



**Wendell Town Board of Commissioners  
Board Room  
15 E. Fourth Street, Wendell, NC 27591  
Town Board Meeting Agenda  
Monday, February 11, 2019 @ 7:00 PM**

## **CALL TO ORDER**

- Welcome by Mayor Virginia R. Gray
- Pledge of Allegiance by Gabrielle Spivey student at Lake Myra Elementary School
- Invocation by Wendell Council of Churches

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

## **2. PUBLIC COMMENT PERIOD *[one-hour time limit in total]***

*The Public Comment Period is your opportunity to share comments with the Town Board on any topic as long as it is not an item scheduled for public hearing. During Public Comment, the Town Board receives comments and refrains from speaking.*

*Thanks to everyone in the audience for respecting the business meeting by abstaining from speaking from the audience, applauding speakers, or other actions that distract from the meeting.*

*Anyone wanting to speak during Public Comment Period should do the following:*

- *Sign up prior to the beginning of the meeting. The sign-up period will begin 20 minutes prior to the start of the meeting and will end when the meeting begins.*
- *When the Public Comment Period is announced, come to the podium and state your name and address for the record.*
- *Be concise and limit your comments to three minutes or less. Designate a spokesperson for large groups. Direct comments to the full Town Board and not to an individual Town Board member.*

## **3. CONSENT AGENDA**

*The Board of Commissioners uses a Consent Agenda to act on non-controversial items unanimously recommended for approval or have been discussed at previous meetings. The Consent Agenda is acted upon by one motion and vote of the Board. Any individual board member may pull items from the Consent Agenda for further discussion. Items pulled will be handled with the "OTHER BUSINESS" agenda topic.*

- 3a. Certifying sufficiency and setting public hearing date for a non-contiguous annexation petition for .4 acres of property located at 2412 Wendell Blvd and identified by PIN Number 1784-16-1389.

- 3b. Adoption of amendment to the 2012 Records Retention and Disposition Schedule dated 10/01/2016.

#### 4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

- 4a. Recognition of Lake Myra Elementary School teacher: Carla Parker  
Speaker: Mayor Virginia Gray
- 4b. Introduction of new Town of Wendell employees:  
i. Linda Barbour, Permit Technician  
ii. Michael Jones Jr., Public Works Specialist I  
iii. David Gay, Public Works Specialist II
- 4c. Presentation on leaf and limb debris collection service.  
Speaker: Public Works Director Brian Bray

#### 5. PUBLIC HEARINGS

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***Public Hearing Guidelines:***

- *Case is announced*
  - *Staff presentation*
  - *Public hearing is opened*
  - *Applicant presentation*
  - *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*
- 

- 5a. **PUBLIC HEARING:** Discussion and Action on a Map Amendment request to rezone property at 719 Marshburn Road from Residential-3 (R3) to Neighborhood Center (NC).  
Speaker: Planning Director David Bergmark

#### 6. ADMINISTRATIVE ITEMS

- 6a. Request for temporary closure of Main Street for the ProTown BMX.  
Speaker: Parks & Recreation Director Jeff Polaski
- 6b. Request to purchase an HVAC air handler and door and lock replacement at the East Wake Senior Center.  
Speaker: Public Works Director Brian Bray
- 6c. Request to purchase a multi-purpose tow vehicle and pull behind leaf collector.  
Speaker: Public Works Director Brian Bray

- 6d. Adoption of the 2019 Town of Wendell, NC Strategic Plan.  
Speaker: Town Manager Marc Collins

**7. OTHER BUSINESS** (any item pulled from the CONSENT AGENDA [item 3 on this agenda] will be discussed during this portion of the agenda)

- 7a. Snap Shot.

- 7b. Update on board committee(s) by Town board members:  
 Wendell Fire Board [Commissioner Joyner]

**8. COMMISSIONERS' REPORTS / COMMENTS**

**9. MAYOR'S REPORTS / COMMENTS**

**10. CLOSED SESSION**

*Closed session will be called if necessary.*

**11. ADJOURN**

**Item Title:**

Receive the Clerk's certificate of sufficiency of a satellite annexation petition for 0.4 acres of property located at 2412 Wendell Blvd and schedule the Public Hearing.

**Report to the Board of Commissioners:**

- February 11, 2019
- January 28, 2019

**Specific Action Requested:**

- That the Board of Commissioners receives the Clerk's certificate of sufficiency and schedule the public hearing for this petition for Monday, February 25<sup>th</sup> by adopting the attached resolution.

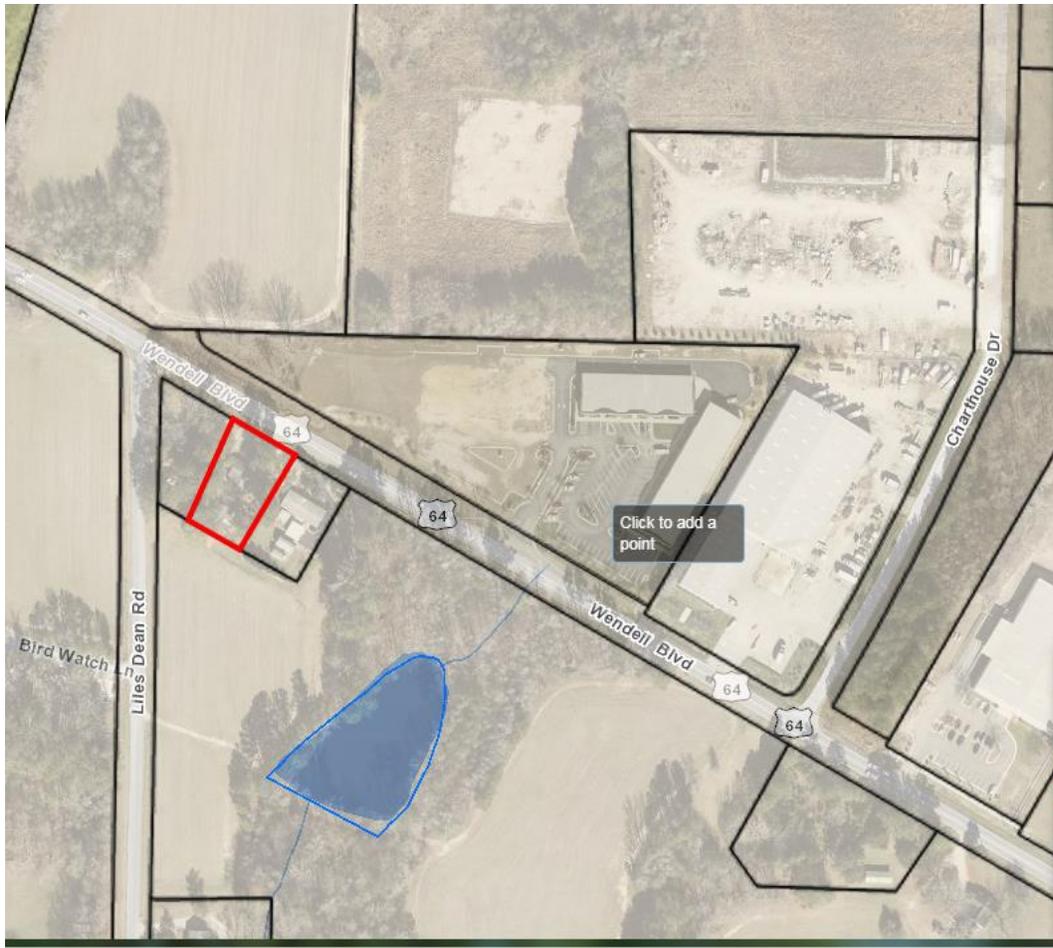
**Item Summary:**

Coconut Boat LLC has submitted an annexation request 0.4 acres of property located at 2412 Wendell Blvd and identified by PIN Number 1784-16-1389. This property is located across the street from the Knott Square shopping center and is occupied by one single family dwelling. The home had been unoccupied for some time, and the new tenant discovered severe problems with the well and septic serving this lot. As a result, the owner has petitioned for annexation in order to access the existing water and sewer utility lines running along Wendell Blvd.

The Town Clerk has certified the sufficiency of the annexation petition. A resolution setting the date of the public hearing (for February 25, 2019) has been attached for approval.

**Zoning District:**

The property is located within the Residential Agricultural (RA) zoning district.



**Attachments:**

- A. Certificate of Sufficiency
- B. Resolution setting the date of the public hearing



**TOWN OF WENDELL**

**NORTH CAROLINA**

**CERTIFICATE OF SUFFICIENCY**

To the Town Board of the Town of Wendell, North Carolina:

I, Sherry L. Scoggins, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with NC G.S. 160A-58.1.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Wendell, this 29th day of January 2019.

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Sherry L. Scoggins, MMC  
Town Clerk

**DESCRIPTION/ADDRESS A-19-01:**  
2412 Wendell Boulevard, .4 acres, non-contiguous  
Parcels: 1784-16-1389



**TOWN OF WENDELL**

**NORTH CAROLINA**

**RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF  
ANNEXATION PURSUANT TO NC GS 160A-58.2  
RESOLUTION NO.: R-05-2019**

**WHEREAS**, a petition requesting annexation of the area described herein has been received; and

**WHEREAS**, the Town Board has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

**WHEREAS**, certification by the Town Clerk as to the sufficiency of the petition has been made.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Board of the Town of Wendell, North Carolina that:

**SECTION 1.** A public hearing on the question of annexation of the non-contiguous area described herein will be held at the Wendell Town Hall, Board Room, at 7:00 p.m. on Monday, February 25, 2019.

**SECTION 2.** The area proposed for annexation is for the following:

Property located at 2412 Wendell Boulevard; 1 parcel totaling .4 acres; Parcel PIN#: 1784-16-1389  
Description of parcel available at the Wake County Register of Deeds and found in Deed Book 17170, Page 359.

**SECTION 3.** Notice of the public hearing shall be published once in The Zebulon Times, a newspaper having general circulation in the Town of Wendell, at least ten days prior to the date of the public hearing.

Duly resolved this 11th day of February 2019, while in regular session.

ATTEST:

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Virginia R. Gray,  
Mayor

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Sherry L. Scoggins, MMC  
Town Clerk

**DESCRIPTION/ADDRESS A-19-01:**  
2412 Wendell Blvd; .4 acres; non-contiguous  
Parcels: 1784-16-1389

**Item Title:**

Adoption of amendment to the 2012 Records Retention and Disposition Schedule dated 10/01/2016.

**Board of Commissioners Meeting:**

Monday, February 11, 2019

**Specific Action Requested:**

Approval.

At its June 13, 2016, Board meeting the Town Board of Commissioners adopted the 2012 Records Retention and Disposition Schedule.

The Town of Wendell abides by the NC GS Chapters 121 and 132 for its records. As laws are dynamic, amendments to the schedule are made. The 10/01/2016 amendment updates the following sections:

Standard 6: Emergency Services and Fire Department Records

- Item 3 – 911 Recordings
- Item 18 – Emergency Notifications

Standard 9: Law Enforcement Records

- Item 136 – Law Enforcement Audio and Video Recordings

**Attachments:**

- A. Records Retention Schedule Amendment Signature Sheet
- B. Amended pages to the Records Retention Schedule

## Municipal Records Retention Schedule Amendment

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

### STANDARD 6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS

Amending Item 3, 911 Recordings as shown on substitute page 41 and Item 18 Emergency Notifications as shown on substitute page 43.

### STANDARD 9. LAW ENFORCEMENT RECORDS

Amending Item 136, Law Enforcement Audio and Video Recordings, as shown on substitute page 90.

### APPROVAL RECOMMENDED

\_\_\_\_\_  
City/Town Clerk

\_\_\_\_\_  
Chief Administrative Officer/  
City Manager



\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

### APPROVED

\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Natural and Cultural Resources

Municipality: \_\_\_\_\_

October 1, 2016

**STANDARD-6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS**

Official records explaining the authority, operating philosophy, proposed methods, and primary functions of municipal emergency services programs and municipal fire departments.

ITEM #	STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>911 COMMUNICATION RECORDS</b> Printouts of 911 calls received and computer-aided dispatch (CAD) reports. Reports may list time and date of call, contents of call, location of call, name of unit dispatched and other related information.	Destroy in office after 3 years, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4 (i), and GS §132-1.5.
2.	<b>911 FILE</b> Information regarding the implementation, training, and operations of the 911 system.	Destroy in office after 5 years.	
3.	<b>911 RECORDINGS</b> Tapes, digital recordings, and text messages generated by 911 calls	Destroy in office after 30 days, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4(i).
4.	<b>ACCIDENT FILE</b> Records concerning personnel and municipally owned property damage.	Destroy in office 3 years after resolution.*	
5.	<b>ACTIVITY REPORTS</b> Reports on an individual, shift, project and other basis submitted on a daily, weekly, or other basis.	Destroy in office after 3 years.	

