



**Wendell Town Board of Commissioners  
Board Room  
15 E. Fourth Street, Wendell, NC 27591  
Town Board Meeting Agenda  
Monday, January 14, 2019 @ 7:00 PM**

## **CALL TO ORDER**

- Welcome by Mayor Virginia R. Gray
- Pledge of Allegiance by Briana Gilliam, student at East Wake High 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. Amendment to the 2019 Board of Commissioners Meeting Schedule; inclusion of upcoming Board Retreat Saturday, February 23[primary] and Saturday, March 2 [alternate].
- 3b. Policy: Street Clearance Prioritization.
- 3c. Policy: Sidewalk Petition Process.
- 3d. Resolution in support of the Wake County Food Security Plan.
- 3e. Two resolutions authorizing notice by electronic means for previously bid [piggyback] contracts for equipment used by the Public Works Department:

- i. Leaf Collector
- ii. Chassis for the Leaf Collector

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

- 4a. Recognition of East Wake High School teacher: Julie Scalzo.  
Speaker: Mayor Virginia Gray
- 4b. Recognition of the Wendell Rams Pee Wees and Mighty Mites.  
Speaker: Mayor Virginia Gray
- 4c. Presentation of the FY 17-18 audit.  
Speaker: Briggs Petway of Petway Mills & Pearson PA Accounting Firm
- 4d. Update on the Wake County Fire Commission.  
Speaker: Lucius Jones, municipal representative for the Town of Wendell

#### 5. PUBLIC HEARINGS

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**Evidentiary (Quasi-Judicial) Hearing Guidelines:**

- Case is announced
  - Town Attorney provides rules of procedure for an evidentiary hearing
    - Disclosure
  - Town Clerk provides oath for persons wishing to present testimony
  - Staff presentation
  - Applicant presentation
  - Opposition presentation
  - Applicant rebuttal
  - Opposition rebuttal
  - Staff closing comments
  - Board inquiry
  - Board called into deliberation
  - Board discussion of the findings of fact:
    - Approve
    - Approve with conditions
    - Deny (must include reason)
- 

- 5a. **EVIDENTIARY HEARING:** Special use permit for an indoor event space located at 37 N Main Street.  
Speaker: Planning Director David Bergmark

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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*
- 

- 5b. PUBLIC HEARING:** Zoning Text Amendment to Chapter 9 of the UDO as it relates to exceptions to roadway infrastructure improvement requirements.  
Speaker: Planning Director David Bergmark

## **6. ADMINISTRATIVE ITEMS**

- 6a. Parks & Recreation Masterplan award of contract.  
Speaker: Parks & Recreation Director Jeff Polaski
- 6b. Presentation of policy for Town of Wendell: Budget & Finance.  
Speaker: Town Manager Marc Collins
- 6c. Triangle J Regional Brownfields Consortium.  
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: Financial & Operating Report
- 7b. Update on board committee(s) by Town board members:
-  Triangle J Council of Governments [J-COG] – Board of Delegates [Mayor Pro Tem Lutz]
  -  North Carolina League of Municipalities [NCLM] 2018 Advocacy Goals Conference [Commissioner Boyette]
  -  Wendell Fire Board [Commissioner Joyner]

## **8. COMMISSIONERS' REPORTS / COMMENTS**

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

## **10. CLOSED SESSION**

- 10a. Closed session will be called for the following:
- Acquisition of real property [NC GS 143-318.12(a)(5)]
  - Economic development opportunity [NC GS 143-318.12 (a) (4)].

## **11. ADJOURN**

**Item Title:**

Amendment to the 2019 Board of Commissioners Meeting Schedule; inclusion of upcoming Board Retreat Saturday, February 23 [primary] and Saturday, March 2 [alternate].

**Board of Commissioners Meeting:**

Monday, January 14, 2019

Monday, December 10, 2018 – cancelled due to weather

Monday, August 13, 2018

**Specific Action Requested:**

Approval of the amendment to the 2019 Board meeting schedule to include the following Board Retreat dates:

- Saturday, February 23 [primary] with location to be determined
- Saturday, March 2 [alternate] with location to be determined. This date is in the event of inclement weather on 2/23/2019.

**Attachments:**

A. Resolution: Amended 2019 Board Meeting Schedule

**TOWN OF WENDELL****NORTH CAROLINA**

**RESOLUTION – 2019 BOARD OF COMMISSIONERS MEETING SCHEDULE  
R-21-2018**

**WHEREAS**, the Wendell Board of Commissioners meetings are held the second and fourth Monday of the month at 7:00 PM in the Board Room of the Town hall, unless otherwise noted; and

**WHEREAS**, each meeting of the Wendell Board of Commissioners is open to the public, unless otherwise provided by NC GS 143-318.11; and

**WHEREAS**, the Wendell Board of Commissioners may amend the yearly meeting schedule in accordance with NC GS 143-318.12:

**TOWN OF WENDELL  
2019 BOARD OF COMMISSIONERS MEETING CALENDAR**

**January 14, 2019 & January 28, 2019**

**February 11, 2019 & February 25, 2019**

**Saturday, February 23, 2019 [primary]; *location and time to be announced***

**Saturday, March 2, 2019 [alternate]; *location and time to be announced***

**March 11, 2019 & March 25, 2019**

**April 8, 2019 & April 22, 2019**

**May 13, 2019 & May 28, 2019 (Tuesday)**

**June 10, 2019 & June 24, 2019**

**July 8, 2019 & July 22, 2019**

**August 12, 2019 & August 26, 2019**

**September 9, 2019 & September 23, 2019**

**October 14, 2019 & October 28, 2019**

**November 12, 2019 (Tuesday) & November 25, 2019**

**December 9 2019 – One meeting in December**

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Town of Wendell adopts the amended 2019 Board of Commissioners meeting calendar as presented.

Duly adopted this 14th day of January 2019, while in regular session.

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

ATTEST:

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

**Item Title:**

Consent Agenda: Policy for Town of Wendell - Street Clearance Prioritization.

**Board of Commissioners Meeting:**

Monday, January 14, 2019

Monday, December 10, 2018 – cancelled due to weather

Monday, November 26, 2018

**Specific Action Requested:**

Adoption.

**Item Summary**

First and foremost is the safety of our residents and staff. This is especially applicable during times of inclement weather. When the climate turns harsh, the Town of Wendell strives to maintain business as usual by keeping roads passable both during and following an event. Public Work crews, equipment and vehicles deploy when conditions are safe.

