

**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
October 8, 2018**

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, October 8, 2018, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Lutz; Commissioners: Ben Carroll, Jason Joyner and David Myrick.

ABSENT: Commissioner John Boyette

STAFF PRESENT: Town Manger Marc Collins, Special Assistant to the Manger-Town Clerk Sherry Scoggins, Town Attorney Jim Cauley, Finance Director Butch Kay, Planning Director David Bergmark and Police Chief Bill Carter.

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

Eddy Terrones-Torres, student at Wendell Creative Arts and Science Magnet Elementary School led the Pledge of Allegiance.

INVOCATION:

Reverend Debbie Osterhoudt of Covenant Presbyterian Church provided the invocation.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA:

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

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. Wake County Tax Report.
- b. Approval of the September 10, 2018, regular meeting minutes of the Town Board.

ACTION:

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

Vote: 4-0.

- 4. RECOGNITION OF WENDELL ELEMENTARY SCHOOL TEACHER:
AMANDA RADFORD.
SPEAKER: Mayor Virginia Gray
ACTION: Presentation.**

[Staff Report]

Item Summary

Amanda Radford is new to Wendell Creative Arts and Science Magnet Elementary School this year and has transitioned smoothly. She is a great addition to our team, and is always ready to share ideas. Amanda has already made strong connections with her students and families, and she works hard to create meaningful lessons for her 1st graders.

We are so lucky to have Amanda here in the heart of Wendell!

Mayor Gray provided the introduction of Wendell Elementary School Teacher: Amanda Radford; staff report included above in italics.

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
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- 5. PUBLIC HEARING FOR ANNEXATION PETITION A-18-02 FOR 19 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 [.76 AC] & 1783-38-5088 [.55 AC] AND 1783-38-9601 [0.11 ACRES]; CONTIGUOUS.
SPEAKER: Planning Director David Bergmark
ACTION: Public hearing. Board may take action.**

[Staff Report]

Item Summary:

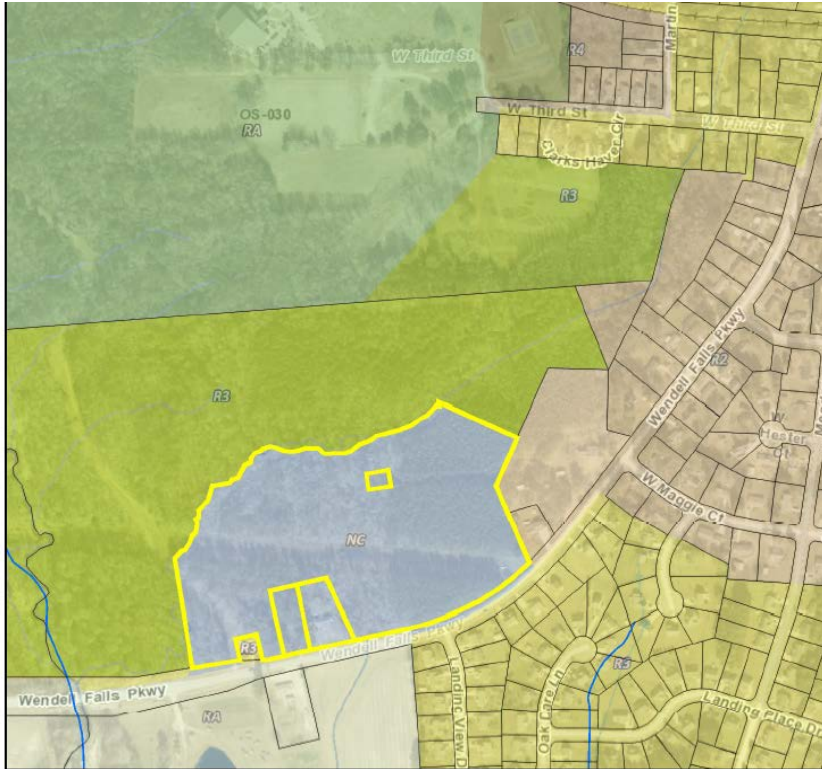
Arnold Huerta, Maria Huerta, and Kristina Huerta Casteneda have submitted an annexation request for 19 acres of land (plus 1.342 acres of ROW) located on Wendell Falls Parkway, south of the Town Park. The request includes 4 contiguous parcels as detailed below. These properties currently contain 1 dwelling, a small cemetery, and are otherwise vacant. The property owner has begun discussions with staff regarding a potential townhome conditional district at this site and is seeking annexation in order to obtain access to town utilities. The

applicant has not submitted the proposed conditional district request at the date this report was prepared.