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction “destroy when administrative value ends.” Please use the space provided.

ITEM #	STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	<b>CONSOLIDATED MONTHLY REPORTS</b>	Destroy in office after 5 years.	
14.	<b>DAILY LOG</b> Log, journal, blotter or similar record showing activities of a fire department or emergency services.	Destroy in office after 1 year.	
15.	<b>DISASTER AND EMERGENCY MANAGEMENT PLANS</b> Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes but not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.  See also <b>COMPREHENSIVE PLAN</b> item 19, page 4.	a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____  b) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete.  c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
16.	<b>DISPATCH FILE</b> Records relating to fire dispatch zones. May include maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.	
17.	<b>DISPATCH RECORDINGS</b> Recordings made of activities during an emergency services dispatch.	Destroy in office after 30 days, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4(i), and GS§132-1.5.
18.	<b>EMERGENCY NOTIFICATIONS</b> Records of emergency notifications. Includes automatic identification information, such as the name, address, and telephone numbers of telephone subscribers, or the e-mail addresses of subscribers to an electronic emergency notification or reverse 911 system.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of GS §132-1.4 (i), and GS §132-1.5.

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction “destroy when administrative value ends.” Please use the space provided.

ITEM #	STANDARD-9: LAW ENFORCEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
134.	<p><b>WORK RELEASE EARNINGS REPORTS</b> Inmates' work release earnings reports submitted either to the N.C. Department of Corrections or the Clerk of Superior Court.</p>	Destroy in office after 3 years.*	G.S. §148-32.1
135.	<p><b>WRECKER SERVICE RECORDS</b> Records concerning wrecker requests or calls. May include lists of wrecker company's towing and storage rates, rotation lists, notification records when vehicles are towed from private property, and other related records.</p>	<p>a) Destroy in office after 1 year if not made part of a case file.</p> <p>b) If record is made part of a case file follow disposition instructions for <b>CASE HISTORY FILE: FELONIES</b> item 17, page 64; or <b>CASE HISTORY FILE: MISDEMEANORS</b> item 18, page 64.</p>	
136.	<p><b>LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS</b> Tapes and digital recordings generated by mobile and fixed audio and video recording devices.</p> <p>Does not include <b>ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE)</b> item 44, page 71.</p> <p>See also <b>MOBILE UNIT VIDEO TAPES</b> item 81, page 80.</p>	<p>a) Destroy in office after 30 days if not made part of a case file.*</p> <p>b) If records are made part of a case file follow disposition instructions for <b>CASE HISTORY FILE: FELONIES</b> item 17, page 64; or <b>CASE HISTORY FILE: MISDEMEANORS</b> item 18, page 64.</p>	Comply with applicable provisions of G.S. § 132-1.4A

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Item Title:**

Recognition of Lake Myra Elementary School teacher: Carla Parker.

**Specific Action Requested:**

Recognition.

**Item Summary**

Carla Parker is currently a 4th-grade teacher at Lake Myra. She has been an educator in a variety of elementary schools for over 24 years. She has a Masters in Education and has specialized in literacy. She began her career in Prince William County in Virginia and has bounced back and forth between there and Wake County for 24 years. She has taught at Bugg Elementary, Brentwood Elementary, and Lake Myra in Wake County. This last year she exceeded growth in reading and math with the students in her classroom and was recognized for making the top 25% of highest growth both for the state and the district. Lake Myra is honored to have such a dedicated teacher with such a focus on student achievement, growth, and learning. Carla has tons of energy and enthusiasm.

**Attachments:**

None

**Item Title:**

Introduction of new Town of Wendell employees.

**Specific Action Requested:**

Introduction.

**Item Summary**

The following employees recently joined the Town of Wendell:

- Linda Barbour, Permit Technician
- Michael Jones Jr., Public Works Specialist I
- David Gay, Public Works Specialist II

**Attachments:**

None

Date: February 11, 2019

Item # 4c

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**Item Title:**

Presentation on the Leaf and Limb Debris Collection Service

**Board of Commissioners Meeting:**

Monday, February 11, 2019

**Specific Action Requested:**

Receive the presentation.

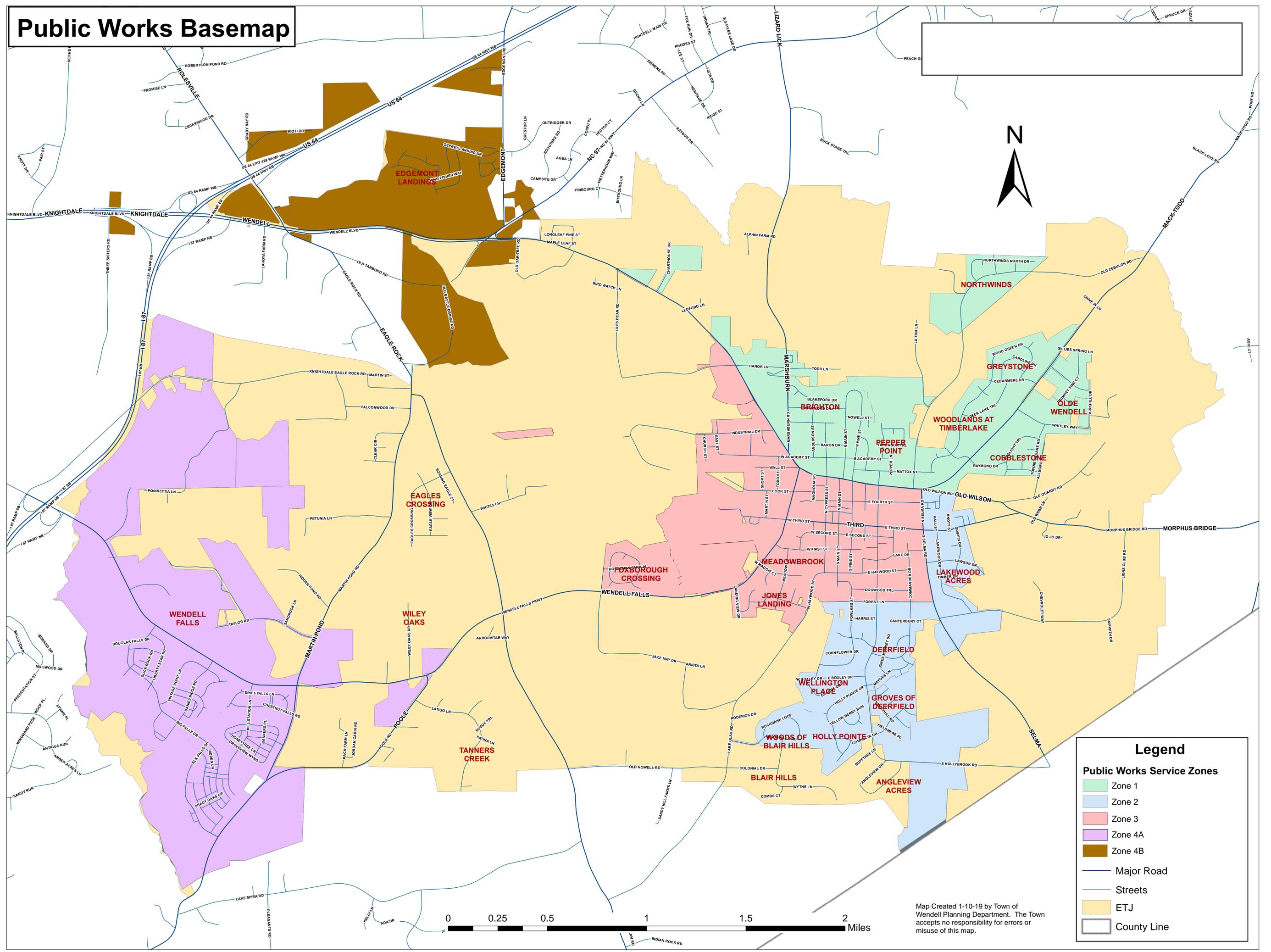
**Item Summary:**

The wreck and total loss of the sole leaf truck of the Town in November 2018 provided the opportunity for staff to complete a comprehensive evaluation of the leaf and limb debris service from collection equipment, staffing, level of service, collection route, temporary storage of material collected, and appropriate disposal of the material. The presentation by the Public Works department will provide an update of the changes made to maintain the current level of service utilizing a zone collection method, the equipment needed to maintain this effort, and improvements to ensure a legal and sustainable disposal of the waste material. Following the presentation, staff will work with the Manager's office to push public information on the new zone schedule.

**Attachments:**

A. Leaf and Limb Debris Collection Zone Map

# Public Works Basemap



**Legend**

**Public Works Service Zones**

- Zone 1
- Zone 2
- Zone 3
- Zone 4A
- Zone 4B
- Major Road
- Streets
- ETJ
- County Line

Map Created 1-10-19 by Town of Wendell Planning Department. The Town accepts no responsibility for errors or misuse of this map.



**Item Title:**

ZM19-01– Zoning Map Amendment request to rezone 5.38 acres located at 719 Marshburn Rd (PIN # 1784532377) from Residential-3 (R3) to Neighborhood Center (NC).

**Report to the Board of Commissioners:**

- Monday, February 11, 2019

**Report to the Planning Board:**

- Tuesday, January 22, 2019

**Specific Action Requested:**

- That the Town Board holds a public hearing on the proposed Zoning map amendment and consider taking action.
  - Action could consist of adopting the attached ordinance, which includes a statement of comprehensive plan consistency and reasonableness.

**Applicant:**

Volunteers of America National Services

**Petition:**

The applicant has requested a change in zoning classification for property located at 719 Marshburn Rd (PIN # 1784532377) from Residential-3 (R3) to Neighborhood Center (NC).

**Location and History:**

This property is currently located within the corporate limits of the Town of Wendell and is zoned R3. This site is the location of an existing apartment complex, known as Crestfield Apartments. Per the application, “Crestfield Apartments is an existing project-based Section 8, 55 and older senior multifamily development. The 5.38 acre site contains one single-story leasing office building and ten, one -story residential buildings housing 40 units. The project was originally constructed in 1988 and is currently 100% occupied. The project is located were

built in 1985 and include 41 residential units. The project is located in a quiet residential neighborhood but is within a quarter mile of a grocery store, post office, fire station, shopping, and restaurants.”

When the Unified Development Ordinance was passed in July of 2010, multi-family dwelling units became prohibited in the R3 zoning district. As a result, Crestfield Apartments is considered an existing non-conforming use. As further explained in the ‘Justification’ section of this report, the applicant is seeking to rezone their property in order to place this project within a zoning district designation which does not prohibit multi-family dwellings. This would be an important step in the event that this property were ever significantly damaged and required reconstruction.

**Justification:**

The applicant lists the following reasons for rezoning the property from R3 to NC:

“The site is zoned R-3...which allows for multifamily uses with a special permit from the city. Minimum lot size is 10,000 square feet in the R3 zoning district. Maximum building height is three stories. Multifamily development is approved on a case by case basis, and according to the zoning office, this development likely predates this zoning designation. Thus, the site is a grandfathered use. The site conforms to parking requirements at 62 parking spaces, meeting the minimum 40 parking spaces requirement. The parcel adjacent north of the site is Alexander Place Apartments, which was recently rezoned to NC, Neighborhood Center. It was further approved for its multifamily use and density as it exists when it underwent renovation. Thus, because there is a new precedent set with the adjacent property Alexander Place, the owners of the Crestfield Apartments site are seeking rezoning designation from R-3 to NC.”

**Project Profile:**

PROPERTY LOCATION:	719 Marshburn Rd
WAKE COUNTY PIN:	1784532377
ZONING DISTRICT:	Proposed NC/ Current R3
CROSS REFERENCES:	ZM12-01
PROPERTY OWNER:	Sunshine Development Corp (Volunteers of America is the parent organization)
APPLICANT:	Volunteers of America National Services 1660 Duke Street Alexandria, VA 22314

PROPERTY SIZE: 5.38 acres

CURRENT LAND USE: Multi-family Residential

PROPOSED LAND USE: Multi-family Residential

**Project Setting – Surrounding Districts and Land uses:**

<u>DIRECTION</u>	<u>LANDUSE</u>	<u>ZONING</u>
North	Commercial, MF Residential	NC
South	Vacant	R3
East	Residential	R3CU, R2
West	Commercial	CMX

**Zoning District:**

The property is currently located within the town’s corporate limits and is zoned R3. When the Unified Development Ordinance was passed in July of 2010, multi-family dwelling units became prohibited in the R3 zoning district. As a result, Crestfield Apartments is considered an existing non-conforming use. Chapter 13 of the UDO outlines the standards for nonconforming uses and structures.