Recognizing that resources of staff and equipment are limited, the Street Clearance Prioritization Policy was created to describe the hierarchy of the roads to be serviced during severe weather. And a communications initiative is included within the policy to serve as a guide when informing residents of the measures being taken by staff during the incident.

**Attachments:**

A. Policy: Street Clearance Prioritization

Adopted: 1/14/2019  
Supersedes: N/A  
Policy Number: 123



## **TOWN OF WENDELL STREET CLEARANCE PRIORITIZATION POLICY**

### **Purpose:**

Policy for the Town of Wendell pertaining to street clearance prioritization of State and Town maintained roadways and sidewalks.

### **Coverage:**

This policy, upon adoption of the Town Board of Commissioners, shall establish the clearance prioritization of roadways within the jurisdiction of the Town of Wendell.

### **Goal:**

The goal of the street clearance prioritization policy is to establish a hierarchy of roadways and streets which will be utilized by the Town of Wendell so as to ensure a passable road network for citizens during and following severe and inclement weather events.

### **Procedures for Clearing Trees from Roadways:**

Public Work staff, equipment and vehicles will deploy when conditions are safe. Staff will cut and push downed trees to the side of the streets to create a passable road network. The major focus will be on opening Wendell Boulevard and Wendell Falls Parkway followed by streets leading to public services – police, fire, EMS and Town of Wendell facilities. Following the initial cut and push response and after roadways are open, Public Works staff will begin the debris collection process.

### **Procedures for Flooded Roadways:**

When directed by public safety personnel, Public Works staff will deploy barricades alerting drivers when a roadway is flooded. Drivers are urged to be safe and do not go around the barricade and to never drive through flood waters.

Adopted: 1/14/2019

Supersedes: N/A

Policy Number: 123

### **Priority for Treating Slippery Roadways and Sidewalks:**

The following system will be used for application of brine and salt:

Priority #1: Police, Fire, EMS and Town of Wendell facility sidewalks, ramps and parking areas;

Priority #2: Bridges and intersections on main thoroughfares;

Priority #3: Hills and bridges on primary streets and historically icy areas;

Priority#4: Sidewalks within the Downtown Business District.

### **Snow Plowing Priorities:**

The following system will be used for snow plowing:

Priority #1: Main Thoroughfares: The major streets (NC Secondary Roads) upon which the majority of traffic flows into, out of, and around the Town.

Priority #2: Primary Streets leading to public services/facilities. This includes primary streets to access police, fire, EMS and town facilities and Wake County Public School System [WCPSS] facilities.

Although some of these streets and roadways are maintained by NCDOT, efforts will initially be concentrated on thoroughfares and then primary streets during snow events (e.g. Wendell Boulevard, Wendell Falls Parkway).

Once the majority of the travel lanes on the thoroughfares and primary streets are cleared, Town crews will begin work on the primary streets leading to public services (e.g. Pine Street between Wendell Boulevard and Second Street, Fourth Street between Pine and Main Streets, Third Street from Wendell Falls Parkway to the Community Center, and Haywood Street/Lake Glad Road from Buffalo Creek to Main Street.).

### **Public Information/Communications Initiatives:**

Public Awareness is essential during times of extreme weather. As such the Town will utilize its web site and social media to promote appropriate messages to keep the public informed of ongoing activities as they relate to restoring transportation after a major event:

1. Launch the alert box on the Town's website noting the hurricane, winter weather or other inclement weather advisory or alert, if Town services are limited and to stay tuned to a local news station for details.



Adopted: 1/14/2019

Supersedes: N/A

Policy Number: 123

2. Prepare a Facebook post with emergency contact numbers of area service providers:
  - In the event of life threatening emergency, contact 9-1-1
  - In the event of power outage, report outage to Duke Energy Progress: 800-419-6356
  - In the event of burst water pipe, contact City of Raleigh Public Utilities - Monday through Friday, 8 AM to 5 PM: 919-996-4540
  - In the event of burst water pipe after hours, weekend or holiday, contact City of Raleigh Public Utilities: 919-829-1930
3. Prepare a follow up Facebook post requesting residents to limit travel unless necessary, to assist NCDOT and Town crews in clearing major thoroughfares. Suggest the neighbors check on each other; after all Wendell is the Small Town with Big Charm.

Utilize all existing information outlets to share relevant public information created by other stakeholders. These would include but not be limited to:

- National Weather Service Facebook site - tips for staying safe outdoors during winter weather.
- Wake County Public School System Facebook - share updates relating to students and school closings.
- Wake County Government Facebook site - share updates relating to Wake County services and facilities.

Sample communication prior to onset of hurricane:

“With Hurricane            upon us, we may experience high winds, localized flooding and power outages. The North Carolina State Highway Patrol is urging drivers to stay off the roads. If you are on the road, be safe, do not go around the barricades, and if there is water across the road “Turn Around - Don’t Drown!”

With teamwork, the Town of Wendell prepared for Hurricane            . Staff, equipment and vehicles will deploy as soon as it is safe to be out to help! Town of Wendell Public Works will cut and push downed trees to the side of the streets to ensure a passable road network. The initial focus will be opening Wendell Boulevard and Wendell Falls Parkway followed by streets leading to public services – police, fire, EMS and Town of Wendell facilities.”

Sample communication prior to onset of the winter weather:

“The Town of Wendell follows a priority system for treating and plowing roads and bridges.

Adopted: 1/14/2019

Supersedes: N/A

Policy Number: 123

Some of Wendell's roads are maintained by the North Carolina Department of Transportation (NCDOT). The remaining streets fall under the care of the Town's Public Works Department, which operates white trucks. There are 28 miles of Town-maintained streets in Wendell. Additionally, town crews may provide brine, salt and sand on portions of NCDOT-owned streets due to these being considered primary streets for the Town or historically known as icy areas.

After pretreatment with salt and brine, Town crews spread salt and sand on the roads, bridges and sidewalks as snow or icy conditions are detected. Snow plowing begins when measurable snow accumulation occurs.

Residents are encouraged to minimize travel during winter weather."

Duly adopted this 14th day of January 2019, while in regular session.

**ATTEST:**

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Virginia R. Gray,  
Mayor

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Sherry L. Scoggins, MMC  
Special Assistant to the Manager-Town Clerk

**Item Title:**

Sidewalk Petition Process Policy

**Report to the Board of Commissioners:**

Monday, January 14, 2019 - Adoption

Monday, December 10, 2018 – Adoption cancelled due to weather

Tuesday, November 13, 2018 – presentation of draft policy

**Specific Action Requested:**

Adopt the Sidewalk Petition Process Policy.

