STAFF:

- a. Future Land and/or Facility(ies) needs**
- b. Current Staffing / Staff Study**

SPEAKER: Town Manager Piner and Special Assistant to the Manager Scoggins

[Staff Report]

Item Summary:

The combined exercise will be three rounds.

Round one will consist of six stations. Each station will have a department head. Elected officials will rotate among the stations until going through all six stations. The elected official will have five minutes to talk one-on-one with the department head; after five minutes time will be called. If an elected official requests, two additional minutes will be allotted to permit the elected official and department head to wrap up the discussion.

Then the elected official will rotate to the next station.

Round two will consist of the elected officials compiling the list of needs – staff, facilities and/or software – to accommodate citizen needs present and up to five years.

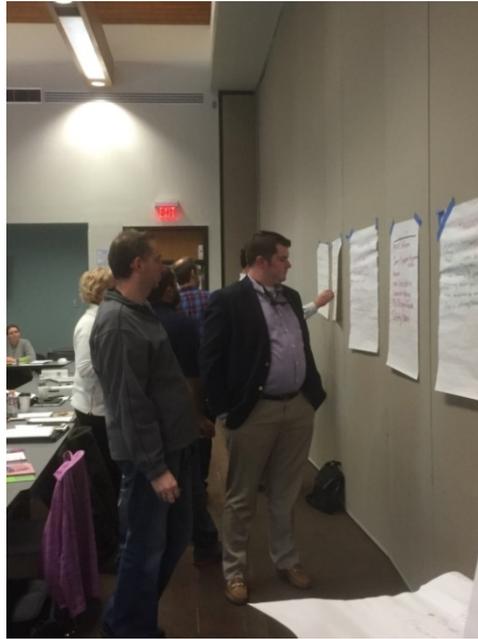
Round three will consist of the elected officials prioritizing the list of needs to provide the premier service that gives Wendell its Small Town, Big Charm.