Existing non-conforming uses may continue their use and even be enlarged or altered, so long as any enlargement or alteration is in compliance with all yard requirements and other regulations. If a nonconforming use is abandoned for 180 consecutive calendars days or more, the use shall not be allowed to be re-established, except in conformance with the town’s regulations. Furthermore, should a nonconforming structure be destroyed by any means to an extent of more than 65 percent of its appraised value at time of destruction, it shall not be reconstructed except in conformity with the provisions of the UDO.

In order to allow this use to be re-established in the event of a severe natural disaster or fire, the applicant is requesting that the property be rezoned from R3 to Neighborhood Commercial (NC). Multi-family dwellings are permitted with a special use permit in the NC district. Under the UDO, multi-family dwellings are only allowed with Board approval through the special use permit process.

Currently the site is bordered by an existing Neighborhood Commercial (NC) district to the north. The Alexander Place Apartments to the north was rezoned from R3 to NC in 2012 for the same reason as this request. The rezoning of the requested property would constitute an extension of that existing district.

As stated in section 2.8 of the UDO, the purpose and intent of the Neighborhood Commercial (NC) District is to “...provide for areas for residential and mixed-use development in close proximity to existing and planned neighborhood centers. The intent is to create higher density

residential areas that compliment commercial districts with physical proximity and pedestrian connectivity. Different housing types and lot styles are encouraged.”

A complete list of those uses allowed in the NC district is contained in the Neighborhood Commercial zoning district land use chart (Attachment A).

**Current Zoning Map (Requested Property outlined in red):**



**Off-Street Parking:**

At the time of construction of any new building, permanent parking spaces shall be provided in all districts in the amounts specified by Chapter 10 of the Unified Development Ordinance (UDO).

**Lighting:**

Lighting shall be in accordance with the lighting requirements in place at the time of permitting.

**Public Utilities:**

This site is currently served by public water and sewer.

**Streets:**

The site currently has two access points along Marshburn Road. No changes to the current road structure are proposed by the applicant.

**Landscaping:**

Any future development would be required to submit a landscaping plan to be reviewed by the Technical Review Committee as part of the development review process.

**Stormwater Management:**

Any substantial re-development of this site would be required to meet the stormwater standards contained in Chapter 6 of the UDO.

**Comprehensive Plan:**

The Wendell Comprehensive Plan defines this section as S6 “Infill/Redevelopment Area”.

The Comprehensive Plan states the S6 sector typically consists of “areas already urbanized and well served with infrastructure and access to services and amenities. Because these areas are already well provided for in terms of urban services, they are the most efficient and most attractive areas for redevelopment of underutilized sites or infill of vacant parcels. Appropriate land uses listed for the S6 sector are neighborhoods, downtowns, single-family and multifamily residential, commercial uses (retail and office), civic uses, and light industrial uses.



FRAMEWORK PLAN LEGEND	
PLAN BOUNDARY	S1 PRESERVED OPEN SPACE
Railroad	S2 RESERVED OPEN SPACE
COLLECTOR STREET PLAN	S3 RESTRICTED GROWTH AREA
EXISTING COLLECTOR	S4 CONTROLLED GROWTH AREA
PROPOSED COLLECTOR	S5 INTENDED GROWTH AREA
CAMPO THOROUGHFARE PLAN	S6 INFILL/REDEVELOPMENT AREA
EXISTING THOROUGHFARE	VILLAGE/TOWN CENTER
PROPOSED THOROUGHFARE	NEIGHBORHOOD CENTER
WATER BODIES	WENDELL BLVD GATEWAY CORRIDOR

**Statement of Plan Consistency and Reasonableness**

- At their January 22, 2019 meeting, the Planning Board found the zoning map amendment for the parcel within the rezoning area identified as ZM19-01 from R3 to NC to be consistent with the recommendation of the Wendell Comprehensive Land Use Plan, and reasonable in nature due to existing use of the property as an apartment complex.

**Planning Board Recommendation:**

At their January 22, 2019 meeting, the Planning Board voted 7-0 in favor of the requested zoning map amendment.

**Voting in Favor:** Victoria Curtis, Michael Clark, Jonathan A. Olson, Grace Walter, Ryan Zakany, Allen Swaim, and Errol Briggerman.

**Staff Recommendation:**

Staff recommends approval of this rezoning request.

**Attachments:**

- A. NC Zoning District Land Use Chart
- B. Ordinance for adoption

Attachment A

PERMITTED USES	PERMITTED WITH ADDITIONAL STANDARDS	SPECIAL USES (Requires Board Approval)
Auto Parts Sales Banks, Credit Unions, Financial Services Bed and Breakfast Inns Business Support Services Community Service Organization Cultural or Community Facility Dwelling-Single Family Funeral Homes Government Services Home Occupation Housing Services for the Elderly Laundry Services Medical Services - Clinic, Urgent Care Center Medical Services - Doctor Office Meeting Facilities Personal Services Post Office Professional Services Public Safety Station Recreation Facilities, Indoor Recreation Facilities, Outdoor Restaurant Schools - Elementary & Secondary Schools - Vocational/Technical Studio - Art, Music Studio - Dance, Martial Arts Theatre, Live Performance (indoor)	ATM Child/Adult Day Care Home Drive Thru Service Dwelling-Secondary Family Care Home General Retail - 10,000 sf or less Group Care Facility (8 or less persons) Live-Work Units Manufacturing, Neighborhood Meeting Facility/Indoor Event Venue Micro-Distillery/Brewery/Winery Rooming or Boarding House Transit Station - Passenger Utilities - Class 1 Utilities - Class 2	Alcoholic Beverage Sales Store Bar/Tavern/Night Club Billiard/Pool Hall Child/Adult Day Care Center (more than 8 persons) Colleges/Universities Dwelling - Multifamily Event Venue, Outdoor General Retail - 10,001 - 50,000 sf Hospitals Religious Institutions Residential Treatment Facility Shopping Center - Neighborhood Center Wireless Telecommunication Facility - Stealth Wireless Telecommunication Facility - Tower



TOWN OF WENDELL

NORTH CAROLINA

O-02-2019

**AN ORDINANCE AMENDING THE ZONING MAP  
OF THE TOWN OF WENDELL**

WHEREAS a petition has been filed with the Board of Commissioners of the Town of Wendell requesting an amendment to the Zoning Map of the Town of Wendell to include in the Neighborhood Center (NC) zoning district the property described below, said property formerly being zoned Residential-3 (R3); and

WHEREAS said property is owned by Sunshine Development Corporation; and

WHEREAS the Planning Board of the Town of Wendell reviewed the proposed change(s) and made a recommendation thereupon; and

WHEREAS notice of a public hearing to consider the proposed change was published in accordance with law in the Zebulon Times, a local newspaper, as required by Section 38-717 of the Wendell Code of Ordinances and by Section 160A-364 of the General Statutes; and

WHEREAS a notice of the proposed zoning classification action was mailed to the owner(s) of the parcel(s) of land involved, as shown on the County Tax Listings, and to the owners of all parcels of land abutting that (those) parcel(s) of land, as shown on the County Tax Listings, by depositing a copy of the same in the United States Mail, first class postage paid, as required by Section 38-717 of the Wendell Code of Ordinances and by Section 160A-384 of the General Statutes; and

WHEREAS, the Wendell Board of Commissioners reserves and exercised the right to change the existing zoning classification of the area in question or any part or parts thereof to a more restrictive general zoning classification without the necessity of withdrawal or modification of the petition.

WHEREAS the said public hearing was actually conducted at 7:00 p.m. on February 11, 2019 in the board room at Wendell Town Hall and wherein a reasonable opportunity was given to all those in attendance to speak either in favor or against the said change or to make relevant comments:

THEREFORE, after duly considering the matter, THE TOWN OF WENDELL DOES HEREBY ORDAIN;

SECTION 1. That the Zoning Map of the Town of Wendell is hereby amended to include in the **Neighborhood Center (NC)** zoning district 5.38 acres of land (including ROW) located at 719 Marshburn Rd (PIN # 1784532377).

SECTION 2. The requested zoning map amendment for the parcel within the rezoning area identified as ZM19-01 from Residential-3 (R3) to NC is found to be reasonable due to the existing use of the property as an Apartment Complex site, and consistent with the recommended uses and development types outlined in the Wendell Comprehensive Land Use Plan for the S6 sector.

SECTION 3. That if any section, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 4. That this ordinance shall become effective immediately upon its adoption.

DULY ADOPTED the 11th Day of February 2019

(Town Seal)

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

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
James P. Cauley III, Town Attorney

**Item Title:**

Request to temporarily close a portion of North Main Street for the upcoming ProTown BMX event.

**Report to the Board of Commissioners:**

Monday, February 11, 2019

**Specific Action Requested:**

Approve the temporary closing of North Main Street

**Item Summary:**

ProTown BMX is a bike stunt team out of Greenville NC that has performed all over the world. They will perform two shows on Saturday, March 30, 2019. Shows are at 11:00am and 2:00pm. Each show would follow up with an autograph session and free riding clinics.

In the event of inclement weather, the rain date is Sunday, March 31, 2019, with shows at 11:00am and 2:00pm.

North Main Street would be closed from Third Street to the railroad tracks from 9:30am-5:00pm.

Public Works will provide the street barricades and cones for this event with delivery on the Friday before the activity. The Parks and Recreation Department will submit the sound permit. Parks and Recreation Department will staff this event with one full time employee and one part time employee. All Main Street businesses have been contacted and are looking forward to ProTown being in Downtown Wendell. The only concern with this event in the past has been with Ladybug's Cottage having its annual Shop Hop on the same day. This year the ProTown BMX event is a week later so as to not interfere with the Shop Hop.

GrillBillies will also host their 2<sup>nd</sup> Annual Peoples Choice BBQ Challenge on this day beginning at 12 noon.

**Attachments:**

None.

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**Item Title:**

Request to Purchase a HVAC Air Handler and Door and Lock Replacement at the East Wake Senior Center

**Board of Commissioners Meeting:**

Monday, February 11, 2019

**Specific Action Requested:**

Approval to purchase a new Trane HVAC system in the amount of \$7,600 from Alford Mechanical and door with locks installation in the amount of \$4,175.97 from CLS Cox Locksmith Service, LLC to address immediate facility needs at the East Wake Senior Center.

**Item Summary:**

The Total Life Center adult day care portion of the East Wake Senior Center building experienced heating system issues beginning in early January 2019. The HVAC system was installed in 1987 and parts are no longer readily available to complete repairs. The Town HVAC maintenance contractor, Alford Mechanical, was able to repair the system to the point where the heat pump is effective. On very cold days, the heat strip in the blower does not function and Public Works provides an auxiliary portable heater to raise temperatures to a habitable standard. The interior air handler in the HVAC system has failed due to age and use and requires replacement. The quote to replace the entire system and remove the old is \$7,600 from Alford Mechanical. The Senior Center will accommodate the Total Life participants during the two (2) days to replace the system.

In addition to the HVAC repair, staff identified a risk management concern that needs to be remedied in the Total Life adult day care portion of the building. There are three (3) exterior locking door handles that have deteriorated to the point that neither public works staff or a locksmith can repair or rebuild the mechanisms. While they are currently functioning, staff estimates locking mechanism failure to occur prior to the end of the current fiscal year. In addition to the locking mechanism, the northern entry door requires replacement due to severe warping and rusting that leaves open gaps for moisture and animals to enter the building. Staff recommends replacing the door and locks at the same time and received a quote of \$4,175.97 from Cox Locksmith to complete the work.

**Attachments:**

- A. Alford Mechanical price quote
- B. CLS Cox Locksmith Service, LLC price quote



Post Office Box 519  
 495 Main Street  
 Bunn, NC 27508  
 License # 14765

**Agenda Item 6b, Attachment A**

Office: 919-340-0676

Fax: 919-340-0670

E-mail: alfordmech@aol

## SALES CONTRACT AND SECURITY AGREEMENT

csmith@townofwendell.com

PROPOSAL NO. HVAC 2019-019

Page 1 of 2

(1) CUSTOMER'S NAME Town of Wendell	(2) CUSTOMER'S PHONE 919-365-4450	(3) DATE January 30, 2019
STREET 15 East Fourth St	JOB NAME Replace (1) 3 Ton Split System Heat Pump	
CITY, STATE, AND ZIP CODE Wendell NC 27591	(4) LOCATION OF INSTALLED EQUIPMENT Wendell Senior Center 323 Lake Dr Wendell NC 27591	
(5) PROPERTY OWNER'S NAME and ADDRESS		OWNER'S PHONE

**(6) PROVIDE NECESSARY PARTS AND LABOR TO PERFORM THE FOLLOWING SCOPE OF WORK:**

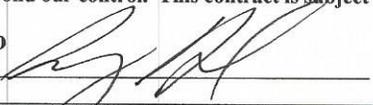
- Remove and dispose of existing defective equipment
- Install (1) new 3 Ton Trane Model # 4TWR4036G1000A Heat Pump
- Install (1) new 3Ton Trane Model # TEM4A0C37S31SA Air Handler
- Install (1) new 10KW Trane Model # BAYHTR1510BRKC Electric Heat Strips
- Install (1) new Digital Programmable Thermostat
- Reconnect to existing return duct connections
- Reconnect to existing control wiring
- Reconnect to existing electrical power wiring
- Provide necessary Permits
- Start up and verify proper operation
- General clean up of work area

**SPECIAL NOTES:**

- This proposal is based on all work being performed during normal business hours of 8:00AM to 5:00PM Monday thru Friday excluding holidays and weekends.