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

Project Profile:

<u>PROPERTY # 1 LOCATION:</u>	<i>0 Wendell Falls Parkway</i>
WAKE COUNTY PIN(s):	<i>1783388411</i>
ZONING DISTRICT:	<i>Neighborhood Center (NC)</i>
PROPERTY OWNER(s):	<i>Arnold and Maria Huerta 701 S. New Hope Rd Raleigh, NC 27610</i>
APPLICANTS:	<i>Same (owner)</i>
PROPERTY SIZE:	<i>17.58 acres</i>
CURRENT LAND USE:	<i>Vacant</i>
PROPOSED LAND USE:	<i>Residential</i>
<u>PROPERTY # 2 LOCATION:</u>	<i>616 Wendell Falls Parkway</i>
WAKE COUNTY PIN(s):	<i>1783387100</i>
ZONING DISTRICT:	<i>Neighborhood Center (NC)</i>
PROPERTY OWNER(s):	<i>Kristina Huerta Castaneda 701 S. New Hope Rd Raleigh, NC 27610</i>
APPLICANTS:	<i>Same (owner)</i>
PROPERTY SIZE:	<i>0.76 acres</i>
CURRENT LAND USE:	<i>Residential</i>
PROPOSED LAND USE:	<i>Residential</i>
<u>PROPERTY # 3 LOCATION:</u>	<i>0 Wendell Falls Parkway</i>
WAKE COUNTY PIN(s):	<i>1783385088</i>
ZONING DISTRICT:	<i>Neighborhood Center (NC)</i>
PROPERTY OWNER(s):	<i>Kristina Huerta Castaneda 701 S. New Hope Rd Raleigh, NC 27610</i>
APPLICANTS:	<i>Same (owner)</i>
PROPERTY SIZE:	<i>0.55 acres</i>
CURRENT LAND USE:	<i>Vacant</i>
PROPOSED LAND USE:	<i>Residential</i>
<u>PROPERTY # 4 LOCATION:</u>	<i>0 Wendell Falls Parkway</i>
WAKE COUNTY PIN(s):	<i>1783389601</i>
ZONING DISTRICT:	<i>Neighborhood Center (NC)</i>
PROPERTY OWNER(s):	<i>Arnold and Maria Huerta 701 S. New Hope Rd Raleigh, NC 27610</i>
APPLICANTS:	<i>Same (owner)</i>
PROPERTY SIZE:	<i>0.11 acres</i>
CURRENT LAND USE:	<i>Cemetery</i>
PROPOSED LAND USE:	<i>Cemetery</i>



Zoning District:

This property is currently zoned Neighborhood Center (NC). The applicants have stated they intend to submit a Conditional District request for a proposed townhome development, but no request has been submitted to date.

Public Utilities:

Both water and sewer are available to this site. If annexed and developed, the developer would be required to extend water and sewer lines into the proposed area.

Tax Information:

Currently, the subject properties contain only one dwelling, and have a total assessed value of \$420,730. At the current tax rate of 49 cents, annexation of this property “as-is” would result in approximately \$2062 in annual tax revenue for the Town. This figure will increase as the area is developed. At this time staff cannot speak to what the tax value of the developed property would be.

Police & Public Works & Utility Service:

- The proposed annexation area would require services from the Town’s Police and Public Works departments if annexed. Both departments are currently serving adjacent residential developments.*

Planning Director David Bergmark provided an overview of annexation petition A-18-02 for 19 contiguous acres of property located at 0 Wendell Falls Parkway and adjacent to Town of Wendell park property; staff report included above in italics.

Based upon question by the Board as to how this parcel would be developed, Planning Director Bergmark stated it would have a stub to enable the Town to connect with the Wendell Park.

Mayor Gray opened the public hearing at 7:08 PM.

As no one came forward to speak for or against this item, Mayor Gray closed the public hearing at 7:08 PM.

ACTION:

Mover: Mayor Pro Tem Lutz moved to approve annexation petition A-18-02 as presented.
Vote: 4-0.

6. **PUBLIC HEARING FOR ANNEXATION PETITION A-18-03 FOR 115.74 ACRES OF PROPERTY (EXCLUDING ROW) LOCATED ADJACENT TO THE GROVE 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]; CONTIGUOUS.**
SPEAKER: Planning Director David Bergmark
ACTION: Public hearing.