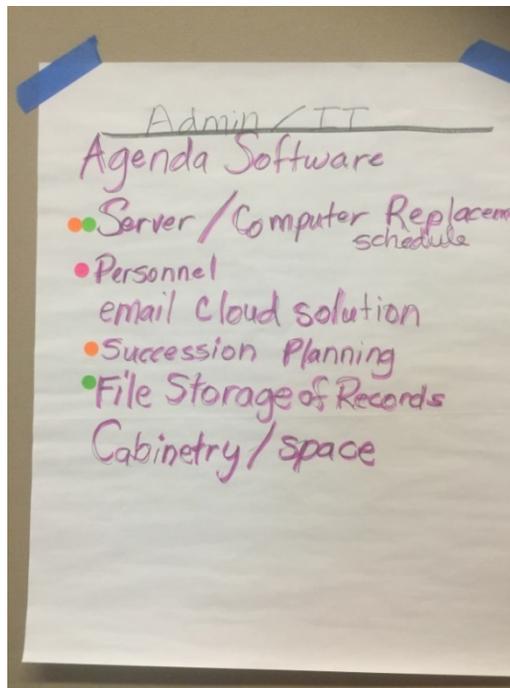
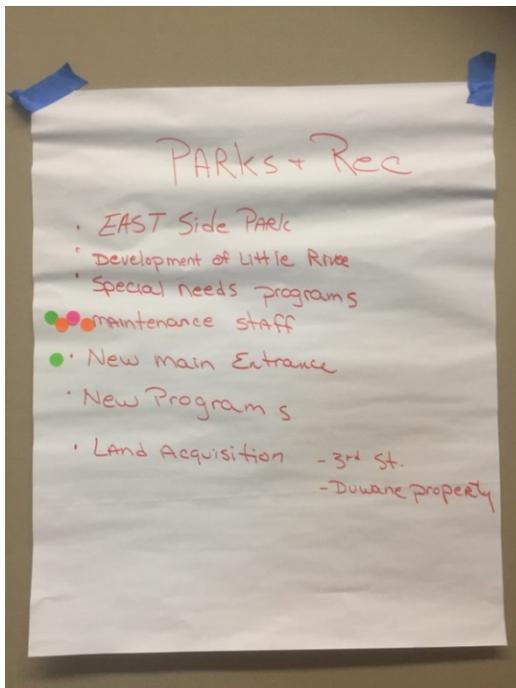
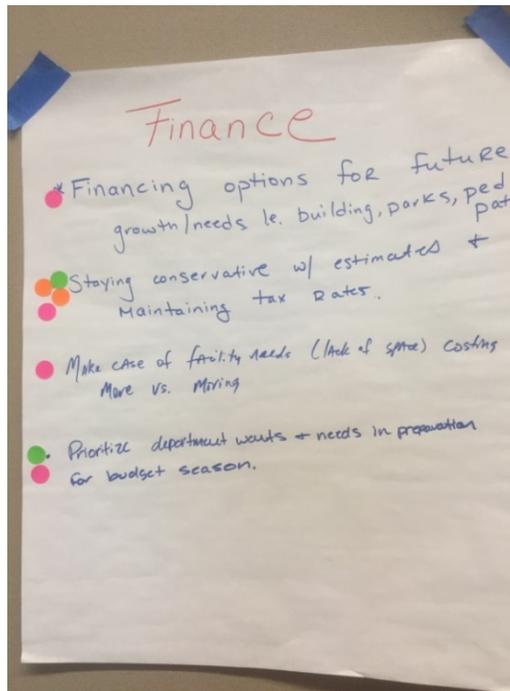
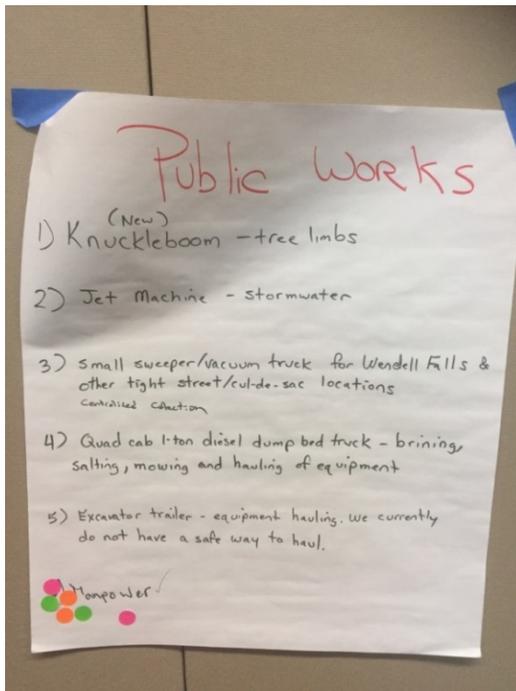
The outcome of the exercise will assist with the preparation of the Town's FY 19 budget.

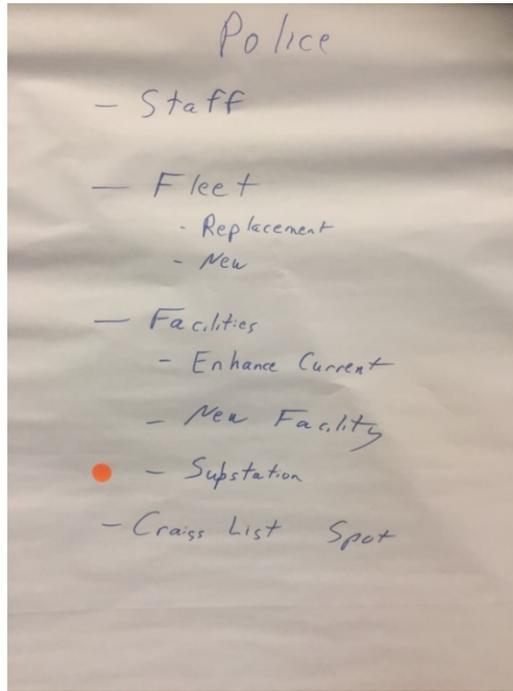
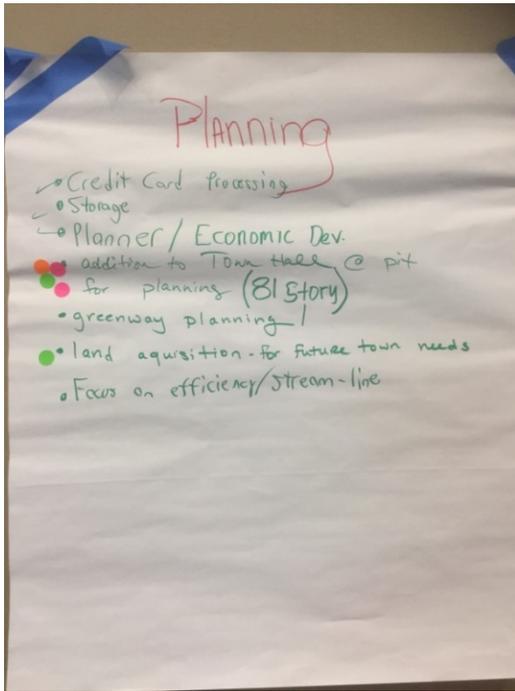
Town Manager Piner this exercise will enable one-on-one time between the elected official and department head and to discuss services and needs of each department.