**7) WARRANTY:**

- 5-Year Manufacturer Compressor Warranty
- 1- Year Manufacturer Parts Warranty
- 1- Year Workmanship Guarantee

<p>(8) We propose to furnish the above material and labor – complete in accordance with the above specifications for the sum of:</p> <p style="text-align: center;"><b>Seven Thousand Six Hundred Dollars and NO/100</b></p>	<p><b>Dollars \$7,600.00</b></p>
<p><b>TERMS OF PAYMENT:</b> Net due upon receipt of invoice.</p>	
<p><b>A MONTHLY FINANCE CHARGE OF 1-1/2 % WILL BE ADDED ON THE MONTHLY UNPAID BALANCE.</b></p>	
<p>All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. This contract is subject to the SECURITY AGREEMENT AND CONDITIONS.</p>	
<p>NOTE: This contract proposal may be withdrawn if not accepted within <u>30</u> days. AUTHORIZED SIGNATURE </p>	
<p><b>CUSTOMER ACCEPTANCE:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as specified above. I have read and understand the SECURITY AGREEMENT AND CONDITIONS on the reverse side of this form.</p>	
<p>DATE OF ACCEPTANCE _____</p>	<p>SIGNATURE _____</p>
	<p>SIGNATURE _____</p>



# E-589CI Affidavit of Capital Improvement

Form E-589CI, Affidavit of Capital Improvement, is generally required to substantiate that a contract, or a portion of work to be performed to fulfill a contract, is to be taxed for sales and use tax purposes as a real property contract with respect to a capital improvement to real property.

- This affidavit may not be used to purchase building materials, other tangible personal property, or digital property to fulfill a real property contract exempt from sales and use tax.
- A person who willfully attempts, or a person who aids or abets a person to attempt in any manner, to evade or defeat a tax imposed by the Sales and Use Tax Laws, or the payment thereof, shall be guilty of a Class H felony. If there is a deficiency or delinquency in payment of any tax due to fraud with intent to evade the tax, there shall be assessed a penalty equal to 50% of the total deficiency.

**Section I. Single Use** (Complete this section to issue the affidavit for a single capital improvement.)

<p><b>A</b> Owner, Tenant, or Real Property Contractor</p> <p>TOWN OF WENDELL</p> <p>Address 15 EAST FOURTH ST</p> <p>City State Zip Code WENDELL NC 27591</p>	<p><b>B</b> Real Property Contractor (General Contractor or Subcontractor) <small>Hired to perform capital improvement</small></p> <p>ALFORD MECHANICAL</p> <p>Address PO BOX 519, 495 MAIN ST.</p> <p>City State Zip Code BUNN NC 27508</p>
--	--

Describe capital improvement to be performed:  
REPLACE (1) 3 TON SPLIT SYSTEM HEAT PUMP

Project Name  
WENDELL SENIOR CENTER

Project Address (where the work is to be performed) City State Zip Code  
323 LAKE DR WENDELL NC 27591

I certify that, to the best of my knowledge, this affidavit is accurate and complete and that the transaction described to be performed by the Real Property Contractor (General Contractor or Subcontractor identified in box "B") shall be treated as a real property contract with respect to a capital improvement to real property for sales and use tax purposes.

Signature of Authorized Person: X Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II. Blanket Use** (Complete this section execute a blanket affidavit.)

<p><b>C</b> Real Property Contractor</p> <p>Address</p> <p>City State Zip Code</p>	<p><b>D</b> Real Property Contractor or Subcontractor <small>Hired to perform capital improvement</small></p> <p>Address</p> <p>City State Zip Code</p>
--	---

To be completed by the Real Property Contractor identified in Box C.

I certify that I am a Real Property Contractor who performs capital improvements to real property and all transactions with the real property contractor (subcontractor) identified in box "D" shall be treated as real property contracts with respect to capital improvements for real property for sales and use tax purposes.

Signature of Authorized Person: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Affidavit of Capital Improvement Instructions

Form E-589CI, Affidavit of Capital Improvement, is generally required to be issued (see exceptions below) to substantiate that a contract, or a portion of work performed to fulfill a contract, is to be taxed for sales and use tax purposes as a real property contract with respect to a capital improvement to real property.

- Form E-589CI is not an affidavit of tax paid on building materials, other tangible personal property, or digital property purchased or used to fulfill a real property contract.
- Form E-589CI is not to be used to purchase building materials, other tangible personal property, or digital property purchased or used to fulfill a real property contract exempt from sales and use tax.
- A person that issues Form E-589CI in error is liable for use tax on the sales price of or the gross receipts derived from the transaction if it is determined that the contract is not a capital improvement to real property.

A person who willfully attempts, or a person who aids or abets a person to attempt in any manner, to evade or defeat a tax imposed by the Sales and Use Tax Laws, or the payment thereof, shall be guilty of a Class H felony. If there is a deficiency or delinquency in payment of any tax due to fraud with intent to evade the tax, there shall be assessed a penalty equal to 50% of the total deficiency.

### Exceptions to the Requirement to Issue Form E-589CI

The following are exceptions for transactions where Form E-589CI is not required to be issued to substantiate that the transaction is taxed, as applicable, for sales and use tax purposes as a real property contract with respect to a capital improvement to real property.

- Painting or wallpapering real property, or parts thereof.
- Landscaping service.

Form E-589CI is not required to be issued by the specific person for a transaction noted below. The exceptions do not apply to transactions between a general contractor hired to oversee the entire contract and one of its subcontractors (See "Blanket Use" of Form E-589CI (Section II) for possible exceptions.). **The following exceptions do not apply to remodeling.**

- A real property owner or other person hires a general contractor to oversee the entire contract and the contract is for "new construction" as defined in N.C. Gen. Stat. § 105-164.4H(e)(2).
- A real property owner or other person hires a general contractor to oversee the entire contract and the contract is to rebuild or construct again a prior existing permanent building, structure, or fixture on land (reconstruction as defined in N.C. Gen. Stat. § 105-164.4H(e)(3)).
- A general contractor that purchases all tangible personal property and digital property to fulfill the real property contract and provides the employee labor to fulfill the real property contract.

### Section I. Single Use Instructions

A person must complete "Section I - Single Use" of the form for a one time use to substantiate that a transaction that otherwise meets the definition of repair, maintenance, or installation services to real property is taxed for sales and use tax purposes as a real property contract with respect to a single capital improvement for real property. When a real property contractor hires a subcontractor to perform a portion of the overall contract and there is not a recurring business relationship between the two parties, "Section I - Single Use" of Form E-589CI shall be completed and the form issued to each subcontractor as notice that the transaction is subject to tax as a real property contract with respect to a capital improvement for sales and use tax purposes.

A property owner oversees the entire activity that is a real property contract with respect to a capital improvement for real property and hires various subcontractors to complete the real property contract:

- **Box A - Owner, Tenant or Real Property Contractor:** Enter property owner's name and address.
- **Box B - Real Property Contractor (General Contractor or Subcontractor):** Enter general contractor's or subcontractor's name and address.
- Property owner listed in Box A must describe real property contract with respect to capital improvement to be performed.
- Authorized Person (typically property owner) signs, enters title (owner), and enters the date.

A general contractor hires a subcontractor to perform a real property contract with respect to a capital improvement, or portion thereof:

- **Box A - Owner, Tenant or Real Property Contractor:** Enter general contractor's name and address.
- **Box B - Real Property Contractor (General Contractor or Subcontractor):** Enter subcontractor's name and address.
- General contractor listed in Box A describes real property contract with respect to capital improvement to be performed.
- Authorized Person (typically general contractor) signs, enters title (general contractor), and enters the date.

A lessee or tenant hires a general contractor (or subcontractor) to perform a real property contract with respect to a capital improvement for real property; provided the capital improvement is intended to become a permanent installation and title to it vests in the owner or lessor of the real property immediately upon installation:

- **Box A - Owner, Tenant or Real Property Contractor:** Enter lessee or tenant's name and address.
- **Box B - Real Property Contractor (General Contractor or Subcontractor):** Enter general contractor's or subcontractor's name and address.
- General contractor must describe capital improvement for real property to be performed.
- Authorized Person (typically lessee or tenant) signs, enters title, and enters the date.

### Section II. Blanket Use Instructions

A real property contractor may complete "Section II - Blanket Use" and issue the form to a real property contractor (subcontractor) who is used exclusively to perform part, or all, of real property contracts with respect to capital improvements to real property, where the person and the real property contractor have a recurring business relationship. A blanket use affidavit continues in force so long as the real property contractor named in "Box C" and the real property contractor (subcontractor) named in "Box D" maintain a recurring business relationship (when a period of no more than twelve months elapse between transactions between two parties) or until withdrawn or otherwise notified by the issuer of the form. The blanket use will generally apply for the following: (1) a builder who hires the same contractor(s) only for new construction; (2) a real property contractor who hires the same subcontractor(s) only for reconstruction; (3) a real property contractor who hires the same subcontractor(s) for remodeling and the activities performed by the subcontractor(s) are never repair, maintenance, and installation services for real property; and (4) a real property contractor who exclusively hires the same subcontractor(s) to perform part, or all, of its real property contracts with respect to capital improvements for real properties.

A general contractor or subcontractor hires a subcontractor to perform a capital improvement, or portion thereof:

- **Box C - Real Property Contractor:** Enter the hiring real property contractor's name and address.
- **Box D - Real Property Contractor (General Contractor or Subcontractor):** Enter subcontractor's name and address. Authorized person listed in Box C signs, enters title, and dates.

CLS COX LOCKSMITH SERVICE, LLC

Estimate

P. O. BOX 188  
 KNIGHTDALE, NC 27545  
 OFFICE 919-266-7220  
 FAX # 919-266-0310

Name/Address
TOWN OF WENDELL 15 EAST FOURTH STREET WENDELL, NC 27591-0828

Date	Estimate No.	Project
01/30/19	1013019	

Description	Quantity	Cost	Total
MATERIALS: SARGENT 8200 SERIES MORTISE LOCKS	3	729.96	2,189.88T
MATERIALS: HM 3-0 X 6-8	1	589.95	589.95T
MATERIALS: GLASS WIRE MESS KIT	1	389.00	389.00T
MATERIALS: 4.5 X 4.5 BBNRP HINGES	3	34.95	104.85T
LABOR: INSTALL 3 NEW MORTISE LOCKS	3	65.00	195.00T
LABOR:REMOVE & INSTALL NEW HM DOOR & EXSISTING DOOR CLOSER	3	85.00	255.00T
SERVICE CALL/TRIP CHARGE	2	85.00	170.00T
SALES TAX 7.25 %		7.25%	282.29
		<b>Total</b>	<b>\$4,175.97</b>

Date: February 11, 2019

Item # 6c

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**Item Title:**

Request to Purchase a Multi-Purpose Tow Vehicle and Pull Behind Leaf Collector

**Board of Commissioners Meeting:**

Monday, February 11, 2019

**Specific Action Requested:**

Approval to purchase a Chevy 5500 multi-purpose tow vehicle in the amount of \$58,924.32 plus tax from Universal Chevrolet and Spartan Leaf Pro Plus pull behind leaf collector in the amount of \$89,200.00 from Southern Vac.

**Item Summary:**

Following the wreck of the primary and only leaf truck owned by the Town in November 2018, the insurance company declared the vehicle a total loss and provided a pro-rated insurance settlement in the amount of \$149,000, which includes the remaining value of the wrecked vehicle. Staff initiated a “piggyback” bid process using an ODB leaf truck bid contract received from the Town of Oxford, NC. In the week prior our January 2019 Commission meeting, ODB cancelled the Oxford bid and staff requested the item to be removed from the Commission agenda. Staff consulted with ODB and learned that prices were increasing and delivery on the new vehicle would be extended from 6 to 8 months to approximately 12 to 18 months. Staff began searching for alternative solutions to providing leaf and limb debris collection and conducted a demo lease of a pull behind leaf collection system like the requested equipment.

The tow behind leaf collector requires a heavy-duty tow vehicle such as the Chevy 5500. Staff used a dump truck and larger tow behind leaf collector for the demonstration collection in January and determined that the length of the dump truck and tow behind collector created challenges on narrow streets and in cul-de-sacs. The proposed truck and smaller tow behind collector provide a solution to access issues and maintains significant collection ability beyond the RAVO. The tow behind can be delivered within 2 to 4 months from order at a cost within the insurance settlement funds received. As such, the tow behind collector should be in service prior to peak grass debris collection season this summer. When not used for leaf collection, the crew-cab truck also provides a needed fleet vehicle for Public Works.