[Staff Report]

Item Summary:

Fred Smith has submitted an annexation request for 115.74 acres of land (excluding ROW) located on S. Hollybrook Rd. The request includes 4 contiguous parcels as detailed below. These properties currently contain 1 dwelling, but are otherwise vacant. The property owner has submitted an R-4 Conditional District request for this property to create a 339 unit subdivision, which is currently under review by staff.

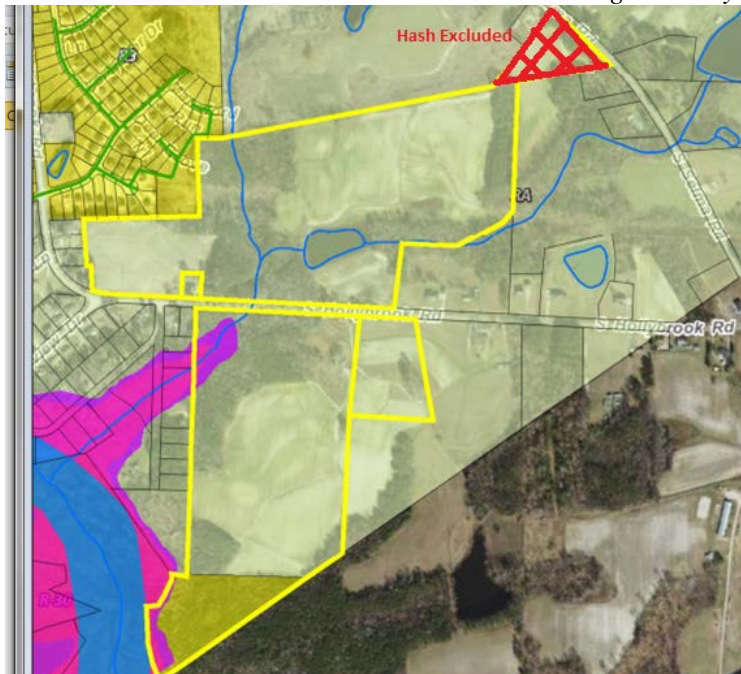
The Town Clerk has certified the sufficiency of the submitted annexation petition. Staff is requesting that the Annexation Public Hearing be continued to the November 12, 2018 Town Board meeting in order to provide time for the Conditional District zoning request to be finalized and presented to the Board. The applicant's desire for annexation is contingent upon a mutually agreeable conditional district being obtained.

Project Profile:

PROPERTY # 1 LOCATION:	1320 S. Hollybrook Rd
WAKE COUNTY PIN:	1783921299
CURRENT ZONING DISTRICT:	RA (Wendell) and R-30 (WC)
CROSS REFERENCES:	N/A
PROPERTY OWNER:	Smith Edwards LLC
APPLICANT:	Smith Edwards LLC 2505 Wendell Blvd, Wendell, NC 27591
PROPERTY SIZE:	50.38 acres
CURRENT LAND USE:	Vacant
PROPOSED LAND USE:	Single Family Residential & pump station
PROPERTY # 2 LOCATION:	0 S. Hollybrook Rd
WAKE COUNTY PIN:	1783947008
CURRENT ZONING DISTRICT:	RA
CROSS REFERENCES:	N/A
PROPERTY OWNER:	Smith Edwards LLC
APPLICANT:	Smith Edwards LLC 2505 Wendell Blvd, Wendell, NC 27591
PROPERTY SIZE:	60.5 acres of the 64.3 acre tract

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<i>CURRENT LAND USE:</i>	<i>Vacant</i>
<i>PROPOSED LAND USE:</i>	<i>Single Family Residential</i>
<i>PROPERTY # 3 LOCATION:</i>	<i>1217 S. Hollybrook Rd</i>
<i>WAKE COUNTY PIN:</i>	<i>1783837560</i>
<i>CURRENT ZONING DISTRICT:</i>	<i>RA</i>
<i>CROSS REFERENCES:</i>	<i>N/A</i>
<i>PROPERTY OWNER:</i>	<i>Smith Edwards LLC</i>
<i>APPLICANT:</i>	<i>Smith Edwards LLC</i>
	<i>2505 Wendell Blvd, Wendell, NC 27591</i>
<i>PROPERTY SIZE:</i>	<i>0.47 acres</i>
<i>CURRENT LAND USE:</i>	<i>Single Family Residential</i>
<i>PROPOSED LAND USE:</i>	<i>Single Family Residential</i>
<i>PROPERTY # 4 LOCATION:</i>	<i>0 S. Hollybrook Rd</i>
<i>WAKE COUNTY PIN:</i>	<i>1793020954</i>
<i>CURRENT ZONING DISTRICT:</i>	<i>RA</i>
<i>CROSS REFERENCES:</i>	<i>N/A</i>
<i>PROPERTY OWNER:</i>	<i>Smith Edwards LLC</i>
<i>APPLICANT:</i>	<i>Smith Edwards LLC</i>
	<i>2505 Wendell Blvd, Wendell, NC 27591</i>
<i>PROPERTY SIZE:</i>	<i>6.82 acres</i>
<i>CURRENT LAND USE:</i>	<i>Vacant</i>
<i>PROPOSED LAND USE:</i>	<i>Single Family Residential</i>