**Item Summary:**

Staff presented the Sidewalk Petition Process policy on November 13, 2018. The policy presented for adoption includes one addition to *Article 2, Section 1: Eligibility* to provide for projects to be along Town or DOT maintained roads within the corporate limits of the Town. In addition, Planning Department staff prepared a nomination form for use by the public to implement the policy.

The *2017 Town of Wendell Comprehensive Pedestrian Plan* recommends the development of a sidewalk petition process and budget allocation to handle “spot improvements”. The policy allows citizen to make requests for short sidewalk connections that will fill gaps in the pedestrian network. After implementation, the program will be promoted to citizens and used as a public outreach tool to provide information on results achieved.

The proposed policy provides for a purpose of the policy, the process to submit a sidewalk request, and criteria used by staff to rank sidewalk requests received. All sidewalk requests received will be incorporated into the capital improvement plan process and subject to availability of funding.

The ranking criteria were established by comparative analysis and criteria in the *2017 Town of Wendell Comprehensive Pedestrian Plan*. Criteria used in prioritizing sidewalk petitions include accessibility to schools, commercial areas, and public facilities; safety concerns addressed; connectivity and demonstration of need; project support; and issues that impact constructability such as utility conflicts, trees, topography, and easement acquisition.

**Attachments:**

Proposed policy with nomination form

Adopted: 1/14/2019

Supersedes: N/A

Policy Number: 124



## **Sidewalk Petition Process**

### **ARTICLE 1. GENERAL PROVISIONS**

#### **Section 1. Purpose of the Policy**

The *2017 Town of Wendell Comprehensive Pedestrian Plan* recommends the development of a sidewalk petition process and budget allocation to handle “spot improvements”. The policy allows citizen to make requests for short sidewalk connections that will fill gaps in the pedestrian network. After implementation, the program will be promoted to citizens and used as a public outreach tool to provide information on results achieved.

The Sidewalk Petition Process provides a process a citizen-based process to be implemented through the capital improvement plan (CIP) in the annual Budget process. The sidewalk petition process is a coordinated component of a comprehensive sidewalk program that includes sidewalk repair and maintenance; sidewalk extensions to implement the *Pedestrian Plan*, greenway and multi-use path development, and sidewalk gap and replacement. In combination, the comprehensive sidewalk program seeks to achieve the vision of Wendell “where people of all ages can walk safely within the community for transportation, exercise and enjoyment”.

### **ARTICLE 2. SIDEWALK PETITION PROCESS**

#### **Section 1. Project Eligibility**

Eligible sidewalk projects must be located along a Town or DOT maintained road within the Town’s corporate limits.

#### **Section 2. Sidewalk Petition Application**

Completed sidewalk petitions shall be submitted to the Planning Department for review and determination of consistency with the *2017 Town of Wendell Comprehensive Pedestrian Plan*, as amended, and with the Sidewalk Petition Process, herein. Applications may be submitted at any time of the year and are subject to availability of program funds in the annual budget.

#### **Section 3. Subject to Program Funding**

Project funding and approval is subject to the annual Budget process for the Town of Wendell. Projects recommended for funding may be placed in the 5-year capital improvement plan for fiscal planning purposes.

Adopted: 1/14/2019

Supersedes: N/A

Policy Number: 124



#### **Section 4. Sidewalk Petition**

1. Citizens may request a sidewalk through the completion of a sidewalk project nomination form. Nominations require signatures of at least 25% of the property owners adjoining the proposed sidewalk.
2. Planning Department staff completes the project review and prioritization based on the criteria in Article 3, herein. As part of the prioritization, Town staff conducts a petition of all adjoining property owners to determine support for the project meets or exceeds 70% acceptance by homeowners.
3. Projects submitted that have property owner support are included for funding consideration in the annual budget process. The projects are prioritized as part of the annual sidewalk priority list for the Town.
4. If there is insufficient project support, the request will remain on the ranking list and be re-evaluated after a 3-year period.

### **ARTICLE 3. SIDEWALK PETITION PRIORITIZATION RANKING CRITERIA**

#### **Section 1. General Prioritization Ranking Criteria**

Prioritization of sidewalk petitions received from citizens will be ranked using the criteria found herein related to accessibility, safety, connectivity and need, project support, and constructability.

#### **Section 2. Accessibility Criteria**

- a. Provide access to a school
  - Yes, between .1-.2 miles = 5 points
  - Yes, between .2-.3 miles = 4 points
  - Yes, between .3-.4 miles = 3 points
  - Yes, between .4-.5 miles = 2 points
  - Yes, greater than .5 miles = 1 point
- b. Provide access to a recreation center, park, or greenway
  - Yes, between .1-.2 miles = 5 points
  - Yes, between .2-.3 miles = 4 points
  - Yes, between .3-.4 miles = 3 points
  - Yes, between .4-.5 miles = 2 points
  - Yes, greater than .5 miles = 1 point
- c. Provide access to a commercial area
  - Yes, between .1-.2 miles = 5 points
  - Yes, between .2-.3 miles = 4 points
  - Yes, between .3-.4 miles = 3 points
  - Yes, between .4-.5 miles = 2 points
  - Yes, greater than .5 miles = 1 point



- d. Provide access to a public facility
  - Yes, between .1-.2 miles = 5 points
  - Yes, between .2-.3 miles = 4 points
  - Yes, between .3-.4 miles = 3 points
  - Yes, between .4-.5 miles = 2 points
  - Yes, greater than .5 miles = 1 point

**Section 3. Safety Criteria**

- a. Average daily traffic
  - Greater than 15,000 = 5 points
  - 9,000 – 15,000 = 4 points
  - 6,000-9,000 = 3 points
  - 3,000-6,000 = 2 points
  - 0-3,000 = 1 point
- b. Crash site near project
  - Yes, between .1-.2 miles = 5 points
  - Yes, between .2-.3 miles = 4 points
  - Yes, between .3-.4 miles = 3 points
  - Yes, between .4-.5 miles = 2 points
  - Yes, greater than .5 miles = 1 point
- c. Speed limit along street
  - 35 mph = 4 points
  - 25mph or less = 2 points
- d. Type of street
  - Thoroughfare in residential area = 7 points
  - Collector = 5 points
  - Residential = 3 points
  - Cul-de-sac / dead end < 200 feet = 0 points