However, the tow behind collector is not recommended as the primary leaf collection system for the Town long-term due to the extra manpower required to operate the equipment compared to the single operator leaf truck. As the number of lots and lane miles served increases, the use as a sole

collection system will cause service level failures. As such, staff is proposing to buy the back-up and peak season tow behind system first using the insurance settlement funds in advance of a future capital improvement plan purchase of the more efficient and effective leaf truck. In the future, both the leaf truck and tow behind systems could be used during peak season to maintain service levels.

Staff received competitive pricing for the quotes received. The Finance Department made the arrangement to adjust the prior bank borrowing with KS Bank to reflect the new equipment in lieu of the wrecked leaf truck. If approved, the final purchase prices will be included in the end of fiscal year budget amendment.

**Attachments:**

- A. Chevy 5500 specifications and price quote
- B. Spartan Leaf Pro Plus specifications and price quote
- C. Spartan Leaf Pro Plus demonstration video - Available at:  
<https://video.search.yahoo.com/yhs/search?fr=yhs-iba-syn&hsimp=yhs-syn&hspart=iba&p=spartan+leaf+pro+plus#id=1&vid=56932d4bbb99e79b6e3724ccb107d191&action=click>



[Retail] 2019 Chevrolet Silverado MD (CK56043) 4WD Crew Cab (7)

## Window Sticker

### SUMMARY

[Retail] 2019 Chevrolet Silverado MD (CK56043) 4WD Crew Cab

MSRP:\$54,085.00

Interior:Dark Ash seats with Jet Black interior accents, Vinyl seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, Duramax 6.6L Turbo-Diesel V8, B20-Diesel compatible

Rugged Duty Service Transmission, Automatic close-ratio 6 SPD with double overdrive, Allison, A1750RDS

### OPTIONS

CODE	MODEL	MSRP
CK56043	[Retail] 2019 Chevrolet Silverado MD (CK56043) 4WD Crew Cab	\$54,085.00
	<b>OPTIONS</b>	
092	Rear axle, 4.30 ratio	\$0.00
1WT	Preferred Equipment Group	\$0.00
5DY	Electrical Provisions, rear of frame, upfitter, body builder wiring	\$230.00
7Y8	Batteries, heavy-duty dual 1300 cold-cranking amps, includes battery box mounted to left side under cab	\$85.00
9L3	Spare tire delete	\$0.00
AE7	Seats, front 40/20/40 split-bench, 3-passenger	\$0.00
BTN	Battery, top post threaded, battery jump start stud	\$50.00
C67	Air conditioning, single-zone	\$0.00
DPN	Mirrors, outside heated power-adjustable vertical trailing, upper glass, manual-folding and extending, black.	\$355.00
F59	Front stabilizer bar	\$175.00
FNP	Front fender extension, painted body color	\$105.00
FNV	Wheelbase, 175" (444.5 cm), 60" CA	\$0.00
FTB	Front axle, 7,500 lbs., Dana Spicer 60-256, single-reduction, front driving	\$0.00
GAZ	Summit White	\$0.00
GR4	Rear suspension, 13,500 lbs. (6,123 kg) multi-leaf, vari-rate	\$25.00
GZG	GVWR, 19,500 lbs. (8845 kg)	\$2,255.00
H2Q	Dark Ash seats with Jet Black interior accents, Vinyl seat trim	\$0.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 7543. Data Updated: Jan 28, 2019 9:35:00 PM PST.



[Retail] 2019 Chevrolet Silverado MD (CK56043) 4WD Crew Cab (7)

HD2	Rear axle, 13,500 lb. (6,124 kg) Dana Spicer S14-110, single reduction	\$355.00
IOB	Audio system, 7" diagonal color touch-screen with Chevrolet Infotainment	\$275.00
JL1	Trailer brake controller, integrated	\$275.00
K05	Engine block heater	\$90.00
L5D	Engine, Duramax 6.6L Turbo-Diesel V8, B20-Diesel compatible	\$0.00
MI0	Rugged Duty Service Transmission, Automatic close-ratio 6 SPD with double overdrive, Allison, A1750RDS	\$740.00
NSQ	Fuel tank, front and rear, 65 gallon total	\$625.00
PTO	Power Take Off, engine control provisions	\$275.00
PWQ	Wheels, 19.5" x 6.75", steel, Black painted, 8-holes, hub piloted	\$0.00
R6I	30,000 lbs. GCWR (13,607 kg)	\$0.00
UVC	Rear Vision Camera, display integrated into Radio	\$200.00
UY7	Trailer provisions, trailering wire harness only, trailer combined (Stop/Tail/Turn) connection socket and harness mounted at rear of frame.	\$30.00
V76	Recovery hooks, front, frame-mounted, black	\$25.00
VK3	License plate kit, front	\$15.00
XDK	Tires, front 225/70R19.5G highway blackwall Goodyear	\$300.00
YAL	Tires, rear 225/70R19.5G highway blackwall Goodyear	\$575.00
ZY1	Paint, solid	\$0.00
—	Bluetooth for phone, personal cell phone connectivity to vehicle audio system	Inc.

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<b>SUBTOTAL</b>	<b>\$61,145.00</b>
Adjustments Total	\$0.00
Tire Weight Tax	\$26.64
Destination Charge	\$1,495.00
<b>TOTAL PRICE</b>	<b>\$62,666.64</b>

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Data Version: 7543. Data Updated: Jan 28, 2019 9:35:00 PM PST.



[Retail] 2019 Chevrolet Silverado MD (CK56043) 4WD Crew Cab (7)

## Price Summary

### PRICE SUMMARY

	MSRP	Invoice
Base Price	\$54,085.00	\$50,948.08
Total Options	\$7,060.00	\$6,424.60
Vehicle Subtotal	\$61,145.00	\$57,372.68
Dealer Advertising Adjustment	\$0.00	\$0.00
Tire Weight Tax (TWT)	\$26.64	\$26.64
Destination Charge	\$1,495.00	\$1,495.00
<b>Grand Total</b>	<b>\$62,666.64</b>	<b>\$58,894.32</b>

+ PS'S 9 FT FLAT BED DUMP BODY

+ 5530.00

64424.32

LESS CHEV FLEET BID ASSISTANCE

- 5500.00

58924.32

+ PLUS ANY TAX  
OR FEES THAT  
THE TOWN OF  
WENDELL HAS TO  
PAY TO REGISTER  
THE TRUCK

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 7543. Data Updated: Jan 28, 2019 9:35:00 PM PST.

Sales Order

**PJs TRUCK BODIES & EQUIPMENT CO.**  
**P.O. BOX 1207**  
**DUNN, NC 28335**  
**(910) 892-5286**

Order Number: 0029601  
 Order Date: 1/28/2019

Salesperson: AW  
 Customer Number:01-UNIVERS

**Sold To:**  
 UNIVERSAL CHEVROLET  
 106 Main Street  
 P.O. Box 190  
 Wendell, NC 27591  
**Confirm To:**  
 Jim Garnder

**Ship To:**  
 UNIVERSAL CHEVROLET  
 106 Main Street  
 P.O. Box 190  
 Wendell, NC 27591

Customer P.O.	Ship VIA	Due Date	Terms 5% On Delivery			
Item Description	Unit	Ordered	Shipped	Back Order	Price	Amount
Chevrolet 3500 VIN # 6 weeks lead time - UPON CHASSIS ARRIVAL	EACH	1.00	0.00	0.00	2,350.00	2,350.00
9' Flatbed						
7" long sills, 3" xmbars. 12" OC, 3/16" smooth steel floor, rub rails, no pockets (60" CA)	EACH	1.00	0.00	0.00	460.00	460.00
42" Headboard w/ Window window opening & screen	EACH	1.00	0.00	0.00	2,390.00	2,390.00
GS515 EMDA single cylinder, scissor hoist, electric operated	EACH	1.00	0.00	0.00	200.00-	200.00-
Electric / Hydraulic double acting	EACH	1.00	0.00	0.00	445.00	445.00
Pintle Hitch, 15T Installed 30,000# capacity with safety chain hooks	EACH	1.00	0.00	0.00	85.00	85.00
7 Pin Flat Receptacle mount on hitch plate	EACH	1.00	0.00	0.00	0.00	0.00
Paint Black powder coat	EACH	1.00	0.00	0.00	0.00	0.00
Back-Up Alarm (I) Included						

Continued

Sales Order

**PJs TRUCK BODIES & EQUIPMENT CO.**  
**P.O. BOX 1207**  
**DUNN, NC 28335**  
**(910) 892-5286**

Order Number: 0029601  
 Order Date: 1/28/2019

Salesperson: AW  
 Customer Number:01-UNIVERS

**Sold To:**  
 UNIVERSAL CHEVROLET  
 106 Main Street  
 P.O. Box 190  
 Wendell, NC 27591  
**Confirm To:**  
 Jim Garnder

**Ship To:**  
 UNIVERSAL CHEVROLET  
 106 Main Street  
 P.O. Box 190  
 Wendell, NC 27591

Customer P.O.	Ship VIA	Due Date	Terms				
			5% On Delivery				
Item Description	Unit	Ordered	Shipped	Back Order	Price	Amount	
LED BODY LIGHTS	EACH	1.00	0.00	0.00	0.00	0.00	0.00
body clearance ligths are LED							
Mud Flaps (STD)	EACH	1.00	0.00	0.00	0.00	0.00	0.00
PJ's Mud flaps							
*****							
*****							
***** NOTE *****	EACH	0.00	0.00	0.00	0.00	0.00	0.00
OPTIONS FOR ITEMS BELOW NOT INCLUDED IN QUOTE							
1/2 Cab Shield (24")	EACH	0.00	0.00	0.00	325.00	0.00	0.00
cab protector							
18x18x30 Black Steel	EACH	0.00	0.00	0.00	375.00	0.00	0.00
front mount under body curbside							
Toolbox, 18x18x24 BLK (I)	EACH	0.00	0.00	0.00	370.00	0.00	0.00
front mount under body driver side							

Net Order: 5,530.00  
 Less Discount: 0.00  
 Freight: 0.00  
 Sales Tax: 0.00  
**Order Total: 5,530.00**



[Retail] 2019 Chevrolet Silverado MD (CK56043) 4WD Crew Cab (7)

**Selected Model and Options**

**MODEL**

CODE	MODEL	MSRP	Invoice
CK56043	2019 Chevrolet Silverado MD 4WD Crew Cab	\$54,085.00	\$50,948.08

**COLORS**

CODE	DESCRIPTION	MSRP	Invoice
GAZ	Summit White	\$0.00	\$0.00

**ADDITIONAL EQUIPMENT - ENTERTAINMENT**

CODE	DESCRIPTION	MSRP	Invoice
—	Bluetooth for phone, personal cell phone connectivity to vehicle audio system	Inc.	Inc.

