

**TOWN OF WENDELL  
BOARD OF COMMISSIONER BUDGET WORK SESSION MEETING MINUTES  
MAY 29, 2018**

The Wendell Town Board of Commissioners held a budget work session meeting on Tuesday, May 29, 2018, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

**PRESENT:** Mayor Virginia Gray; Mayor Pro Tem Jon Lutz [arrived at 5:35 p.m.];  
Commissioners: John Boyette, David Myrick, Ben Carroll, and Jason Joyner.

**STAFF PRESENT:** Town Manager Teresa Piner, Special Assistant to the Manager-Town Clerk Sherry Scoggins, Finance Director Butch Kay, Planning Director David Bergmark, Public Works Superintendent Brian Bray, IT Administrator Tamah Hughes, Parks and Recreation Director Jeff Polaski and Police Chief Bill Carter.

**MEETING CALLED TO ORDER AND WELCOME**

Mayor Gray called the meeting to order at 5:30 p.m.

1. FY 19 Comprehensive List of Fees and Charges Schedule: Amending of development fees.

**SPEAKERS:** Town Manager Teresa Piner and Finance Director Butch Kay

**ACTION:** Board may take action.

*[Staff Report]*

**Item Summary:**

*On an annual basis, staff reviews its current fee schedule to determine if revisions are needed or to add additional information for clarity. For water and sewer fees, the utility merger agreement requires utility fees to be equal to or more than those charged by the City of Raleigh.*

*At the Monday, May 14, 2018, Board meeting, the question was raised as to the amending of the development fees. Depending upon the request before the Board determines the statutorily required methods of notice and the costs incurred for same; Zoning Related Fees – Cost Breakdown is Attachment D.*

Town Manager Teresa Piner provided an overview of the amendments to the FY 19 Comprehensive List of Fees and Charges Schedule relating to development fees; staff report above in italics and Power Point incorporated into the minutes.

## Item 1.

- FY 19 Comprehensive List of Fees and Charges  
Schedule: Amending of development fees



## Amendment(s) to page 1

### FY 18

- Filing Fees
  - \$5; adopted 6/30/77
- Street Closing Fee
  - N/A
  - Receiving more requests

### FY 19

- Filing Fees
  - Recommend \$25
  - *Refreshed NC GS from 163-294.2(e) to 163A-1620(e)*
- Street Closing Fee
  - Minor Street Closing Application \$15
  - Cones and/or barricades \$25
  - Does not apply to NCDOT maintained roads



## Amendment(s) to page 2

### FY 18: Parks & Rec

- Track Out Camp
  - N/A
- Adult Beach Volleyball
  - N/A
- Adult Fast Pitch
  - N/A

### FY 19: Parks & Rec

- Track Out Camp
  - \$25 per day
- Adult Beach Volleyball
  - \$100 per team
- Adult Fast Pitch
  - \$450 per team

## Amendment to page 3

### FY 18: Athletic Fields (Non-Tournament)

- Lights (baseball/softball)
  - \$30 per hour

### FY 19: Athletic Fields (Non-Tournament)

- Lights  
(baseball/softball/**soccer**)
  - \$30 per hour

Is a service provided by P&R  
and included for transparency.

## Amendment(s) to page 3

### FY 18: Athletic Fields (Tournaments)

- Deposit
  - N/A
- Disc Golf Tournaments
  - N/A

### FY 19: Athletic Fields (Tournaments)

- Deposit
  - \$50 and non-refundable
- Disc Golf Tournaments
  - \$100, Monday – Fridays; no lights

## Amendment(s) to page 4

### FY 18: Community Center

Entire Facility and Serving Alcohol – 3 p.m. to 12 a.m.

- \$2,300 [Wendell resident]
- \$2,800 [Visitor]

### FY 19: Community Center

Entire Facility and Serving Alcohol – 3 p.m. to 12 a.m.

- \$2,500\* [Wendell Resident]
- \$3,000\* [Visitor]

\*Fee schedule subject to change upon approval by the Town Board of Commissioners. Actual cost for use of the entire facility will be based upon the date of the event. If the increased cost is more than the renter is willing to pay, a refund will be made and the reservation cancelled.