Zoning District:

This property is currently zoned primarily Residential-Agricultural (RA), with a ~8 acre piece of property on the southern tip of this site zoned R-30 (Wake County). The applicants have submitted an R-4 Conditional District request, which is planned to come before this board at their November 12, 2018 meeting.

Public Utilities:

Public water and sewer will be extended at the time of development.

Per the applicant's submittal, "A new pump station is proposed at the southern end of the Glen

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at Hollybrook parcel. The total Hollybrook development accounts for approximately 10% of the sewer basin. The new pump station, per coordination with the City of Raleigh, will be constructed to provide 25% of total build out for pumps, electrical, generator, odor control, and 50% for structure, electrical building, and force main while also allowing for future expansion for full capacity of the entire basin.”

The applicant has been working with the City of Raleigh Public Utilities Department (CORPUD) to facilitate this use, which would require CORPUD approval.

Tax Information:

Currently, the subject properties contain only one dwelling, and have a total assessed value of \$1,737,087. At the current tax rate of 49 cents, annexation of this property “as-is” would result in approximately \$8,511 in annual tax revenue for the Town. This figure will increase as the area is developed.

Staff cannot speak to what the average value of the homes would be. However, the applicant’s plan currently calls for 339 lots. If the average value of each developed lot were \$200,000 (which is approximately the average value of the adjacent Groves of Deerfield Lots, though they are zoned R3), the annual tax revenue for the Town at buildout would be \$332,000.

Police & Public Works & Utility Service:

- *The proposed annexation area would require services from the Town’s Police and Public Works departments if annexed. Both departments are currently serving adjacent residential developments.*

Planning Director David Bergmark provided an overview of annexation petition A-18-03 for 115.74 contiguous acres of property located adjacent to the Grove of Deerfield Subdivision on either side of South Hollybrook Road; staff report above in italics. Planning Director Bergmark added the developer is submitting a conditional use district request and it will come before the Board at its TUESDAY, November 13 Board meeting as a public hearing. The request is to have the hearing annexation petition A-18-03 and continue to the TUESDAY, November 13 meeting.

The Board requested additional information about the service [water and sewer] plan for this area as it abuts the Wake County and Johnston County line. Manager Collins stated staff will follow-up with the City of Raleigh Public Utilities Department [CORPUD].

Mayor Gray opened the public hearing at 7:15 PM. No one came forward to speak for or against this request.

ACTION:

Mover: Mayor Pro Tem Lutz moved to continue the public hearing to the TUESDAY, November 13, 2018, Board meeting.

Vote: 4-0.

7. REVIEW AND APPROVAL OF A PROPOSED MURAL FOR CRUIZERS LOCATED ON WENDELL FALLS PARKWAY.

SPEAKER: Planning Director David Bergmark

ACTION: Board may take action.

[Staff Report]

Item Summary:

At the September 4, 2018 meeting, the Appearance Commission reviewed one mural application. The Appearance Commission unanimously recommended to the Board of Commissioners, approval of the mural application for the side/rear of 2301 Wendell Falls Pkwy (Cruizers) with one suggested condition – That the red bike outlines are placeholders for actual bikes to be attached to the wall, or that they be removed or colored in a more similar fashion to the other color elements used.