**Section 4. Connectivity and Need Criteria**

- a. Provides connectivity between destinations
  - Yes, between .1-.2 miles = 5 points
  - Yes, between .2-.3 miles = 4 points
  - Yes, between .3-.4 miles = 3 points
  - Yes, between .4-.5 miles = 2 points
  - Yes, greater than .5 miles = 1 point
- b. Evidence of pedestrian use
  - Yes = 5 points

Adopted: 1/14/2019

Supersedes: N/A

Policy Number: 124



**Section 5. Project Support Criteria**

- a. Petition support
  - ½ point for each percentage point above 70%. (Maximum 10 points)
- b. Recommended project in plan adopted by the Town of Wendell
  - Yes, specifically identified project = 5 points
  - Yes, generally supported project = 3 points

**Section 6. Constructability Criteria**

- a. Sidewalk on other side of road
  - Yes, speed limit is under 35mph = -5 points
  - Yes, speed limit between 35mph and 45 mph = -3points
- b. Topographic issues (severe slopes)
  - Yes = -5 points
- c. Easement required to construct sidewalk
  - Yes = -1 point for every 20% of total linear feet of project
- d. Tree removal required
  - Yes = -1 point for every tree removed (Maximum 10 points)
- e. Stormwater utility or riparian buffer impact
  - Yes = -5 points
- f. Utility relocations required
  - Yes = -3 points

**Attachment:** Sidewalk Project Nomination Form

Adopted: 1/14/2019  
Supersedes: N/A  
Policy Number: 124



Duly adopted this 14th day of January 2019, while in regular session.

**ATTEST:**

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Virginia R. Gray,  
Mayor

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Sherry L. Scoggins, MMC  
Special Assistant to the Manager-Town Clerk



# Town of Wendell Sidewalk Project Nomination Form

## How Are Sidewalk Connection Projects Selected?

This nomination form was developed as part of the Town of Wendell Sidewalk Petition Process Policy. Citizens who successfully obtain signatures of at least 25% of the property owners adjoining the proposed sidewalk may initiate a sidewalk connection request by completing this form.

Town staff will then conduct a petition of ALL adjoining property owners to determine if support for the project meets or exceeds the requirement for 70% acceptance by homeowners. Requests which meet this 70% support requirement will be prioritized and included for funding *consideration* in the annual budget process. For additional details on process or prioritization, see the Town's adopted Sidewalk Petition Process Policy.

## Where Should I Send The Petition?

Town of Wendell Planning Department  
Attention: Sidewalk Nomination  
15 E. Fourth Street  
Wendell, NC 27591



## Petition

<b>Petition Sponsor's Name &amp; Telephone Number</b> <i>(i.e. Joe Smith, with contact number)</i>	
<b>Requested Sidewalk Location</b> <i>(i.e. Main Street, between Second and Third St)</i>	Street Name: _____ between 1st Cross St: _____ And 2nd Cross St: _____
<b>Provide Address of a Property Along the <u>SIDE</u> of the street you are requesting Sidewalk</b>	
<b>Additional Comments</b>	

See Page 2 for Petition Signatures

<b>Requested Sidewalk Location</b> <i>(i.e. Main Street, between Second and Third St)</i>	
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Printed Name	Signature	Street Address (i.e. 304 W. Ash St.)
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**Item Title:**

Resolution of Support for the Wake County Food Security Plan

**Report to the Board of Commissioners:**

Monday, January 14, 2019

**Specific Action Requested:**

The Board of Commissioners is asked consider approving the attached resolution of support for the Capital Area Food Security Plan.

**Item Summary:**

At their October 22, 2018 meeting, Wendell Town Board of Commissioners received a presentation on the Wake County Social and Economic Vitality initiatives. The presentation included an overview on the *Moving Beyond Hunger: Comprehensive Food Security Plan and Action Manual for Wake County* (Plan) adopted by Wake County on February 5, 2018. The vision of the Plan is to have a food secure Wake County, where all people have physical, social and economic access to safe, nutritious, culturally appropriate, and affordable food.

The Plan provides for five strategies to (1) ensure food access, (2) communicate and educate, (3) develop a sustainable food supply, (4) build economic opportunity, and (5) leading through networks. Each strategy has associated key action initiatives. For example, a key action for developing a sustainable food supply is the establishment of a community garden in all municipalities. The full plan is available at the following website:

<https://capitalareafoodnetwork.files.wordpress.com/2016/12/2017-05-01-foodsecurityplan-compressed.pdf>.

Sydney Klein, the Food Security Program Manager with the Wake County Government Cooperative Extension is working with different municipalities to request their support in these efforts. Municipal partners would in turn help other public and private organizations build community participation.

The attached resolution demonstrates Town of Wendell support and identifies Kelley Connolly as a local resource due to her involvement with the Town's Community Garden.

**Attachments:**

- A. Resolution of Support
- B. Municipal Quick Reference Guide to the Wake County Food Security Plan



**TOWN OF WENDELL**

**NORTH CAROLINA**

**Town of Wendell  
Resolution in Support of the Wake County Food Security Plan  
R-03-2019**

**WHEREAS**, the Wendell Town Board of Commissioners received a presentation on the Wake County Social and Economic Vitality initiatives along with an overview on the Wake County Food Security Plan at its Monday, October 22, 2018 meeting;

**WHEREAS**, the vision of the Food Security Plan is to have a food secure Wake County, where ALL people have physical, social and economic access to safe, nutritious, culturally appropriate, and affordable food;

**WHEREAS**, strategies to work towards this vision are 1) ensure food access, 2) communicate and educate, 3) develop sustainable food supply, 4) build economic opportunity and 5) lead through networks;

**WHEREAS**, organizations and leaders in Wendell have some programs in place such as backpack buddies, areas for distributing food donations and local food pantries, and

**WHEREAS**, Athletics Program Supervisor Kelley Connolly coordinates the Town's Community Garden and may serve as a vital resource in helping underserved populations receive fresh produce;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Wendell support the Wake County Food Security Plan and urge citizens and organizations to help Wendell and Wake County be Food Secure.