## Amendment(s) to page 5

### FY 18: Special Events Staffing

- Police Officer
  - \$35 per hour
- Public Works
  - \$30 per hour

### FY 19: Special Events Staffing

- Police Officer / Security
  - \$35 per hour
- Public Works
  - \$35 per hour



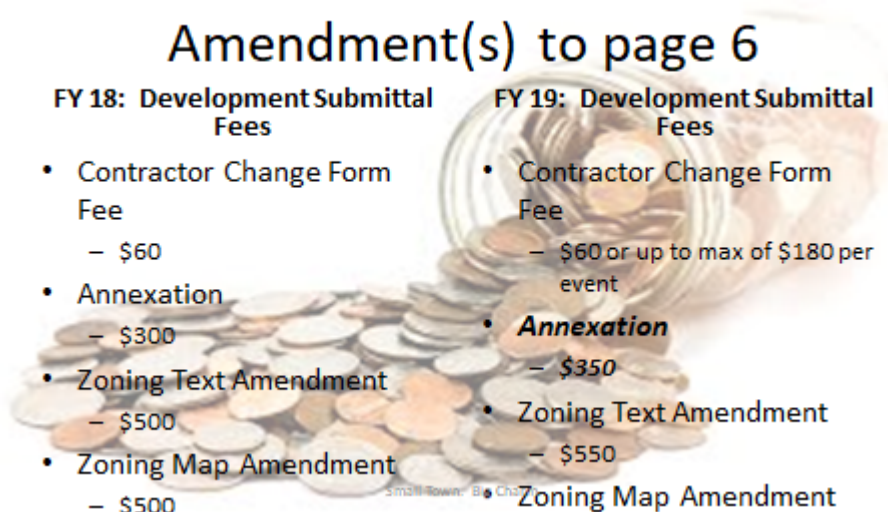
## Amendment(s) to page 6

### FY 18: Development Submittal Fees

- Contractor Change Form Fee
  - \$60
- Annexation
  - \$300
- Zoning Text Amendment
  - \$500
- Zoning Map Amendment
  - \$500

### FY 19: Development Submittal Fees

- Contractor Change Form Fee
  - \$60 or up to max of \$180 per event
- **Annexation**
  - **\$350**
- Zoning Text Amendment
  - \$550
- Zoning Map Amendment





## Amendment(s) to page 6

### FY 18: Development Submittal Fees

- Rezoning Application
  - \$500
- Special Use Request
  - \$500
- Variance Application
  - \$500
- Appeal of Zoning Administrator or Board of Adjustment
  - \$250

### FY 19: Development Submittal Fees

- Rezoning Application
  - \$550
- Special Use Request
  - \$550
- Variance Application
  - \$550
- Appeal of Zoning Administrator or Board of Adjustment
  - \$300

## Amendment(s) to page 7

### FY 18

- Not applicable

### FY 19: Development Infrastructure Inspections

- Sidewalk and/or Driveway Inspection(s)
  - Initial and first re-inspection – \$60
  - Second and subsequent re-inspections - \$60 each
- Storm Drainage Inspection – If performed by Town
  - \$1 per linear foot.
  - Re-inspections shall be charged \$1 per linear foot for the affected area

## Amendment(s) to page 8

### **FY 18: City of Raleigh Fees**

#### **Residential: Water System Fees**

- Tap
  - \$2,792 per 5/8 inch
- Meter Set Fee
  - \$245 per 5/8 inch
- Meter Set Fee
  - \$323 per 1 inch
- Stub Inspection
  - \$87 per water meter

### **FY 19 : City of Raleigh Fees**

#### **Residential: Water System Fees**

- Tap
  - \$2,900 per 3/4 inch
- Meter Set Fee
  - \$254 per 5/8 inch
- Meter Set Fee
  - \$335 per 1 inch
- Stub Inspection
  - \$90 per water meter

## Amendment(s) to page 8

### **FY 18: City of Raleigh**

#### **Residential: Sewer System Fees**

- Tap
  - \$3,490 per 4 inch service
- Stub Inspection
  - \$87 per sewer meter service

### **FY 19 : City of Raleigh**

#### **Residential: Sewer System Fees**

- Tap
  - \$3,625 per 4 inch service
- Stub Inspection
  - \$90 per sewer meter service

## Amendment(s) to page 9

### FY 18: City of Raleigh

#### Residential: Other Water/Sewer Fees

- Irrigation 5/8" (Existing) – water for house exists
  - \$1,150
- Irrigation 5/8" (New Service) – completely new service
  - \$558
- Irrigation Meter Set Fee 5/8" – new and existing services
  - \$245

### FY 19 : City of Raleigh

#### Residential: Other Water/Sewer Fees

- Irrigation 3/4" (Existing) – water for house exists
  - \$1,194
- Irrigation 3/4" (New Service) – completely new service
  - \$580
- Irrigation Meter Set Fee 5/8" – new and existing services
  - \$254

## Amendment(s) to page 9

### FY 18: City of Raleigh

- Capacity Fees for Residential Water and Sewer were included in the FY 18 Fee Schedule.