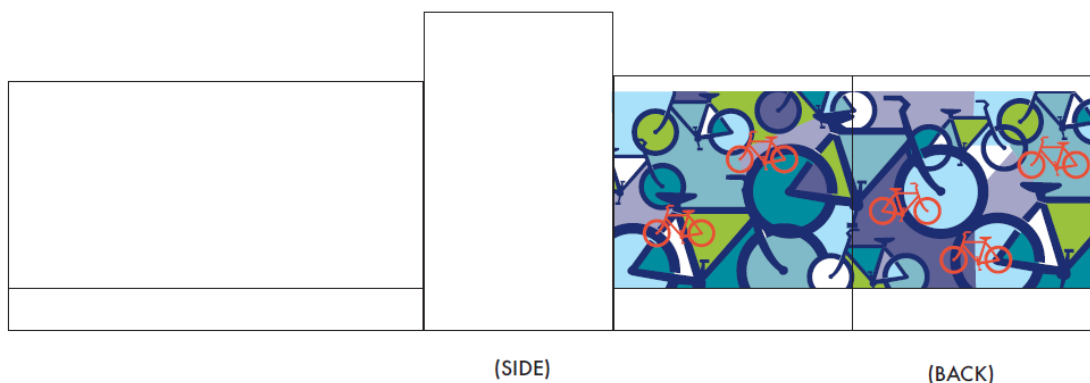
In follow-up conversations with the applicant, the intent of the artist is to attach actual bikes to the wall of the building (sawed off on the wall side) in the locations specified by the red bike outlines.

2301 Wendell Falls Pkwy

In 2013, as part of their long-range work plan, the Appearance Commission set a goal of having murals painted in the downtown area of Wendell. The purposes of adding murals is to create conversation pieces to help draw visitors to the Town; help improve the vibrancy of the community; and to encourage other building/business owners to have a mural painted on their property, or just a fresh coat of paint to the building.

Newland Communities expressed the desire to implement a mural on the side/rear of the Cruizers Building, which is prominently visible to eastbound motorists on Wendell Falls Parkway. The visibility of this location at the entrance of the Wendell Falls development made it an ideal location. The bicycle theme of the mural highlights the development’s active bike trails, and will serve as a marker for the future greenway trail connection which would connect to Wendell Falls Parkway along the edge of the Cruizers site. The artist chosen is Autumn Cobeland, who according to the applicant is known as the “Greenway Artist” in Raleigh as she has done many murals along Greenways in Wake County. Newland is fully funding the cost of the mural.

CRUIZERS MULTI-COLOR LAYOUT



Section 12.8.O of the UDO states that:

A mural as defined in Chapter 19 of this ordinance is subject to the following regulations:

- 1. No mural shall be added to the primary façade of the building.*

2. *Murals are not intended to be placed on residential structures or their accessory structures.*
3. *The mural shall not extend more than 6 inches from the plane of the wall upon which it is tiled or painted or to which it is affixed.*
4. *If the name of any business within the town's jurisdiction is included, it will be counted as a sign and must meet the regulations for signage.*
5. *The proposed mural must be recommended by the Appearance Commission and the final decision made by the Board of Commissioners prior to any paint being added to the building to review for appropriateness. A certificate of appropriateness will be issued by the administrator if approved by the Board of Commissioners.*

Staff Recommendation:

Staff requests that the Board of Commissioners review the recommendation of the Appearance Commission in relation to the mural regulations in order to render action on the submitted application.

The architectural front (primary façade) of this building does not face Wendell Falls Parkway – it faces eastward towards the center of the site. A portion of the mural would wrap around the side of the building facing the Parkway, but staff does not view this as conflict with the Town's mural regulations. In order to meet the Town's projection rule (12.8Q, #3) the applicant would need to remove the handle bars and pedals from the side of the bike facing the wall.

Staff has reviewed the proposed mural and has determined that, so long as the proposed bikes are narrowed to fit against the wall, the mural meets the Town's regulations.

Planning Director David Bergmark provided an overview of a proposed mural for Cruizers located on Wendell Falls Parkway; staff report included above in italics.

ACTION:

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

Vote: 4-0.

8. STAFF REPORT FOR HURRICANE FLORENCE.

PRESENTER: Police Chief Bill Carter

ACTION: Presentation.

Police Chief Bill Carter provided the following staff report: Hurricane Florence Response – A Team at Work:

Initial Storm Overview, Path and Projections:

September 4, 2018 - Hurricane Florence formed off the coast of Africa and began to track westward.

September 10, 2018 - Forecast path had it coming ashore near Wilmington and moving northwest toward the Wake County area.

Projected to be the first Hurricane to hit North Carolina head on since Hurricane Fran in 1996. "Significant impacts are expected from Florence, including storm surge, extreme winds, possible tornadoes and exceptional amounts of rain, which will likely cause flash flooding and eventually serious river flooding," - National Weather Service

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Strength:

Landfall was projected to ranging anywhere from a category 3 to category 5 storm.