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Exercises One and Two were combined and the results are below:

Public Works:

Dots:	Needs or Service:
	(New) Knuckleboom – tree limbs
	Jet machine – stormwater
	Small sweeper/vacuum truck for Wendell Falls and other tight street/cul-de-sac locations; centralized location
	Quad cab 1-ton diesel dump bed truck – brining, salting, mowing and hauling of equipment
	Excavator trailer – equipment hauling. Currently do not have a safe way to haul.
6	Manpower.



Finance:

Dots:	Needs or Service:
1	Financing Options for future growth/needs; i.e. building, parks, pedestrian path
4	Staying conservative with estimates and maintaining tax rates
1	Make case of facility needs (lack of space) costing more versus moving
2	Prioritize department wants and needs in preparation for budget season

Parks & Recreation:

Dots:	Needs or Service:
	East side park
	Development of Little River
	Special needs programs
4	Maintenance staff
1	New main entrance
	New programs
	Land acquisition: <ul style="list-style-type: none">• Third Street• Duwane property

Admin / IT:

Dots:	Needs or Service:
	Agenda Software
2	Server and computer replacement schedule
1	Personnel
	Email Cloud Solution
1	Succession Contingency planning
1	File storage of records
	Cabinetry / space



Planning:

Dots:	Needs or Service:
	Credit Card Processing
	Storage
	Planner / Economic Development Coordinator
4	Addition to Town Hall at pit for Planning (81 story)
	Greenway Planning
1	Land acquisition for future town needs
	Focus on efficiency / stream-line

Police:

Dots:	Needs or Service:
	Staff
	Fleet <ul style="list-style-type: none"> • Replacement • New
1	Facilities <ul style="list-style-type: none"> • Enhance current • New facility • Substation
	Craig's List Spot

Each elected official was provided five dots to prioritize the needs and services of the Town:

Dots:	Needs or Service:
6	Manpower. [Public Works]
4	Staying conservative with estimates and maintaining tax rates [Finance]
4	Maintenance staff [P&R]
4	Addition to Town Hall at pit for Planning (81 story) [Planning]
2	Server and computer replacement schedule [Admin / IT]
2	Prioritize department wants and needs in preparation for budget season [Finance]
1	Financing Options for future growth/needs; i.e. building, parks, pedestrian path [Finance]
1	Make case of facility needs (lack of space) costing more versus moving [Finance]
1	New main entrance [P&R]