### FY 19: City of Raleigh

- In accordance with the state statute, the capacity fee for water and sewer were updated. Per the developer's agreement, Wendell Falls Capacity Fees for water (\$1,750) and sewer (\$1,750) are included for reference.

Town Manager Piner stated the only change to the FY 19 Fee Schedule since the last meeting is the addition of soccer as an athletic field use.

Commissioner Joyner questioned if the Parks and Recreation fees are competitive. Parks and Recreation Director Polaski stated the fees are comparable with Knightdale and Zebulon.

Commissioner Joyner stated he did not have any additional questions about the development fees.

## 2. DISCUSSION OF FY 19 BUDGET

Town Manager Piner stated Mayor Pro Tem Lutz presented questions about the budget this afternoon.



Commissioner Joyner requested additional information on health insurance. Town Manager Piner stated the Town is presently with United Healthcare. Due to the 15% increase originally proposed with the current plan, JRW and Associates went out to market and selected Blue Cross Blue Shield as the provider for FY 2019. She stated the healthcare, vision and dental are covered 100% for employees.

Mayor Pro Tem Lutz stated Town Manager Piner responded to his email. His concern is the Fund Balance monies for the Appearance Commission project for the art structures, master plan for the Parks and Recreation update, and the façade grant. He does not like to dip into savings for use by private businesses.

Town Manager Piner stated the façade grant has waxed and waned through budget processes. The art project grant monies will be known after July 1. The Appearance Commission has been raising fund and willing to contribute a portion for the art structures.

Mayor Gray stated one of the requirements for the United Arts Grant was the ability to demonstrate that the Town is participating.

Town Manager Piner stated the hope is the United Arts Grant and Appearance Funds will support the art structure project this upcoming budget.

Town Manager Piner stated \$20,000 for the Parks and Recreation master plan is a lot of money. The last PARTF received by the Town was \$250,000. If the Town Board is looking at a PARTF project in 2020, then it would be prudent to pursue the Parks and Recreation master plan.

Parks and Recreation Director Polaski stated the current Parks and Recreation plan is out of date. Based upon question by the Board, Parks and Recreation Director Polaski stated the breakdown of the amount is \$20,000 for master plan, \$12,600 for shed and the remaining amount is for replacement windows at the Community Center.

Commissioner Joyner questioned if the Town provides needs based for persons requesting a waiver of parks and rec fees. Town Manager Piner stated in the past, the Doug Proctor Foundation assisted persons with scholarships. The Doug Proctor Foundation is disbanded.

Parks and Recreation Director Polaski stated the Recreation Commission is exploring a fundraiser for scholarships. The Rec Commission is looking at parameters for those requesting financial assistance.

Commissioner Joyner likes the idea of a formal process to request assistance. He would like to see foster care as a check box and for the golf cart fees towards the scholarship.

His preference is for the Parks and Recreation Director to make the decision for the scholarship application request.

Commissioner Joyner requested additional information on staffing requests. Town Manager Piner stated the police department has three current vacant positions and the request for FY 19 is two positions for hire at mid-year. This will allow four officers per shift.

Commissioner Myrick questioned the goal to have four officers per shift. Police Chief Carter stated time off (sick and vacation), court appearance and population were considered.

Town Manager Piner stated for FY 19:

- Planning Department requested a position for a planner
- Public Works has a vacant director position
- Administration requested an administrative assistant position
- Public Works is requested additional personnel
- Parks and Recreation requested additional staff to assist with grounds maintenance

Town Manager Piner stated with the front office, she does not see the incoming manager taking the same calls she presently takes due to her tenure. She sees the need for an administrative assistant position.

### **3. ADJOURN.**

<b>ACTION:</b>
----------------

Mover: Mayor Pro Tem Lutz moved to adjourn at 6:12 p.m.
---

Vote: Unanimous.
------------------

Duly adopted this 25th day of June 2018, while in regular session.

**ATTEST:**

\_\_\_\_\_  
Virginia R. Gray, Mayor

\_\_\_\_\_  
Sherry L. Scoggins, MMC; Town Clerk