**DULY RESOLVED** this the 14<sup>th</sup> day of January 2019 while in regular session.

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Virginia R. Gray, Mayor

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Sherry L. Scoggins, MMC; Town Clerk

# Municipal Quick Reference Guide to the Wake County Food Security Plan



## FIVE STRATEGIES

STRATEGY  
**1** Ensure Food Access

STRATEGY  
**2** Communicate and Educate

STRATEGY  
**3** Develop Sustainable Food Supply

STRATEGY  
**4** Build Economic Opportunity

STRATEGY  
**5** Leading through Networks

## KEY ACTIONS

### FAST START ACTIONS

- 1.1 Expand school pantries in Wake County Schools
- 1.2 Expand Universal Breakfast in the Classroom
- 1.3 Expand summer meal program
- 1.4 Breakfast in Classroom study and Program Guide

### FAST START ACTIONS

- 2.1 Expand nutrition and gardening class offerings
- 2.2 Support strong volunteer networks
- 2.3 Centralize food resource data into Wake Network of Care online app

### FAST START ACTIONS

- 3.1 Community gardens at food bank and food pantry sites
- 3.2 Education program around food donation (liability, food safety, tax incentives, etc.)

### FAST START ACTIONS

- 4.1 Build resources and champions for grocery cooperatives
- 4.2 Reduce barriers to food assistance application process

### FAST START ACTIONS

- 5.1 Capital Area Food Network coordinates this Plan
- 5.2 County-based Food Security Coordinator
- 5.3 Local governments and school system sign on to this Plan

### LONGER GROWING ACTIONS

- 1.5 Affordable mobile market programs
- 1.6 Community-scale nutrition hubs
- 1.7 Study and improve food bank and food pantry supply chain
- 1.8 Expand food and meal delivery to low-income residents, especially seniors
- 1.9 County-wide database of food pantries

### LONGER GROWING ACTIONS

- 2.4 "Granny's Garden" program to connect seniors and youth
- 2.5 Establish a coordinator for school learning gardens
- 2.6 Build foundations for a shared community kitchen network
- 2.7 Include food systems and agriculture in Dix Park Master Plan
- 2.8 Mixed media marketing campaign with emphasis on seniors' needs
- 2.9 Food Security medical intake questions

### LONGER GROWING ACTIONS

- 3.3 Community garden programs in all municipalities
- 3.4 Local Food Hub
- 3.5 Wake County incubates new farmers by making farmland accessible
- 3.6 Client Choice at food pantries
- 3.7 Local tax incentives for gardens and gardeners
- 3.8 County compost program
- 3.9 Urban agriculture in affordable or senior housing developments

### LONGER GROWING ACTIONS

- 4.3 Job training in urban agriculture
- 4.4 More options for SNAP redemption
- 4.5 Education programs on food and household budgeting
- 4.6 Foodservice job training and placement
- 4.7 Voluntary living wage certification for businesses
- 4.8 Shared food processing center

### LONGER GROWING ACTIONS

- 5.4 Grocery stores become nutrition and food security hubs
- 5.5 Expand leadership role of faith community
- 5.6 Explore opportunities to support youth food leadership

Municipal participation is anticipated

Actions where Wake County municipalities are listed as potential or existing partner (9 Actions over three years)

Other Actions where municipalities not currently mentioned. Municipalities may voluntarily join or lead a listed Action in this category, and there may be unlisted activity already in process

#### NOTE:

Municipal action may also take the form of incorporation of food security policy into comprehensive plans, zoning and development ordinances, or other municipal codes.

Find the entire Plan here: [www.capitalareafoodnetwork.wordpress.com](http://www.capitalareafoodnetwork.wordpress.com)  
Order hard copies online from [lulu.com](http://lulu.com)

Plan produced by Community Food Lab, in collaboration with the Capital Area Food Network, made possible with funding from Wake County

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**Item Title:**

Two resolutions authorizing notice by electronic means for previously bid [piggyback] contracts for equipment used by the Public Works Department:

- i. Leaf Collector
- ii. Chassis for the Leaf Collector

**Board of Commissioners Meeting:**

Monday, January 14, 2019

**Specific Action Requested:**

Approval of two resolutions by the Town Board of Commissioners.

**Item Summary:**

North Carolina General Statute 143-129 (g) – Waiver of bidding for Previously Bid [Piggyback] Contracts - permits governing boards to waive competitive bidding for contract to purchase apparatus, material, supplies or equipment from a person or entity that has – within the previous 12 months and after having completed a public formal bid process – contracted with another public agency for the items. Additionally, the person or vendor is willing to furnish the items at the same or more favorable prices, terms, and conditions as those provided under the contract with the other unit or agency.

When an entity desires to use the previously bid contract method, also known as piggyback, a notice is to be published in a newspaper having general circulation in the political subdivision, or by electronic means or both. A decision to publish notice solely by electronic means for a particular contract or for all contracts under this subsection, NC GS 143-129 (g) (3), shall be approved by the governing board.

The Town of Wendell provides yard debris removal for our residents. Due to the loss of the leaf truck, staff has researched and is before the Board of Commissioners with the following requests:

***Leaf Collector Box Truck:***

The City of Oxford noticed for the acceptance of sealed bids on Wednesday, November 28, 2018 for the purpose of purchase of a leaf machine mounted on a 2018 or newer freightliner or equivalent. The City of Oxford awarded the bid to Amick Equipment; quote dated 11/15/2018. Amick Equipment is willing to piggyback the quote, less the chassis, at a more favorable price with the same terms and conditions. The City of Oxford quote for the Leaf Collector was **\$73,168.25** and the Town of Wendell quote for the Leaf Collector is **\$73,093.25**.

***Chassis for the Box Truck:***

The City of Oxford noticed for the acceptance of sealed bids on Wednesday, November 28, 2018 for the purpose of purchase of a chassis. The City of Oxford awarded the bid to Amick Equipment; quote dated 11/15/2018. Amick Equipment is willing to piggyback the quote for the chassis, at a more favorable price, terms and conditions. The City of Oxford quote for the chassis was **\$78,800.00** and the Town of Wendell quote for the chassis is **\$77,7850.00**.

***Notice by Electronic Means:***

Staff included in each resolution the option to notice by electronic means. If approved by the Town Board of Commissioners, the notice would be placed on the Town's website so that the governing body may approve the purchase at a regularly scheduled meeting no fewer than 110 days after publication of the notice.

These items would be slated for the January 28 2019 agenda for action by the Town Board of Commissioners.