1	Personnel [Admin / IT]
1	Succession Contingency planning [Admin / IT]
1	File storage of records [Admin / IT]
1	Land acquisition for future town needs [Planning]
1	Facilities [Police] <ul style="list-style-type: none"> • Enhance current • New facility • Substation
	(New) Knuckleboom – tree limbs [Public Works]
	Jet machine – stormwater [Public Works]
	Small sweeper/vacuum truck for Wendell Falls and other tight street/cul-de-sac locations; centralized location [Public Works]
	Quad cab 1-ton diesel dump bed truck – brining, salting, mowing and hauling of equipment [Public Works]
	Excavator trailer – equipment hauling. Currently do not have a safe way to haul. [Public Works]
	East side park [P&R]
	Development of Little River [P&R]
	Special needs programs [P&R]
	New programs [P&R]
	Land acquisition [P&R]: <ul style="list-style-type: none"> • Third Street • Duwane property
	Agenda Software [Admin / IT]
	Email Cloud Solution [Admin / IT]
	Cabinetry / space [Admin / IT]
	Credit Card Processing [Planning]
	Storage [Planning]
	Planner / Economic Development Coordinator [Planning]
	Focus on efficiency / stream-line [Planning]
	Greenway Planning [Planning]
	Staff [Police]
	Fleet [Police] <ul style="list-style-type: none"> • Replacement • New
	Craig's List Spot [Police]



Town Manager Piner thanked everyone for their participation and provided an overview of the results.

Commissioner Joyner stated it looks like the public works manpower and the parks and recreation maintenance are outside. At some point, someone who maintains equipment and works outside would be a better fit for public works. He recommended moving a position from parks to public works.

Mayor Gray stated the discussion has been to move Phillip from maintenance and have public works do the maintenance.

Town Manager Piner stated that is a possibility.

Mayor Gray recognized that the parks department is particular about how the grass and fields are maintained. Town Manager Piner stated that can be reviewed for efficiency.

Public Works Superintendent Bray stated Matt's name has come up before as a crew leader. The model desired at public works is two crew leaders.

Commissioner Boyette stated he heard from Parks and Recreation Director Polaski that now that the PARTF improvements are completed it pulls staff from the maintenance to run the programs. The upkeep and maintenance goes to the wayside because there are not enough people. Mowing is critical to not mess up a field for several months. Leasing may be an option for the mower in that the manufacturer is responsible for the maintenance; however, there may be more in costs.

Mayor Gray stated that is the cost of doing business. Staff was tasked with adding programming and the new multi-purpose field. Need to seriously consider park maintenance under public works and the Town needs a mower.

Town Manager Piner stated the parks department is in conversation with a church interested in leasing for Sunday morning, similar to what The Passage Church did. Now revenues from The Passage Church ceased when they moved into the new facility.

Town Manager Piner stated there is a lot of competition of dollars for needs and services. Staff took a look at what Wake Forest had done for its bond referendum. Staff borrowed from Wake Forest and plugged in dates beginning with the November 2019 municipal election date and worked backwards recognizing the process would need to begin in May 2019. This would be included in the next budget year. For Wake Forest, after approval



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in November, it was March before the bond was finalized by the LGC. The Town has a lot of needs and this is being shared to walk the elected officials through the process.

Town Manager Piner stated March 26, 2018, begins the budget process for Wendell. Have planning to do before the next PARTF project.

Commissioner Joyner stated in previous years, the budget was very equipment heavy. He did not see those in the discussion with department heads.

Town Manager Piner stated this is in keeping with current through five years. She stated this will be refined.

Mayor Gray questioned if the asset replacement would be updated and presented to the Board.

Town Manager Piner stated yes.

Commissioner Joyner stated he likes the police document that shows positions in comparable municipalities.

Commissioner Joyner stated on the IT list he did not see anyone select Outlook. Anything would be better than the present configuration.

Mayor Pro Tem Lutz stated in going through the list, there may be a couple of things that are low hanging. At the end of the budget year, evaluate if there are funds like credit card acceptance for inspections.

Commissioner Joyner stated look at balancing the budget through procedure. Maybe adopt an ordinance that on Thursdays in Wendell Falls no parking on the streets so that the leaves may be picked up. There are a number of things the Town can change for itself.

Mayor Gray questioned if the Town missed an opportunity for Wendell Falls to have wider roads to accommodate larger vehicles.

Town Manager Piner stated the alleys are used for solid waste

Public Works Superintendent Bray stated for those homes that do not have an alley, solid waste is placed at the front.