**ADDITIONAL EQUIPMENT - EXTERIOR**

CODE	DESCRIPTION	MSRP	Invoice
5DY	Electrical Provisions, rear of frame, upfitter, body builder wiring	\$230.00	\$209.30
DPN	Mirrors, outside heated power-adjustable vertical trailing, upper glass, manual-folding and extending, black.	\$355.00	\$323.05
FNP	Front fender extension, painted body color	\$105.00	\$95.55
VK3	License plate kit, front	\$15.00	\$13.65

**ADDITIONAL EQUIPMENT - MECHANICAL**

CODE	DESCRIPTION	MSRP	Invoice
7Y8	Batteries, heavy-duty dual 1300 cold-cranking amps, includes battery box mounted to left side under cab	\$85.00	\$77.35
BTN	Battery, top post threaded, battery jump start stud	\$50.00	\$45.50
F59	Front stabilizer bar	\$175.00	\$159.25
JL1	Trailer brake controller, integrated	\$275.00	\$250.25
K05	Engine block heater	\$90.00	\$81.90
NSQ	Fuel tank, front and rear, 65 gallon total	\$625.00	\$568.75
UY7	Trailing provisions, trailing wire harness only, trailer combined (Stop/Tail/Turn) connection socket and harness mounted at rear of frame.	\$30.00	\$27.30
V76	Recovery hooks, front, frame-mounted, black	\$25.00	\$22.75

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[Retail] 2019 Chevrolet Silverado MD (CK56043) 4WD Crew Cab (7)

**ADDITIONAL EQUIPMENT - SAFETY-INTERIOR**

CODE	DESCRIPTION	MSRP	Invoice
UVC	Rear Vision Camera, display integrated into Radio	\$200.00	\$182.00

**AXLE**

CODE	DESCRIPTION	MSRP	Invoice
092	Rear axle, 4.30 ratio	\$0.00	\$0.00

**PREFERRED EQUIPMENT GROUP**

CODE	DESCRIPTION	MSRP	Invoice
1WT	Preferred Equipment Group	\$0.00	\$0.00

**SPARE TIRE**

CODE	DESCRIPTION	MSRP	Invoice
9L3	Spare tire delete	\$0.00	\$0.00

**SEAT TYPE**

CODE	DESCRIPTION	MSRP	Invoice
AE7	Seats, front 40/20/40 split-bench, 3-passenger	\$0.00	\$0.00

**AIR CONDITIONING**

CODE	DESCRIPTION	MSRP	Invoice
C67	Air conditioning, single-zone	\$0.00	\$0.00

**WHEELBASE**

CODE	DESCRIPTION	MSRP	Invoice
FNV	Wheelbase, 175" (444.5 cm), 60" CA	\$0.00	\$0.00

**FRONT AXLE**

CODE	DESCRIPTION	MSRP	Invoice
FTB	Front axle, 7,500 lbs., Dana Spicer 60-256, single-reduction, front driving	\$0.00	\$0.00

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[Retail] 2019 Chevrolet Silverado MD (CK56043) 4WD Crew Cab (7)

**PAINT**

CODE	DESCRIPTION	MSRP	Invoice
GAZ	Summit White	\$0.00	\$0.00

**REAR SUSPENSION**

CODE	DESCRIPTION	MSRP	Invoice
GR4	Rear suspension, 13,500 lbs. (6,123 kg) multi-leaf, vari-rate	\$25.00	\$22.75

**GVWR**

CODE	DESCRIPTION	MSRP	Invoice
GZG	GVWR, 19,500 lbs. (8845 kg)	\$2,255.00	\$2,052.05

**SEAT TRIM**

CODE	DESCRIPTION	MSRP	Invoice
H2Q	Dark Ash seats with Jet Black interior accents, Vinyl seat trim	\$0.00	\$0.00

**REAR AXLE**

CODE	DESCRIPTION	MSRP	Invoice
HD2	Rear axle, 13,500 lb. (6,124 kg) Dana Spicer S14-110, single reduction	\$355.00	\$323.05

**RADIO**

CODE	DESCRIPTION	MSRP	Invoice
IOB	Audio system, 7" diagonal color touch-screen with Chevrolet Infotainment	\$275.00	\$250.25

**ENGINE**

CODE	DESCRIPTION	MSRP	Invoice
L5D	Engine, Duramax 6.6L Turbo-Diesel V8, B20-Diesel compatible	\$0.00	\$0.00

**TRANSMISSION**

CODE	DESCRIPTION	MSRP	Invoice
M10	Rugged Duty Service Transmission, Automatic close-ratio 6 SPD with double overdrive, Allison, A1750RDS	\$740.00	\$673.40

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[Retail] 2019 Chevrolet Silverado MD (CK56043) 4WD Crew Cab (7)

**POWER TAKE OFF**

CODE	DESCRIPTION	MSRP	Invoice
PTO	Power Take Off, engine control provisions	\$275.00	\$250.25

**WHEEL TYPE**

CODE	DESCRIPTION	MSRP	Invoice
PWQ	Wheels, 19.5" x 6.75", steel, Black painted, 8-holes, hub piloted	\$0.00	\$0.00

**REQUIRED OPTION**

CODE	DESCRIPTION	MSRP	Invoice
R6I	30,000 lbs. GCWR (13,607 kg)	\$0.00	\$0.00

**FRONT TIRES**

CODE	DESCRIPTION	MSRP	Invoice
XDK	Tires, front 225/70R19.5G highway blackwall Goodyear	\$300.00	\$273.00

**REAR TIRES**

CODE	DESCRIPTION	MSRP	Invoice
YAL	Tires, rear 225/70R19.5G highway blackwall Goodyear	\$575.00	\$523.25

**PAINT SCHEME**

CODE	DESCRIPTION	MSRP	Invoice
ZY1	Paint, solid	\$0.00	\$0.00

<b>Options Total</b>		<b>\$7,060.00</b>	<b>\$6,424.60</b>
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[Retail] 2019 Chevrolet Silverado MD (CK56043) 4WD Crew Cab (7)

## Standard Equipment

### Mechanical

GVWR, 16,500 lbs. (7484 kg) (Silverado 4500HD Requires (FTB) 7.5k front axle/(FTV) suspension and (FN1) 10k rear axle or (GL4) 11k rear axle and (GR3) 11k rear suspension.) (STD)

Emissions, 50 state certification

Emissions, USA 50 State certified

Engine, Duramax 6.6L Turbo-Diesel V8, B20-Diesel compatible 350 hp @ 2700 rpm, 700 lb-ft torque @ 1600 rpm. 2900 rpm governed speed (STD)

Highway Service Transmission, Automatic close-ratio 6 SPD with double overdrive, Allison, A1700HS ratios: 3.10 1ST, 1.80 2ND, 1.40 3RD, 1.00 4TH, 0.70 5TH, 0.60 6TH Highway Series, 19.5K GVW & 26K GCW Max., requires PTX and park pawl. Available with GVWs less than or equal to 19.5K (Requires (C5B) 15,000 lbs. GVWR, (C7P) 16,000 lbs. GVWR, (C7R) 16,500 lbs. GVWR, (GZX) 17,500 lbs. GVWR, (GZJ) 18,000 lbs. GVWR or (GZG) 19,500 lbs. GVWR. Requires (R6G) 26,000 lb. GCWR (11,793 kg.) (STD)

Rear axle, 4.30 ratio Max road speed: 75 MPH

Wheelbase, 175" (444.5 cm), 60" CA (Requires (F0C) 49" axle to end of frame. Not available with (G40) 12,000lbs., (GP1) 13,500 lbs. or (GP8) 15,500 lbs. rear air suspension.) (STD)

Front axle, 7,500 lbs., Dana Spicer 60-256, single-reduction, front driving

Front suspension, 7,500 lbs. (3,402 kg) multi-leaf, includes shock absorbers

Rear axle, 11,000 lb. (4,999 kg) Dana Spicer S14-110, single reduction

Rear suspension, 11,000 (4,990 kg) multi-leaf, vari-rate (STD)

Transmission shift control calibration, fuel sense Performance

Axle, limited slip, Dana Spicer Truetrac, torque proportioning limited slip

Four wheel drive

Batteries, heavy-duty dual 1100 cold-cranking amps, includes battery box mounted to left side under cab

Alternator, 150 amps

Incomplete vehicle

Axle to End of Frame, 49" (Requires wheelbase (EM1) 199" or (FNV) 175". Not available with (G40), (GP1) or (GP8) rear air suspension.)

Axle lubricant, front, synthetic oil EmGard FE-75W-90

Axle lubricant, rear, synthetic oil EmGard FE -75W-90

Steering, power (Bosch S2 8014 Plus)

Brakes, hydraulic, heavy duty Bosch/Meritor/Wabco system with 4-channel (ABS) (Includes (J69) driveline park brake.)

Fuel tank, rear only, 40 gallon, mounted between frame side rails and behind rear axle

Fuel, diesel B20

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[Retail] 2019 Chevrolet Silverado MD (CK56043) 4WD Crew Cab (7)

**Mechanical**

- Capped Fuel Fill
- Exhaust system, rear exit

**Exterior**

- Wheels, 19.5" x 6.75", steel, Black painted, 8-holes, hub piloted (STD)
- Tires, front 225/70R19.5G highway blackwall Hankook Max Axle Load: 7,940 lbs. (STD)
- Tires, rear 225/70R19.5G highway blackwall Hankook Max Axle Load: 15,000 lbs. (STD)
- Spare tire delete (STD)
- Wheel, spare delete
- Bumper, front, Black
- Assist steps
- Front fender extension, mold-in-color Black (Not available with (FNP) Body color front fender extension.)
- Grille, base, molded in color, Black
- Grille guard screen, insect protection (mounted behind grille)
- Headlamps, halogen projector-beam
- Lamps, cargo area, cab mounted with switch on center switch bank
- Lamps, Smoked Amber roof marker
- Lamps, rear, stop/turn/backup (1-piece assembly) with license plate light
- Tail lamp provisions, located outside of frame (Will be required with (F0C) 49" axle to end of frame and wheelbase (FQT, ED9, ER2, ED5, FNV or EM1) and rear mechanical suspension (FU7, GR3 or GR4). Will be required with (F0D) 63" axle to end of frame and wheelbase (ED9, ER2, ED5 or EM1) and rear air suspension (GP1, GP8 or G40). Will be required with (F0D) 63" axle to end of frame and wheelbase (ED9, ER2, ED5 or EM1) and rear mechanical suspension (FU7, GR3 or GR4) and (JL1) trailer brake controller. Will be required with (F0K) 91" axle to end of frame and (FPN) 231" wheelbase. Will be required with (F0I) 75" axle to end of frame and wheelbase (ED5, EQB, ER2 or FRP) and (JL1) trailer brake controller. Will be required with (F0G) 83" axle to end of frame, (FBC) 243" wheelbase and (JL1) trailer brake controller.)
- Mirrors, outside high-visibility vertical camper-style, Black with manual folding and extension and lower convex spotter glass
- Glass, solar absorbing, tinted
- Windows, power with driver express up and down and express down on all other windows
- Antenna, fixed mast
- Door handles, Black

**Entertainment**

- Audio system, 4.2" diagonal color display AM/FM stereo with USB port and auxiliary jack (Requires (AE7) front 40/20/40 split-bench seat. Not available with (UE1) OnStar or (U2K) SiriusXM Radio.) (STD)

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[Retail] 2019 Chevrolet Silverado MD (CK56043) 4WD Crew Cab (7)

**Entertainment**

- SiriusXM, delete
- 6-speaker audio system

**Interior**

- Seats, front 40/20/40 split-bench, 3-passenger driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD)
- Air conditioning, single-zone (STD)
- Interior trim, Jet Black/Dark Ash (Required and only available with (H2Q/H2R) Dark Ash seats with Jet Black interior accents.)
- Seat trim, Vinyl
- Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor)
- Seat Belt, Black
- Floor covering, Graphite-colored rubberized-vinyl
- Steering wheel, urethane
- Steering column, manual Tilt-Wheel
- Instrumentation, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Speedometer, miles/kilometers
- Driver Information Center, 3.5-inch diagonal monochromatic display, provides warning messages and basic vehicle information
- Door locks, power
- Cruise control, steering wheel-mounted
- Mirror, inside rearview manual day/night
- Visors, driver and front passenger, vinyl
- Assist handle, front passenger and driver on A-pillars

**Safety-Mechanical**

- Brake, parking, driveline park brake system

**Safety-Exterior**

- Daytime Running Lamps, with automatic exterior lamp control

**Safety-Interior**

- Airbags, Single-stage frontal airbags for driver and front outboard passenger; Includes airbag deactivation switch for front outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

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[Retail] 2019 Chevrolet Silverado MD (CK56043) 4WD Crew Cab (7)

**Safety-Interior**

Airbag deactivation switch, frontal passenger-side (Included and only available with (AK5) frontal, driver and right front passenger airbags.)

OnStar, delete

Horn, single-note

**WARRANTY**

Warranty Note: <<< Preliminary 2019 Warranty Note >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years (Allison Basic): 5

Drivetrain Years: 5

Drivetrain Miles/km (Allison Basic): Unlimited

Drivetrain Miles/km: 100,000

Drivetrain Note: Duramax Diesel

Corrosion Years (Rust-Through): 6

Corrosion Miles/km (Rust-Through): 100,000

Maintenance Note: 1 Year/1 Visit

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PO Box 1854  
Lexington, SC 29071  
Phone (803) 358-0221, (888) 856-3556  
Fax (803) 358-0431

January 30, 2019

Town of Wendell  
Attn: Brian Bray  
15 E Fourth St.  
Wendell, NC 27591

Dear Mr. Brian Bray,

Southern Vac is pleased to offer the *Town of Wendell* the following quote on a *Spartan Leaf Pro Plus with 15 yd. Containment Box*. Thank you for your consideration. If you have any questions regarding this quote, I can be reached at (919) 406-4308.