**Attachments:**

- A. Resolution – R-01-2019 for Leaf Collector
- B. Resolution – R-02-2019 for Chassis for the Box Truck
- C. City of Oxford Advertisement
- D. City of Oxford Quote
- E. Town of Wendell Quote



TOWN OF WENDELL

NORTH CAROLINA

**RESOLUTION AUTHORIZING NOTICE BY ELECTRONIC MEANS FOR  
PREVIOUSLY BID [PIGGYBACK] CONTRACTS  
R-01-2019**

**WHEREAS**, North Carolina General Statute 143-129 (g) permits governing boards to waive competitive bidding for contract to purchase apparatus, material, supplies or equipment from a person or entity that has – within the previous 12 months and after having completed a public formal bid process – contracted with another public agency for the items.

**WHEREAS**, the vendor, Amick Equipment, is willing to furnish the item, leaf collector, at the same or more favorable price, terms and conditions as those provided to the other public agency.

**WHEREAS**, to purchase under this exception, the municipality must publish notice that it will consider waiving the bid procedure in order to contract with a qualified supplier pursuant to this provision.

**WHEREAS**, public notice may be posted electronically on the Town of Wendell website at [www.TownofWendell.com](http://www.TownofWendell.com) and that the governing body must approve the purchase at a regularly scheduled meeting no fewer than 10 days after publication of the notice.

**NOW THEREFORE BE IT RESOLVED**, by the Wendell Town Board of Commissioners that the Town Clerk is directed to publish notice on the Town of Wendell's website at [www.Townofwendell.com](http://www.Townofwendell.com).

**FURTHERMORE**, the Wendell Town Board of Commissioners will take action on the purchase of the leaf truck at its Monday, January 28, 2019 regular Board meeting.

Duly resolved this \_\_\_\_\_ day of \_\_\_\_\_ 2019, while in regular session.

---

Virginia R. Gray, Mayor

ATTEST:

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





TOWN OF WENDELL

NORTH CAROLINA

**RESOLUTION AUTHORIZING NOTICE BY ELECTRONIC MEANS FOR  
PREVIOUSLY BID [PIGGYBACK] CONTRACTS  
R-02-2019**

**WHEREAS**, North Carolina General Statute 143-129 (g) permits governing boards to waive competitive bidding for contract to purchase apparatus, material, supplies or equipment from a person or entity that has – within the previous 12 months and after having completed a public formal bid process – contracted with another public agency for the items.

**WHEREAS**, the vendor, Amick Equipment, is willing to furnish the item, chassis for the leaf collector, at the same or more favorable price, terms and conditions as those provided to the other public agency.

**WHEREAS**, to purchase under this exception, the municipality must publish notice that it will consider waiving the bid procedure in order to contract with a qualified supplier pursuant to this provision.

**WHEREAS**, public notice may be posted electronically on the Town of Wendell website at [www.TownofWendell.com](http://www.TownofWendell.com) and that the governing body must approve the purchase at a regularly scheduled meeting no fewer than 10 days after publication of the notice.

**NOW THEREFORE BE IT RESOLVED**, by the Wendell Town Board of Commissioners that the Town Clerk is directed to publish notice on the Town of Wendell's website at [www.Townofwendell.com](http://www.Townofwendell.com).

**FURTHERMORE**, the Wendell Town Board of Commissioners will take action on the purchase of the leaf truck at its Monday, January 28, 2019 regular Board meeting.

Duly resolved this \_\_\_\_\_ day of \_\_\_\_\_ 2019, while in regular session.

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

ATTEST:

\_\_\_\_\_  
Sherry L. Scoggins, MMC  
Sp. Asst. to the Town Manager & Town Clerk

ADVERTISEMENT FOR FORMAL BIDS

Leaf Machine Mounted on a 2018 or Newer Freightliner or Equivalent  
FOR

CITY OF OXFORD, NORTH CAROLINA

Sealed proposals will be received by the City of Oxford, North Carolina until 2:00 p.m. Wednesday, November 28th, 2018, at 127 Penn Avenue, Public Works Complex, for the purpose of purchasing of a Leaf Machine Mounted on a 2018 or Newer Freightliner or Equivalent, where they will be opened and read aloud.

The item will follow the following detail:

*Powered by diesel 4 cycle engine rated for 74 HP or more*  
*Hopper - 25 cubic yards with single top hinged rear door and manual latches*  
*30" diameter suction impeller with six 3/8" thick T-1 steel blades*  
*4-groove power band belt drive for suction impeller*  
*16" diameter x 120" rubber suction hose with steel nozzle*  
*Hydraulic hose boom powered by an electric/hydraulic pump*  
*13" clutch assembly with a 2.25" diameter PTO shaft & safety engagement*  
*44-gallon polyethylene fuel tank*  
*Exterior mounted engine controls with engine safety shut down system*  
*Underbody type hoist that dumps to 52 degrees and is power up/down*  
*Gear driven hydraulic pump powers the 26.6 ton capacity hoist*  
*LED type DOT lights and 2 oval LED amber flasher lights at rear*  
*All components pre-painted prior to assembly - standard color is white*  
*Mounted on approved chassis*  
*All components pre-painted prior to assembly - standard color is white*  
*LED Traffic directional light bar mounted on the rear door*  
*2018 or newer Freightliner or equivalent 33,000 GVW chassis with dual steering*  
*These are the minimum requirements for bid.*  
WE DO NOT WANT INSIDE REMOTE.

The Owner reserves the rights to waive any informality or to reject any or all Bids.

For any questions regarding this proposal, please contact Roger Elliott, Street Superintendent at 919-603-1150.

Bids can be mailed to: The City of Oxford, P.O. Box 1307, Oxford NC 27565, attention “Roger Elliott”. Proposals can also be emailed to [Roger.Elliott@oxfordnc.org](mailto:Roger.Elliott@oxfordnc.org) , subject line “Leaf Machine Proposal 2018”. All bidders will be notified of the results.