<i>Saffir-Simpson Hurricane Scale</i>	
<i>Storm Classification</i>	<i>Wind Speed (mph)</i>
<i>Category 1</i>	<i>74-95</i>
<i>Category 2</i>	<i>96-110</i>
<i>Category 3</i>	<i>111-130</i>
<i>Category 4</i>	<i>131-155</i>
<i>Category 5</i>	<i>>155</i>

Storm Arrival:

Forecast models came into consensus mid to late week - Florence turning Southwest after making landfall and then traveling west across South Carolina before making a turn to the north. Wake County area no longer considered in the target area but remained in the cone of uncertainty and at the very least was on the right hand side of the storm.

Local emergency officials continued to plan for tropical storm to hurricane force impacts.

Town Preparation:

Monday, September 10, 2018

- Manager and Department Heads met to discuss the potential impact Hurricane Florence might bring to Wendell and a coordinated response upon its arrival.
- Manager Collins and Chief Carter participated in a conference call with the North Carolina Division of Emergency Management.

Days that followed Town Departments worked diligently and focused a significant amount of time to storm preparation.

1. Equipment preparation.
2. Accelerated yard debris collection ahead of the storm.
3. Storm water system review and assessment.
4. Facilities documentation.
5. Public Awareness
6. Needs assessments
7. Hours of Operations
8. Approval of Temporary Debris Management Sites (Stage and Grind)
9. Coordination with Wake County EOC – Daily Conference Calls/WEBEOC
10. State of Resource Documentation.

Inter-Agency Coordination:

Wake County has a robust Emergency Operations Plan.

First Municipal Partner conference call on Tuesday, September 11, 2018.

Municipal Partner Calls were held daily through Saturday. Topics discussed included:

1. Weather Forecasts
2. Conditions
3. Shelters
4. Unmet needs
5. Any other items of interest for the group.
6. Local EOCs

Wake County Emergency Management utilizes WEBEOC which is described as crisis management software that enhances emergency management efforts.

Wendell Fire Department is an integral part of our response to any weather incident, natural disaster or other situations when “all hands are needed on deck.”

Storm arrival:

Friday morning September 14 – Landfall at Wrightsville Beach as a category 1 hurricane.

Wake County Emergency Management Call at 1:00 pm that day still forecast the next 24 hours to bring sustained winds of 20 mph with gusts to 45 mph, an additional 6-15 inches of rain and possibilities of tropical tornadoes to Wake County.

Florence’s forward motion stalled for several days as it made landfall and began to move west at 2–3 miles per hour as it dumped heavy rain along coastal areas.

The storm has initially been reported as the wettest storm to hit North Carolina.

Wake County and Wendell specifically were spared the biggest impact of Hurricane Florence.

The storm stayed far enough south and then west of us to bring winds as

Projected and a total of approximately 6.25” of rain.

Town Impact:

Police and Public Works made staffing adjustments to respond to the initial storm and its aftermath.

- *Public Works established a 2pm to 10 pm team (2 p) to clear catch basins and deal with signage and trash.*
- *Public Works utilized the Community Center as a respite center.*
- *Police scheduled staffing by adding one additional officer on Friday for the majority of both 12 hour shifts and two additional officers on Saturday during the day.*

Parks and Recreation Programs were cancelled as of 5 pm. on Thursday.

Town Officers were closed on Friday.

Sunday at 2pm all schedules were back to normal.

Damage and Impact Assessment:

The Town Manager and Police Chief conducted town assessments twice on Friday and once on Saturday

Team philosophy - If something was found and could be addressed by staff, it was corrected at that time.

Power Outages - at peak were around 500 customers in and around Wendell. By Saturday outages were down to less than 10 customers according to Duke Energy Outage Map

All Town facilities were inspected after the storm. The Police Department had some minor roof leaks that most likely were attributed to blowing rains. The most identifiable damage noted was a broken Bradford Pear Tree at the Park during the survey of Town properties.

Public Works collected 153 cubic yards of yard debris on Monday after the storm.

After Action:

It is critical to review after any event regardless of impact. A few of the issues identified and potential solutions follow:

1. *Establish Town Emergency Resource Guide*
 - a. *Supplies and ability to accommodate staff for 3 days.*
2. *Capital Needs to Consider*
 - a. *Mobile High output generator – Public Works*
 - b. *Fixed Generator - Police Department.*



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3. *Establish/Test Plan for Parks and Recreation to open Community Center as a respite/mass transit center for citizens.*
4. *Work with Waste Industries to try to inform customers of pick-up delays.*
5. *Work with Duke Energy on issues where citizens report repeat outages.*
6. *Establish mass debris contract should debris exceed our capacity.*
7. *Existing contracts we could take example of in extreme situations.*
8. *National Incident Management Training for additional staff:*
9. *Search for grant funding to support equipment and supplies needed to address future incidents. (FEMA, Gold Leaf Foundation, etc.)*

Closing and Questions:

ACTION: Received.