Commissioner Boyette stated he has tried to drive down model row in Wendell Falls. He does not see the larger vehicles navigating the narrow roads with cars parked on the street. The neighborhood was built with higher density with persons moving in of the mindset of single family homes. The post office explained they would have kiosks. Maybe the Town needs to look at a centralized location for leaf and limb pick up in Wendell Falls. If someone can figure out how to get a Christmas tree to the house, they can get the tree to a common site for pick up. May need to look at how the services are being provided in Wendell Falls.

Commissioner Joyner stated this may be a conversation with the HOA on how to provide service and let the HOA come up with the preferred rules.

Commissioner Boyette suggested reaching out to Cary, Morrisville and Apex. They are dealing with this and ask how this is being addressed.

Commissioner Boyette stated most of what is in Wendell Falls is single family. The multi-family dwellings are when the issue will become exasperated. Planning Director Bergmark stated usually for townhomes, the HOA takes care of the maintenance for the grounds of the units.

Commissioner Joyner stated millennials want a service and will pay the fee to not be inconvenienced. There are still persons not familiar with not placing bulky waste at the curb. He does not have a truck to remove bulky waste at his home.

Commissioner Boyette stated a person can call a private business to pick up bulky waste for a cost. If done by the Town, there is administrative costs for taking the request and scheduling for the pickup.

Commissioner Joyner stated if Waste Industries would offer it, he would use it. Town Manager Piner stated that has been researched and it is not cost effective.

Mayor Gray stated it could be placed on the curb Saturday morning with a sign that says free and someone will take it.

Commissioner Joyner questioned if there are places where the Town could make revenues.

Mayor Gray stated appointments were discussed and it came down to either allow it or not. She stated most people have stopped placing bulking waste. She stated the Town could possibly do a bulky waste pickup with specifics on what will be picked up.



Public Works Superintendent Bray stated there are only a couple of places within the county that will take mattresses.

Town Manager Piner stated the cost would need to be evaluated.

Mayor Gray suggested picking a date certain for pick up and it would fall back on the person to let the Town know.

Town Manager Piner stated there could be a spring and fall clean-up day with a one time run of the route.

Commissioner Boyette stated the Town could team up with the neighboring municipalities to have three or four trucks to run the route in a weekend.

Mayor Pro Tem Lutz stated when there is a violation the Town could share this as cost for pick up to have the property in compliance.

Commissioner Boyette would like to know what other higher density towns are doing with limbs and leaves. Raleigh picks up leaves twice a year.

Mayor Gray stated the Town needs more public works employees.

Mayor Gray stated where Tamah and Daryl are, there was a request for more space for work space area. She asked if a quote could be obtained to put in countertops and cabinets. Town Manager Piner stated a quote can be obtained.

8. WRAP-UP AND RE-CAP OF TODAY'S BOARD RETREAT

Town Manager Piner stated this year's retreat was different in that there was not a facilitator. This format allowed more one-on-one time.

Gray, Carroll and Lutz liked the format of no facilitator.

Commissioner Joyner stated no facilitator is preferred. He despises this process because the Board does not take ownership in it. He would like 30 to 40 minutes for the Town Board members to present what is seen and what he/she wants. He stated he knew the majority of the items needed before he got here today. The Board is buying into the staff needs and services.



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Town Manager Piner questioned if the Town Board wants to have each Board member share his/her priorities.

Commissioner Joyner wants to see the Board take ownership in the process.

Mayor Gray stated many Boards have an item that is important to a member but that has not been formalized. She wants the Board members to have a conversation and share what they would like to do.

Town Manager Piner questioned when is a good time between now and the budget to get with Board members.

Commissioner Joyner stated he does not want staff to change its process. He suggested each Board member reviewing what was done today and figuring out what is important to the Board.

Town Manager Piner stated if there are items that the Board feels strong about or if there are items that are not on the list that the Board let her know.

Commissioner Myrick questioned was the building re-designed when the Town decided to not be a part of the public safety center at Wendell Falls.

Police Chief Carter stated the architect firm is re-designing the facility.

Commissioner Myrick questioned if this would be a smaller layout than previously presented.

Police Chief Carter stated possibly.

Commissioner Boyette stated since the Town opted to leave, it opened capacity. Eastern Wake EMS may take over space for their administration.