CITY OF OXFORD, NORTH CAROLINA 27565



**Customer:** City of Oxford  
**Contact:** Roger Elliott

**Ship To:** 127 Penn Ave.  
 Oxford, NC 27565

<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
1	<p><b>Extreme Vac SCL65-SM 25 Yard</b>            Body Paint: White  <i>Includes standard equipment, as well as the following options:</i></p> <p>Xterme Vac model # XV550SM25 in lieu of SCL65-SM (Model number changed - same unit)</p> <p>John Deere Power Tech EWX 2.9L 3 cylinder diesel rated for 74 HP Final Tier 4            Hopper - 25 cubic yards with single top hinged rear door            30" diameter suction impeller with six 3/8" thick T-1 steel blades            3-groove power band belt drive for suction impeller            16" diameter x 120" urethane suction hose with steel nozzle            Hydraulic hose boom powered by an electric/hydraulic pump            13" clutch assembly with a 2.25" diameter PTO shaft            44-gallon polyethylene fuel tank            Electronic engine controls with engine safety shut down system            Boxed perforated pleated radiator screen in lieu of standard            F/S CAMSET56-NTSC-2 rear color camera with 5.6" screen with audio            Underbody type hoist that dumps to 52 degrees and is power up/down            LED type DOT lights and 2 oval LED amber flasher lights at rear            All components pre-painted prior to assembly - hopper color White            Engine compartment &amp; vacuum blower housing painted battleship grey            Poly fenders mounted on rear wheels            Mounted on approved new chassis</p> <p>Light bar on hopper nose cone with 4 front facing amber flashing LED lights            HD Rubber suction hose in lieu of urethane (N/A with 3-Axis boom)</p> <p>Freight - Factory to AECI Carolinas            PDI &amp; One local move to Truck Dealer OR Customer            Mobile On-site Warranty Pkg., 1 yr.</p>	\$73,168.25	\$73,168.25
<b>Body Total:</b>			\$73,168.25
1	<p><b>2018 Freightliner M2 106 35,000 GVWR</b></p>	\$78,800.00	\$78,800.00

White  
Dual Steer

**Agenda Item 3e, Attachment D**

Chassis Total: \$78,800.00  
Body Total: \$73,168.25  
Sales Tax:  
Unit Purchase Price: \$151,968.25

Chassis ETA to Body Mfg.: Days after receipt of ORDER  
Body ETA: 120 Days after receipt of TRUCK  
Estimated Delivery: 135 Days after receipt of ORDER

Quoted By: **Matt Garon**  
Sales Representative

Quote Date: 11/15/2018  
Quote Expires: 12/15/2018

**TAXES:** Unless itemized above, prices do not include local, state or federal taxes. AECI cannot collect NC "Highway Use Tax". NC Customers pay "Highway Use Tax" directly to NCDMV when titling vehicle. **PAYMENT TERMS:** Payment due within 15 DAYS after acceptance of equipment. **QUOTE EXPIRATION:** Pricing is typically honored for 30 days from date quoted, but pricing is subject to change under extenuating circumstances including, but not limited to, volatile markets, factory price increases, etc. Amick makes every effort to give ample notice when we are able. **DELIVERY ESTIMATES:** ETA's are based on production schedules at the time of quote and are subject to changes in truck or body production schedules as well other factors such as transportation delays, etc. **WEIGHT RESTRICTIONS:** Operating overweight equipment can result in fines, damage to equipment or injury to operators. Amick Equipment makes every effort to quote equipment meeting local, state & federal weight regulations. Nevertheless, it is up to the end user to familiarize themselves with all applicable weight laws and avoid exceeding legal weight limits, regardless of truck's GVWR. **CHASSIS DEALERS - PLEASE NOTE:** Please ensure chassis specs meet body manufacturer's minimum requirements, which are supplied upon request. Deviations may result in additional charges, for which the truck dealer will be responsible. **CHASSIS DEALER TERMS:** Payment term begins when truck is delivered to customer or truck dealer for PDI, whichever is first. Payments received later than 15 DAYS are subject to penalty of 6% APR, calculated on a daily basis. ANY EXCEPTIONS must be agreed to writing by Amick representative prior to order.

**ADDITIONAL OPTIONS AVAILABLE - Not included in base price above.**

**Description**

**Unit Price**



**Customer:** Town of Wendell

**Ship To:** 15 East Forth St.  
Wendell, NC 27591

**Contact:** Brian Bray

**\*\*Quoted using City of Oxford's bid for New Leaf Truck 2018' (less chassis)**

<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
1	<p><b>Extreme Vac SCL65-SM 25 Yard</b></p> <p>Body Paint: White</p> <p><i>Includes standard equipment, as well as the following options:</i></p> <p>Xterme Vac model # XV550SM25 in lieu of SCL65-SM (Model number changed - same unit)</p> <p>John Deere Power Tech EWX 2.9L 3 cylinder diesel rated for 74 HP Final Tier 4</p> <p>Hopper - 25 cubic yards with single top hinged rear door</p> <p>30" diameter suction impeller with six 3/8" thick T-1 steel blades</p> <p>3-groove power band belt drive for suction impeller</p> <p>16" diameter x 120" urethane suction hose with steel nozzle</p> <p>Hydraulic hose boom powered by an electric/hydraulic pump</p> <p>13" clutch assembly with a 2.25" diameter PTO shaft</p> <p>44-gallon polyethylene fuel tank</p> <p>Electronic engine controls with engine safety shut down system</p> <p>Boxed perforated pleated radiator screen in lieu of standard</p> <p>F/S CAMSET56-NTSC-2 rear color camera with 5.6" screen with audio</p> <p>Underbody type hoist that dumps to 52 degrees and is power up/down</p> <p>LED type DOT lights and 2 oval LED amber flasher lights at rear</p> <p>All components pre-painted prior to assembly - hopper color White</p> <p>Engine compartment &amp; vacuum blower housing painted battleship grey</p> <p>Poly fenders mounted on rear wheels</p> <p>Mounted on approved new chassis</p> <p>Light bar on hopper nose cone with 4 front facing amber flashing LED lights</p> <p>HD Rubber suction hose in lieu of urethane (N/A with 3-Axis boom)</p> <p>Freight - Factory to AECl Carolinas</p> <p>PDI &amp; One local move to Truck Dealer OR Customer</p> <p>Mobile On-site Warranty Pkg., 1 yr.</p>	\$73,093.25	\$73,093.25
			<p><b>Body Subtotal:</b> \$73,093.25</p> <p><b>Body Total:</b> \$73,093.25</p>
1	<p><b>2019 International 7300 SBA 4x2 35,350</b></p> <p>Cummins B6.7 280 hp</p> <p>White</p>	\$78,750.00	\$78,750.00

**Agenda Item 3e, Attachment D**

Chassis Total: \$78,750.00

Body Total: \$73,093.25

Sales Tax:

**Unit Purchase Price: \$151,843.25****Chassis ETA to Body Mfg.:** 150 Days after receipt of ORDER**Body ETA:** 120 Days after receipt of TRUCK**Estimated Delivery:** 285 Days after receipt of ORDER**Quoted By:** **Matt Garon**  
*Sales Representative***Quote Date:** 1/8/2019**Quote Expires:** 2/7/2019