Regards,

Gary Yoder



Leaf Solutions

## Specifications for Town of Wendell

### Spartan Leaf Pro Plus 15 Yd.

- SPARTAN PRO BASE MODEL STANDARD FEATURES
- \*15 YARD CONTAINMENT BOX WITH DA SISSOR HOIST
  - \*RADIUSED AND TAPERED FOR "NO STICK" DUMPING
  - \*DOUBLE HINGED TAILGATE WITH HYDRAULIC LATCHING
  - \*ELECTRIC TRAILER BRAKES WITH BREAK AWAY SYSTEM
  - \* 24000 LB TANDEM AXLE AND RUNNING GEAR
  - \*DOT COMPLIANT LIGHTING WITH ALL L.E.D. LIGHTING
  - \*RIGID HEAVY DUTY TONGUE -NON ADJUSTABLE
  - \*ADJUSTABLE PINTLE HITCH RATED AT TRAILER CAPACITY
  - \*MANUAL JACK WITH FOOT RATED AT 12000 LBS
  - \*99 HP KUBOTA V3800T DIESEL ENGINE
  - \*SECONDARY PRESSCREEN IN FRONT OF OEM RADIATOR SCREEN
  - \*35 GALLON ALUMINUM FUEL TANK WITH SIGHT GAUGE
  - \* 30" DIAMETER DIRECT DRIVEN 5 BLADES OF AR400
  - \*11-1/2" NACD CLUTCH TO FIT SAE #3 ENGINE HOUSING
  - \*HEAVY DUTY RUBBER COLLECTION HOSE WITH CUFFS.
  - \*CURB SIDE PICKUP WITH UNDERSLUNG BOOM.
  - \*12 VOLT DC POWER UNIT TO OPERATE RAISE/LOWER OF BOOM

MODEL: SPARTAN LEAF PRO PLUS

**\*40701**

WHEEL CHOCKS INSTALLED

**\*40702**

FIRE EXTINGUISHER INSTALLED

**\*40712**

YELLOW FLASHERS INSTALLED

**\*40907 PRO PLUS-PROPORTIONAL**

HYDRAULIC ARM CONTROL W/SEAT

WIRE HARNESS EXTENSION. FROM ORIGINAL CONTROL PANEL AT THE OPERATOR SEAT – TO A TRAILER PLUG CONNECTION AT THE TONGUE TO EXTEND INTO THE CAB. CAB MOUNTING BRACKET TO MOUNT THE JOYSTICK CONTROLS IN THE CAB.  
NOTE: THE MOUNTING BRACKET MAY NEED TO BE MODIFIED TO WORK FOR YOU.

EACH /LEAF VAC LEAD TIME

45 DAYS ARO

**Total Price: \$89,200.00**

\*Price good for 30 days

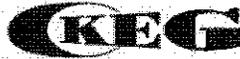
**\*\*ALL APPLICABLE SALES TAX AND FEES ARE NOT INCLUDED IN THE QUOTE\*\***

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Southern Vac Representative: \_\_\_\_\_

Date: \_\_\_\_\_



Leaf Solutions

**Item Title:**

Adoption of the 2019 Town of Wendell, NC Strategic Plan

**Board of Commissioners Meeting:**

Monday, January 25, 2019 - Presentation

Monday, February 11, 2019 - Adoption

**Specific Action Requested:**

Approval of the 2019 Town of Wendell Strategic Plan.

**Item Summary:**

Staff requests the adoption of the draft strategic plan presented to the Commission at the January 25, 2019 Commission meeting. Discussion and amendments are welcome and can be incorporated into the adopted document by will of a majority of the Commission. If adopted, staff will guide the Commission on a priority exercise to identify top priority (consensus) initiatives, high priority (majority) initiatives, and other initiatives. Staff will incorporate the priorities and an action implementation schedule for the plan into the FY 2020 Budget document.

The draft Strategic Plan represents a compilation of initiatives identified at Commissioner planning retreats from 2016 to current as well as individual meetings between Commissioners and the Town Manager. The Strategic Plan restates the Town Vision Statement and five (5) broad goal areas established to guide the organization to achieve its vision. Each goal has specific policy initiatives divided into management in progress (current or near-term work efforts of staff) and strategic initiatives (initiatives that necessitate direction and prioritization by the Commission to work towards in the coming year).

In addition to the action implementation schedule, the goals and initiatives in the Strategic Plan are incorporated into the establishment of department goals, service levels, and performance measures submitted with the department budgets in the FY 2020 Budget. This will provide a closer understanding of how the line item budgets achieve the Town vision and identify successes and opportunities for improvement with monthly reporting. Draft department goals will be presented by the department heads at the Budget Retreat on February 23, 2019.

**Attachments:**

- A. Draft 2019 *Town of Wendell, NC Strategic Plan*

# ...Small Town, Big Charm

## The Town of Wendell, NC STRATEGIC PLAN



Vision

Goals

Initiatives

Updated by the Board of Commissioners February 2019



# PURPOSE OF THE STRATEGIC PLAN

The Town of Wendell recognizes that the realization of a community vision is only achieved when the strategic goals of the community are in alignment with available and planned resources. As such, the purpose of the strategic plan is to provide for a process that aligns resources with commitment from Town organization leaders to bridge the gap between the assessed current conditions and envisioned community of the future.

## SMART Goals

**S**pecific

What **exactly** will you do?

**M**easurable

How will you know if you **meet** your goal?

**A**chievable

What **steps** are you going to take to reach your goal?

**R**elevant

What about your goal makes it **important** to you?

**T**imely

**When** do you want to complete your goal?

The *2019 Town of Wendell Strategic Plan* represents a compilation and prioritization of the annual strategic planning sessions for 2016 through 2018. The strategic planning sessions include input from the Board and staff to develop the Town Vision Statement and policy goals incorporated into this document.

The Town organization is committed to SMART goal principles to establish actionable outcomes that are linked to long-term financial planning. Through the strategic planning process, the Town Commission works with community stakeholders to provide policy direction for implementation by the Town Manager and staff in partnership with the citizens and organization that call Wendell home.

Initiatives are identified to be advanced within the annual planning period. While not all goals can be finished in one year, action items identify limitations and expectations of management-in-progress that are timely.

### Wendell Board of Commissioners

(Left to Right)

- Jason Joyner, Commissioner
- John Boyette, Commissioner
- David Myrick, Commissioner
- Virginia Gray, Mayor
- Dr. Jon Lutz, Mayor Pro-Tem
- Ben Carroll, Commissioner





## VISION STATEMENT

### Vision Statement for the Town of Wendell

“The Town of Wendell is clean, safe, vibrant, and full service with a diverse population. Our citizen friendly reputation is assured by the quality of our facilities and professional staff who work efficiently to provide great customer service. We have a knowledgeable Town Board who works efficiently to incorporate input from Citizen Advisory Boards and staff to be responsible stewards of our tax dollars, through leveraging, by watching return on investments and maintaining our fund balance.”

**In working to achieve this vision for the Town of Wendell, the Board of Commissioners have committed to the following:**

- **Strive for efficiency** in the way we handle business. We are hard-working and attend all meetings.
- Keep the **best interests of the Town** uppermost in our minds.
- Consider all aspects of a situation and make **thorough, deliberate, and well-reasoned decisions**.
- **Explore all viewpoints**. We are open to hearing from others, learning from them and compromising, when needed.
- **Stay cohesive, collaborative, collegial, and connected** to the manager and to each other.
- **Demonstrate respect for all opinions**, especially in public. And we support the decisions of the Board. Once decisions are made by the majority, we support that decision.
- Tackle **new and novel ideas** and processes.



## POLICY GOALS

Policy goal areas are intentionally broad and are used to identify the most critical issues facing the community. Each policy goal has specific action initiatives that are prioritized annually to assist in the allocation of resources and staff time to ensure efficiency and effectiveness. The policy goal areas identified include the following:

- **GOAL 1: Downtown Vibrancy, Economic Growth, and Community Character**  
Promote economic vitality through the development of a vibrant Downtown, economic growth, and unique community character.
- **GOAL 2: Public Safety and Neighborhood Improvement**  
Provide for a safe and secure community that nurtures livable and well-maintained neighborhoods that are family friendly.
- **GOAL 3: Infrastructure, Transportation, and the Environment**  
Develop and maintain infrastructure and policies to support new growth, improve the quality of life for residents, and provide for a clean and green environment.
- **GOAL 4: Parks, Recreation, Special Events, and Culture**  
Establish facilities, events, and programs that connect the community, promote healthy lifestyle opportunities, and culturally engage citizens and visitors.
- **GOAL 5: Organization Culture and Communication**  
Build a professional and inclusive Town organization that is fiscally responsible, seeks innovative practices, and values the development of staff.



## GOAL 1: Downtown Vibrancy, Economic Growth, and Community Character

### **GOAL 1: Downtown Vibrancy, Economic Growth, and Community Character**

Promote economic vitality through the development of a vibrant Downtown, economic growth, and unique community character.

Downtown vibrancy, economic growth, and community character goal attainment occurs when the following opportunities are realized or conditions exist.

A. Downtown contains a vibrant mix of businesses that are centered on food and beverage, retail, and neighborhood services that attract area residents in coordination with sufficient parking, attractive public spaces, and regular special events to foster the “Small Town, Big Charm” motto.

#### Management in Progress

1. Conduct a Downtown Engagement Session facilitated by the NC Department of Commerce to receive input from stakeholders and businesses
2. Administer the NC Department of Commerce grant for Downtown improvements related to building façades, utilities, and establishment of the Meet of Main organization.
3. Evaluate opportunities to acquire and/or enhance parking and public spaces Downtown.
4. Provide project updates on Raleigh Public Utilities capital project for water main improvements to enhance communication and reduce business impact.
5. Prepare for the NC Department of Transportation capital project to mill and resurface Third Street in 2019 to enhance communication and reduce business impact.
6. Seek enhancements through the Transportation Alternative Program to improve sidewalk crossing for accessibility and aesthetics.
7. Evaluate downtown streetlight options with Duke Energy to enhance efficiency, improve lighting, and aesthetics.

#### Strategic Initiatives

1. Seek to implement recommendations developed during the NC Department of Commerce engagement meeting with Downtown stakeholders and businesses.
2. Evaluate existing Downtown grant opportunities, like the façade grant program, and update to reflect goals related to desired uses.
3. Revise the zoning uses for the Downtown area in the Unified Development Ordinance to community and business preference and market needs.
4. Review current special events sponsored by the Town and work with community organizations to enhance existing events and develop a sustainable, year-round event schedule.
5. Establish a Special Event policy and process to guide the use of public space, facilities, and Town resources.
6. Identify opportunities for the mid and long-term use for the Wendell Elementary School property in coordination with Wake County Schools.
7. Identify opportunities for infill housing and commercial development in Downtown and establish a program to promote the potential development or redevelopment projects.



## GOAL 1: Downtown Vibrancy, Economic Growth, and Community Character

B. The Town contains an appropriate mix of land uses including the development of commercial, office, and industrial uses to enhance property values, create jobs for residents, and make opportunities available for shopping, services, and products desired by the community and region.

### Management in Progress

1. Work with the NC Department of Commerce to facilitate an economic development assessment to establish stakeholder opportunities, community vision, and identify market gaps.
2. Review established economic development plans, strategies, and programs to identify opportunities to attract commercial and industrial development.
3. Participate in the Triangle J Council of Governments Brownfields Coalition to submit a grant application to the EPA Brownfield Program to assess brownfield properties in the region.

### Strategic Initiatives

1. Update the economic development strategic plan to reflect the NC Department of Commerce vision, stakeholder, and engagement sessions to include an action plan for implementation.
2. Evaluate the establishment of either an in-house, contract, or hybrid service delivery for economic development.
3. Develop marketing material and service level data to assist in economic recruitments and annexation.
4. Establish a Wendell Falls Corridor Action Plan to encourage appropriate development, connectivity, and infrastructure extension.
5. Establish a broadband policy and action plan.
6. Work with Newland Communities and area health systems to encourage the development of a hospital and medical park in the Wendell Falls commercial district or other suitable location.
7. Conduct a comparative growth analysis with area jurisdictions to determine best practices and avoidable issues related to growth to maintain a positive quality of life.
8. Establish growth boundaries with Archer Lodge and Rolesville.
9. Complete a small area plan with a focus on connecting Downtown to major interchanges to evaluate opportunities and impediments to development, annexation, public facilities, and preservation.
10. Initiate planning to update the Comprehensive Land Use Plan and update associated development and transportation plans to incorporate the update.



## GOAL 2: Public Safety and Neighborhood Improvement

### **GOAL 2: Public Safety and Neighborhood Improvement**

Provide for a safe and secure community that nurtures livable and well-maintained neighborhoods that are family friendly.

Public safety and neighborhood improvement goal attainment occurs when the following opportunities are realized or conditions exist.

A. Develop an environment for community engaged policing and code enforcement that emphasizes maintaining safe, family friendly neighborhoods, improving the public environment for accessibility, and encouraging community ownership in improving private property.

#### Management in Progress

1. Include police officer involvement in special events, school activities, and other civic engagements to encourage interaction and relationship building with citizens.
2. Conduct a comparative analysis of community improvement programs to seek a neighborhood driven solution for engagement, housing repair, and aesthetic improvement.
3. Review the temporary sign provisions and waiver to evaluate the benefit of business advertising versus sign clutter and aesthetic impact on neighborhoods.
4. Complete a comprehensive review of the use of force policies and update as needed.