Commissioner Joyner stated they have hit a lot of rock. The schedule is on track for opening.

Commissioner Boyette questioned which grocery store is locating at Wendell Falls.

Town Manager Piner stated that is unknown.



Mayor Gray stated the Town will advertise for a Public Works Director. She questioned when the career path was performed for public works, did that go all the way to the director position. Town Manager Piner stated no.

Mayor Gray questioned the educational requirement. Town Manager Piner stated a four-year degree.

Mayor Gray questioned what document states the requirements for the different jobs within the Town of Wendell. Town Manager Piner stated that is in the job description.

Mayor Gray requested a copy of the current job descriptions for all the positions within public works.

Commissioner Joyner stated he understands the four-year degree. He stated this may need to be re-structured to include trade technical schools.

Commissioner Boyette stated there are a lot of guys who work within the fire department who pursue education on line to earn an associates or bachelor degree on their own time. The career path and the position expectations are shared. A leadership role is different than operating machinery. The public works director position is to lead and manage people.

Town Manager Piner stated the Town does have an educational assistance policy.

Mayor Gray stated she agrees with Commissioners Joyner and Boyette. With what Commissioner Joyner stated, public works is about capability of performing tasks and being able to lead people. She does not know that not having a four-year degree is a reason to not consider someone.

Commissioner Joyner stated there is not a technical college that teaches planning and land use. Almost every community college offers an associate in criminal justice. He would take someone with an associate in criminal justice and 10 years on the street before hiring someone from college with a bachelor. Need to match the options for all levels.

Commissioner Boyette clarified he was not excluding anyone because of lack of a four-year degree. He stated being a department head includes being responsible for numerous employees, leadership, planning, budgeting and outlook.



Mayor Gray stated a degree does not equate to being a good leader. She would like verbiage to include demonstrates leadership ability. She would like part of the career path to be the completion of a degree in an amount of time or demonstrates actively pursuing it. Someone doing this will be a good leader.

Town Manager Piner stated she is working on the posting for the position.

Mayor Gray stated she believes this applies to Parks and Recreation. Jeff has special certifications that were not attained at the university.

Commissioner Joyner questioned if including preferred is not a problem.

Town Manager Piner stated the job description was approved and adopted by the Town Board. If this is being changed this will require action by the Town Board.

Mayor Gray questioned how to proceed.

Commissioner Boyette questioned if a new draft could be provided at the next meeting. He would like to see it before the next meeting.

Mayor Gray stated the policy was approved by the Board.

Town Manager Piner stated she will be able to review and get it out to the Board Monday.

Commissioner Boyette stated he would like to know the rule that requires the Board to take action.

Town Manager Piner stated she was not aware this would be a topic of discussion and she would like to review.

Mayor Gray would like to move on posting of the position. The manager can do a new public works director description and amend the policy to not involve the Board.

Mayor Pro Tem Lutz questioned if a motion could be made to remove the four-year requirement for now.



ACTION

Mover: Mayor Pro Tem Lutz moved to remove the four-year degree requirement for a public works director.

Vote:

Commissioner Joyner requested the motion include suspending the policy on qualifications until such time the manager can bring the Board a new policy.

Commissioner Boyette stated this will allow her to write the public works director position now and the remainder later.

ACTION

Mover: Mayor Pro Tem Lutz amended his motion to suspend the educational requirements for the public works director at this time until the manager can come back with the amended policy.

Vote:

Mayor Gray stated the motion needs to include the latitude to change the policy regarding educational requirement for employees.

Mayor Pro Tem Lutz withdrew his motion(s).

ACTION

Mover: Commissioner Boyette moved to allow the manager the latitude to change the educational requirement for department heads within the job descriptions.

Vote: Unanimous

9. ADJOURNMENT

ACTION

Mover: Mayor Pro Tem Lutz moved to adjourn at 3:29 p.m.

Vote: Unanimous



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Duly adopted this 26th day of February 2018, while in regular session.

ATTEST:

Virginia R. Gray, Mayor

Sherry L. Scoggins, MMC; Town Clerk