9. **AGREEMENT WITH WAKE COUNTY FOR REMOVAL OF MASS DEBRIS.**
PRESENTER: ~~Public Works Director Brian Bray~~ **Town Manager Marc Collins**
ACTION: Board may take action.

[Staff Report]

Item Summary:

Wake County initiated a request for proposals process for emergency debris removal that would provide a coordinated response blueprint for the County as well as identify debris removal contractors. The plan and agreement are designed to provide guidance, ensure cost effectiveness, increase coordination and expedite debris removal/disposal. The agreements are written to allow municipalities in Wake County to join the agreement through CPA's at a later date. The vendors for disaster debris removal and clearing services are CrowderGulf, LLC and Philip and Jordan, Inc. In addition, FEMA requires separate companies to monitor the debris removal contractors to be eligible for reimbursement. The two disaster debris monitoring companies are HDR Inc. of the Carolinas and Tetra Tech, Inc.

Wake County entered into five-year agreements with four vendors on July 1, 2016. The Town would be party to the agreements for the duration of the contracts that expire July 1, 2021. The Town of Rolesville recently signed onto the CPA's and Knightdale and Zebulon had joined the agreement earlier.

In preparation for Hurricane Florence, Town staff reviewed the CPA's and made preparations with Wake County to join under the State of Emergency if conditions warranted. After assessing the limited impact of the storm, the decision was made to wait and bring the proposal before the Board.

The Town of Wendell has improved the ability to handle storm debris, but recognizes that staff could be overwhelmed during a major event. Without an agreement such as the one proposed the Town would seek help from private contractors and attempt to maintain FEMA reimbursement compliance during the severe disaster if conditions exceeded the abilities of the Town to remove debris. The CPA's are proactive preparations to have resources in place to provide debris removal, hauling, and storage and the necessary monitoring required by FEMA for reimbursement. The vendors provide equipment, staffing, removal, grinding, and hazardous debris services well beyond the current capabilities of the Town.

The CPA's maintain Town authority of when to activate the contractors and the Town identifies the scope of work requested by the vendors. The CPA's provide an itemized list and cost of

services available that provide for both comprehensive and flexible scopes of work. The contractors were vetted through the County and FEMA fiscal and legal reviews. If activated, the Town compensates the vendors for services rendered during the weather events as directed by Town staff. The Town is later reimbursed by FEMA for eligible services rendered. There is no fiscal cost to become a part to the CPA's.

Town Manager Marc Collins provided an overview of a proposal to enter into Cooperative Purchasing Agreements (CPAs) with Wake County for the provision of Disaster Debris Removal and Clearing Services by CrowderGulf LLC and Philip and Jordan, Inc and Disaster Debris Monitoring Services by HDR Inc of the Carolinas and Tetra Tech, Inc; staff report included above in italics.

Based upon question by the Board, Manager Collins stated FEMA reimbursement occurs if the event qualifies for funding and these vendors meet all the requirements of FEMA so that the Town could be reimbursed.

ACTION:

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

Vote: 4-0.

10. UPDATE TOWN'S ORDINANCE PRESCRIBING PROCEDURES FOR DISPOSAL OF SURPLUS PROPERTY VALUED AT LESS THAN \$30,000.

PRESENTER: Finance Director Butch Kay

ACTION: Board may take action.

[Staff Report]

Item Summary:

Town Code of Ordinance Section 2-361 describes the "Disposal of personal property." In review of the available Town records, the earliest ordinance found was May 9, 1983 [Ordinance O-7-83] and most recent update to this ordinance by the Town Board of Commissioners was on November 10, 1997 [Ordinance O-10-1997].

*Prior to the availability of **electronic** auction, the Town of Wendell took surplus property to the NC State Surplus for sale. This required staff time, Town equipment and resources to transport to NC State Surplus and the cost of a published notice for the auction.*

On April 14, 2008, the Town Board of Commissioners approved the use of GovDeals to sell surplus property. All items sold on GovDeals are offered "as is" and are sold "where is" which means that the buyer is responsible for picking-up the item and any cost associated with acquiring the item. In turn, use of GovDeals has minimized staff time, Town equipment and resources to dispose of items declared surplus.

In review of the ordinance, staff is requesting to update with the inclusion of authorization to dispose of surplus property by electronic means in accordance with NC GS 160A-270.