#### Strategic Initiatives

1. Establish an action plan for the police department to achieve Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation and initiate policy review and development to implement.
2. Identify methods and seek department-wide training to proactively and consistently utilize community engaged policing methods.
3. Identify opportunities to improve officer health and safety through the promotion of physical fitness, use of employee assistance programs, ergonomic equipment, and like practices.
4. Seek opportunities and programs to improve traffic and pedestrian safety near school sites.
5. Evaluate the towing rotation policy and parking enforcement practices to incorporate Wendell Falls streets and Downtown event parking.
6. Expand officer participation in Crisis Intervention Training to expand existing capabilities beyond the supervisory level to properly assist persons in crisis receive appropriate agency referrals.
7. Partner with external stakeholders to address illegal drug (opioid) issues in the community to include enforcement and referral to treatment and support opportunities as the problems are identified.
8. Develop a pilot project for a "neighborhood clean-up day" to connect citizens in-need to resources for home and yard improvements, encourage voluntary efforts, and improve public spaces for a targeted geographic area.
9. Evaluate housing stock and identify opportunities to encourage a diversity of housing types, promote infill development, and provide for connectivity, beautification, and park improvements.



## GOAL 3: Infrastructure, Transportation, and the Environment

### **GOAL 3: Infrastructure, Transportation, and the Environment**

Develop and maintain infrastructure and policies to support new growth, improve the quality of life for residents, and provide for a clean and green environment.

Infrastructure, transportation, and the environment goal attainment occurs when the following opportunities are realized or conditions exist.

A. Public utilities, land, services, and open spaces are designed, maintained, and extended to provide for necessary water, sewer, stormwater, roads, sidewalks, bikeways, paths, intersections, facilities, and debris removal for the existing and planned community.

#### Management in Progress

1. Evaluate the water and sewer system merger and seek feasible options with CORPUD for an early merger opportunity to reduce utility rates while maintaining needed access to capacity.
2. Compare infrastructure rates with area municipalities for inclusion in the budget.
3. Identify stormwater program compliance requirements with costs for inclusion in the budget.
4. Implement a street repaving program to regularly resurface Town streets and pave unimproved roads.
5. Support the completion of the NCDOT Old Battle Bridge replacement bridge project in 2019.
6. Identify next steps for the U-5323 NCDOT intersection realignment project to determine continued liabilities and options to resolve.
7. Establish a sidewalk maintenance and extension program to implement the Pedestrian Plan.
8. Prepare for the design and funding submission for the Wendell Boulevard Sidewalk Project.

#### Strategic Initiatives

1. Establish an infrastructure plan for the connection and extension of water and sewer for inclusion in the capital improvement plan to promote development, annexation, and close service gaps.
2. Evaluate the water allocation policy for efficiencies in cost and providing necessary infrastructure to encourage appropriate growth.
3. Complete a review of comparative stormwater practices and programs and present a recommended program that includes a prioritization of needed projects and maintenance of existing infrastructure.
4. Seek opportunities to improve the Transportation Plan to balance necessary improvements to occur in a timely manner with economic development, including the Wendell Boulevard widening.
5. Prioritize and prepare intersection improvements for NCDOT and CAMPO funding processes.
6. Establish an eligible projects list for transportation, bike, and pedestrian improvements through CAMPO administered funding sources for inclusion in future capital improvement plans.
7. Establish a facility and lands prioritization list to identify future acquisition needs with funding strategies for inclusion in the capital improvement plan.
8. Submit the Wendell Boulevard Sidewalk Project to CAMPO in FY 2020 for construction in FY 2021.
9. Identify new bus stops and work with regional transit partners to develop implementation strategies.
10. Review solid waste service levels and contract for efficiencies and service improvement options.



## GOAL 4: Parks, Recreation, Special Events, and Culture

### **GOAL 4: Parks, Recreation, Special Events, and Culture**

Establish facilities, events, and programs that connect the community, promote healthy lifestyle opportunities, and culturally engage citizens and visitors.

Parks, recreation, special events, and culture goal attainment occurs when the following opportunities are realized or conditions exist.

A. Provide recreation amenities and services to residents and visitors through quality facilities, a diverse program offering, varied parks, and special events guided by a community-driven master plan that provides for accessibility, connectivity and healthy fun for all.

#### Management in Progress

1. Initiate a comprehensive parks and recreation master plan to guide future recreation services and facility needs.
2. Provide for the installation of shade structures at the Town park.
3. Establish a parks maintenance plan to include staff resources needed to sustain current programming.
4. Work with the Meet on Main group to coordinate a year-round special event schedule.
5. Prepare a lease for the 122 Second Street property for use as a historic museum.
6. Revise athletic program offerings to meet current seasonal demands to increase field use.

#### Strategic Initiatives

1. Complete the development and plan for implementation of a comprehensive parks and recreation master plan to guide future recreation services and facility needs.
2. Evaluate the fee-in-lieu policy for parks in the Unified Development Ordinance (UDO).
3. Identify and provide for the acquisition for the next active recreation site identified in the parks and recreation master plan.
4. Update the park plan for the Wendell Town Park to identify next steps for the use of the “new” areas.
5. Develop a plan to link Wendell Falls to Downtown and the Park by greenway that allows for multiple transportation alternatives.
6. Evaluate the transition of Main Street Extension to a greenway connector to Downtown rather than a street for vehicles.
7. Initiate planning for signature special events to ensure sustainability, maintain attendee interest, and provide for appropriate growth.
8. Coordinate the development of a new Wendell Branch Library with Wake County to include space for historic preservation and community group meetings.
9. Identify methods to incorporate sports tourism and visitor marketing for awareness of special events and recreation offerings.

## Town of Wendell - Small Town, Big Charm

**GOAL 5: Organization Culture and Communication****GOAL 5: Organization Culture and Communication**

Build a professional and inclusive Town organization that is fiscally responsible, seeks innovative practices, and values the development of staff.

Organization culture and communication goal attainment occurs when the following opportunities are realized or conditions exist.

A. Build an organization committed to improving daily towards a goal of excellence in service to its citizens, businesses, visitors, and employees through responsible fiscal management, inclusive communication, innovative technologies, and professional development.

**Management in Progress**

1. Maintain a fiscally conservative approach in the review of comparative tax and utility rates for inclusion in the budget.
2. Establish a capital improvement plan that incorporates a capital budget with a capital funding reserve that identifies revenues, preserves the fund balance policy, and incorporates debt service.
3. Enhance the budget document to provide greater detail and transparency on department expenses and how they connect to strategic initiatives.
4. Complete a comparative staffing needs analysis that is updated annually to assist in budget development and to guide organization growth over the next five to fifteen year period.
5. Identify existing work performance data collected by the departments, establish levels of service, and incorporate performance goals tying service levels to strategic goals in the budget process.
6. Complete the analysis of the IT program to consider both efficiencies and organization growth needs.
7. Evaluate current communications like the Snapshot and weekly update to ensure that information is tied to organization performance and strategic goals to be of value to the reader.

**Strategic Initiatives**

1. Maintain GFOA financial reporting recognition and seek recognition for the budget submission as well.
2. Establish a quarterly (at least) update of strategic initiatives that includes the responsible party and timelines.
3. Evaluate current department policies and practices to enhance efforts to improve customer service.
4. Establish an online agenda that includes background materials and the opportunity for public comment.
5. Develop a communication plan to market Wendell to external interests and increase communication for internal interests.
6. Establish biannual retreats for the Commission and a biennial strategic planning process that provides for community and stakeholder input.
7. Determine requirements for compliance with the Americans with Disabilities Act, as amended, and prepare a transition plan as necessary for facilities, infrastructure, programs, and communications.
8. Complete a review of the Charter and procedural rules of the Commission.
9. Evaluate human resource policies for overtime, insurance selection, employee evaluation, compensation, comparative benefits, and training programs.

**Date:** February 11, 2019

**Item # 7a**

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**Item Title:**

Snap Shot.

**Specific Action Requested:**

- Information. The Board may take action by directing staff to amend the Project/Punch List and/or Service Priorities.

**Item Summary:**

Snap Shot will be available in the first monthly meeting agenda packet.

*\*The Fund Balance and Debt Balance information is retrieved from the Town's audit. The auditor will deliver the audit information to the Board in November and the Fund Balance and Debt Balance posted on the Snap Shot will be updated at that time.*

**Attachment:**

- Attachment A – Snap Shot



### Town Board Snap Shot

Where are we at financially?	<b>Revenues</b>	<b>Expenditures</b>
February 4, 2019	\$4,997,394.92	\$3,508,434.31

*As of 4/03/2017, Town's dashboard available at:*

<https://broker.edmundsassoc.com/Dashboard/?municipalId=WENDNC>

Fund Balance				
Date	Allocated %	Available %	Allocated \$\$	Available \$\$
Audit report 6/30/2018 and Budget 2019	0.04% (\$245,800/\$6,309,570)	95.57% (\$6,030,012/\$6,309,570)	\$245,800	\$5,784,212

Debt Balance (Ratio)				
Date	Allocated %	Available %	Allocated \$\$	Available \$\$
Audit report 6/30/2018 and Budget 2019	7.24% (\$456,500/\$6,309,570)	88.25% (\$37,016,705/\$41,944,722)	\$456,500 (\$149,500 Powell Bill and \$307,000 General Fund)	\$41,944,722

\*Any significant debt policy projection, if applicable

**As a Board of Commissioners, we:**

- **Strive for efficiency** in the way we handle business. We are hard-working, and attend all meetings.
- Keep the **best interests of the Town** uppermost in our minds.
- Consider all aspects of a situation and make **thorough, deliberate, and well-reasoned decisions**.
- **Explore all viewpoints**. We are open to hearing from others, learning from them and compromising, when needed.
- **Stay cohesive, collaborative, collegial, and connected** to the manager and to each other.
- **Demonstrate respect for all opinions**, especially in public. And we support the decisions of the board. Once decisions are made by the majority, we support that decision.
- Tackle **new and novel ideas** and processes.



## Town Board Goals, Priorities & Strategies

PROJECT / PUNCH-LIST	PROJECTED COSTS	STATUS OF C.I.P.
<b>TRANSPORTATION FUNDS [Fee in lieu]</b>		
Street Fee in Lieu (Berridge; 9/10/18)	\$204,000.00	<i>Pending; collected at time building permit issuance</i>
Sidewalk Fee in Lieu (4/9/18)	\$3,062.00	Prioritize potential sites. <b>Sidewalk Petition Policy approved at the 1/14/2019 meeting.</b>
Comprehensive report w/City of Raleigh for the water & sewer; progress on pro-forma		<b>10-29-2018 – CORPUD staff met with Management to review current and proposed projects. CORPUD working to provide access to GIS data for utilities. Town manager and finance director meeting with CORPUD to discuss pro-forma in November.</b>
Review of Town Charter by Town Attorney	\$3,500	At its July 23, 2018 meeting, the Town Board approved the Town Attorney reviewing the Town’s Charter. <b>Staff forwarded comments of Chapter 2 of the Town Code of Ordinances and Suggested Rules of Procedure of the Town Board to the Town Attorney for his review.</b>
Approval of purchase and sale agreement for property at 122 W Second Street	Closing shall be on or before <b>January 15, 2019</b> [at the request of the owner]	8/27/2018 – approval of agreement for property at 122 W Second Street for use as a museum for Wendell and for the Wendell Historical Society to begin due diligence process [ <b>90 days</b> ] and report back to the Board. <b>Town of Wendell purchased property on 1/15/2019. Working with the Town Attorney and surveyor on a recombination of the lots and a future lease agreement with the WHS use of the property as a museum.</b>

Capital Improvement Project (C.I.P.) Priorities –

Top projects as chosen by the Town Board; Include projected costs; One or two sentences on status of C.I.P; Include a date for every action

Service Priorities		
Staffing Components	Saving Options	Status
<p><b>Police provided employee comparisons 1-27-2018.</b></p> <p><b>Comparisons being compiled for other departments.</b></p>		

Service Information

Any options for savings (i.e. technology, equipment)

Short and to the point!

*Items remain on the list until the Town Board takes action.*

**Date: February 11, 2019**

**Item # 7b**

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**Item Title:**

Update on board committee(s) by Town Board members.

**Specific Action Requested:**

None

**Attachments:**

None

Date: February 11, 2019

Item # 8

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**Item Title:**

Commissioners' Reports.

**Specific Action Requested:**

None

**Attachments:**

None

Date: February 11, 2019

Item # 9

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**Item Title:**

Mayor's Report.

**Specific Action Requested:**

None

**Attachments:**

None

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**Item Title:**

Closed Session [NC GS 143-318.11].

**Specific Action Requested:**

Will be called if necessary for one or more of the following within NC GS 143-318.11(a):

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or

grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

(7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

(8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.

(9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(10) To view a recording released pursuant to G.S. 132-1.4A.

**Attachments:**

None