The process for declaring items valued at less than \$30,000 would follow NC GS 160A-270:

- *Resolution authorizing disposal of surplus property at a regular meeting on the consent agenda;*

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- *Resolution will include information on the property to be sold; date, time, place and terms of the sale; electronic address where information on the property to be sold can be found and the electronic address where electronic bids may be posted;*
- *Resolution shall include the notice will be by electronic means [placed on the Town's website]; and*
- *Resolution shall be published at least once and not less than 10 days before the date of the auction*

The update to the Town's Code of Ordinances would capture the Town's use of an electronic auction vendor [GovDeals] for items declared surplus and reflect the Town's commitment for transparency through records and reports of items sold, to whom, and the amount received for each sale in accordance with NC GS 160A-266(c).

Specific Action Requested:

Approval of the ordinance amendment to the Town's Code of Ordinances describing procedures for disposal of surplus property valued at less than \$30,000 to include electronic auction and the Town's commitment to transparency through records and reports for items sold using an electronic auction vendor.

Finance Director Butch Kay provided an overview requesting to update the Town's ordinance for disposal of surplus property valued at less than \$30,000; staff report included above in italics.

ACTION:

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

Vote: 4-0.

11. SNAP SHOT

ACTION: Information. Board may take action.

ACTION: Reviewed.

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



Technical Review Committee [TRC] [Commissioner Carroll]



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



Wendell Fire Board [Commissioner Joyner]

Commissioner Carroll stated the TRC met and the conditional use district on South Hollybrook was continued for further discussion.

Mayor Gray stated she was unable to attend the CAMPO meeting as she was out of town.

Commissioner Joyner stated the Wendell Fire Board received a clear audit report. There has been an uptick in the number of home fires. Persons who live inside the Wendell corporate limits may receive a smoke and carbon monoxide detector from the Wendell Fire Department by contacting the Wendell Fire Department. He added the Wendell Fire Department implemented a new policy for pay that is equitable for fire employees.

13. COMMISSIONERS' REPORTS.

Commissioner Joyner stated there have been a hurricane and a festival since the last Board meeting. He thanked the Wendell Chamber of Commerce for the Harvest Festival! He thanked Town staff for the preparations and efforts for Hurricane Florence!






Commissioner Myrick expressed his appreciated for the efforts by the Chamber and Town staff for the Harvest Festival. He wished Mayor Gray a Happy Birthday.

Mayor Pro Tem Lutz echoed the sentiments of the Harvest Festival and hurricane. He added this Sunday, Oct 14th at 1:30 PM is a Feed Your Neighbor 5K in Wendell at the Wendell United Methodist Church. This is to support the Wendell Methodist Food Pantry. All proceeds will support the families in our area. For more info, visit: www.wendellumc.org

Commissioner Carroll thanked everyone for the Harvest Festival. He added the Little Miss and Little Mister competition raised 76 hundred pounds of food!

14. MAYOR'S REPORT.

Mayor Gray provided the following:

-  Wendell Council of Churches is hosting its 2018 Fall Food Drive. On Saturday, October 20th members will distribute grocery bags on your front porch. If you choose to participate, fill the bag with non-perishables and place on your front porch for pick-up by 10 a.m. on Saturday, October 27th.
-  Wendell Treat Trail is Friday October 26th from 5 - 8 PM at Wendell Park. This is a non-scary trail for children 12 and under accompanied by an adult. This year, participants may bring canned food for the local food pantry before entering the trail.
-  Trick or Trot Wendell Falls 5K is Saturday, October 27th from 4-6 PM. Info and registration available at: www.wendellfalls.com/trickortrot Proceeds are going to the Town of Wendell Appearance Commission!
-  She attended several meetings about the Harvest Festival and proud of staff stepping up to make this happen!
-  She was invited by the White House Office of Governmental Affairs to attend the Women Mayors of America White House Conference in Washington DC. She was excited and honored to be asked. Included a tour of the White House and briefings on topics that may benefit municipalities.

15. CLOSED SESSION.

ACTION: Will be called if necessary.

ACTION:

Mover: Mayor Pro Tem Lutz moved to into closed session to consult with the Town Attorney in accordance with NC GS 143-318.11 (a) (3) at 8:12 p.m.

Vote: 4-0.

ACTION:

Mover: Mayor Pro Tem Lutz moved to return to open session at 8:37 p.m.
Vote: 4-0.

16. ADJOURN.

ACTION:

Mover: Mayor Pro Tem Lutz moved to adjourn at 8:37 p.m.
Vote: 4-0.

Duly adopted this 22nd day of October 2018, while in regular session.

ATTEST:

Virginia R. Gray,
Mayor

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