**TAXES:** Unless itemized above, prices do not include local, state or federal taxes. AECl cannot collect NC "Highway Use Tax". NC Customers pay "Highway Use Tax" directly to NCDMV when titling vehicle. **PAYMENT TERMS:** Payment due within 15 DAYS after acceptance of equipment. **QUOTE EXPIRATION:** Pricing is typically honored for 30 days from date quoted, but pricing is subject to change under extenuating circumstances including, but not limited to, volatile markets, factory price increases, etc. Amick makes every effort to give ample notice when we are able. **DELIVERY ESTIMATES:** ETA's are based on production schedules at the time of quote and are subject to changes in truck or body production schedules as well other factors such as transportation delays, etc. **WEIGHT RESTRICTIONS:** Operating overweight equipment can result in fines, damage to equipment or injury to operators. Amick Equipment makes every effort to quote equipment meeting local, state & federal weight regulations. Nevertheless, it is up to the end user to familiarize themselves with all applicable weight laws and avoid exceeding legal weight limits, regardless of truck's GVWR.

**CHASSIS DEALERS - PLEASE NOTE:** Please ensure chassis specs meet body manufacturer's minimum requirements, which are supplied upon request. Deviations may result in additional charges, for which the truck dealer will be responsible. **CHASSIS DEALER TERMS:** Payment term begins when truck is delivered to customer or truck dealer for PDI, whichever is first. Payments received later than 15 DAYS are subject to penalty of 6% APR, calculated on a daily basis. ANY EXCEPTIONS must be agreed to writing by Amick representative prior to order.

**ADDITIONAL OPTIONS AVAILABLE - Not included in base price above.**DescriptionUnit Price

**Item Title:**

Recognition of East Wake High School teacher: Julie Scalzo.

**Board of Commissioners Meeting:**

Monday, January 14, 2019

**Specific Action Requested:**

Recognition.

**Item Summary**

Ms. Julie Scalzo has been teaching for the past nineteen years. She believes the greatest contribution that she can make to education is to love her students, teach in a dynamic way, and help to lighten a burden that a student may face. Ms. Scalzo tries to do each of these things everyday with the hope that she will make a difference in the lives of her students.

As Ms. Scalzo reflects on being named East Wake High School's Teacher of the Year, she is thankful to be recognized for the work she enjoys doing so much. This honor means a great deal to her because it is a direct reflection of so many of her students and their hard work. She has had students think deeper, push harder, and complete tasks that they at one-time thought were almost impossible in an effort to better themselves and focus on their futures and has been fortunate to create strong, lasting relationships with so many of her students. Ms. Scalzo can't imagine a greater accomplishment than being a teacher that is remembered, respected, and admired by her students.

**Attachments:**

None



**Item Title:**

Recognition of Wendell Rams Pee Wees and Mighty Mites.

**Board of Commissioners Meeting:**

Monday, January 14, 2019

Monday, December 10, 2018 – cancelled due to weather

**Specific Action Requested:**

Recognition.

**Item Summary**

On behalf of the Town of Wendell, the Town Board of Commissioners wishes to acknowledge the Wendell Rams Pee Wees and Mighty Mites for their 2018 seasons and each winning its Super Bowl on Saturday, November 17, 2018.

Congratulations!!

**Attachments:**

A. Photo Collage





# WENDELL RAMS

YOUTH FOOTBALL & CHEERLEADING



## 2018



UNDEFEATED (11-0)

E.W.F.L.  
SUPER BOWL CHAMPIONS



WENDELL RAMS  
(PEE WEES)



# WENDELL RAMS

YOUTH FOOTBALL & CHEERLEADING



## 2018



BACK TO BACK (10-1)



E.W.F.L.  
SUPER BOWL CHAMPIONS (2xs)

WENDELL RAMS  
(MIGHTY MITES)



**Item Title:**

Presentation of the Town of Wendell 2018 audit report by Petway Mills and Pearson PA

**Report to the Board of Commissioners:**

Monday, January 14, 2019

Monday, December 10, 2018 – cancelled due to weather

**Specific Action Requested:**

Request that the 2018 audit report be received by the Board of Commissioners

**Item Summary:**

The annual audit for the Town of Wendell was conducted by Petway Mills and Pearson for the fiscal year 2017-2018 (July 1 to June 30). Prior to the board meeting of January 14th, the audit committee will meet with the previously mentioned audit firm to discuss the details of the audit. A summary of the audit committee meeting will be presented to the public and the full board of commissioners by Briggs Pettway of Petway Mills and Pearson.

Staff is recommending that the 2018 audit report be approved.

**Attachments:**

- A. Bound Audit Report for the fiscal year 2017-2018 will be distributed at the Board meeting.

.

**Item Title:**

Update on the Wake County Fire Commission.

**Board of Commissioners Meeting:**

Monday, January 14, 2019

Monday, December 10, 2018 – cancelled due to weather

**Specific Action Requested:**

Presentation.

**Item Summary**

Lucius Jones, municipal representative for the Town of Wendell, will provide an update on the Wake County Fire Commission.

**Attachments:**

None

**Item Title:**

Evidentiary Hearing on a Special use permit for an indoor event space located at 37 N Main Street.

**Report to the Board of Commissioners:**

- Monday, January 14, 2019

**Specific Action Requested:**

- The Board of Commissioners is asked to hold a public hearing and take action on a Special Use Permit request for property described herein.

**Item Summary:**

Kathy Dara has requested a Special Use Permit to authorize an indoor event venue to be constructed and operated on the rear portion of 37 N. Main Street. The Dara family recently purchased this property, which is adjacent to their coffee shop at 41 N. Main Street. The front of 37 N. Main Street (~1370 square feet) contains a hair salon. This existing space would remain unchanged. The rear portion of the building (~2400 square feet, separated from the front) would be torn down and rebuilt as a 2 story indoor event venue to host a multitude of events, such as wedding receptions, corporate retreats, birthday parties, etc. Currently the town does not have any indoor event venues in the downtown district.

**Applicant's Justification:**

The applicant's justification and Special Use Permit responses are included within Attachment B. The applicant is requesting a variance to the Town's parking requirements in order to allow additional on-street parking beyond the boundary of her parcel to satisfy this use's parking needs. Additional information is provided on page 4 of this report.

In regards to hours of operation, the applicant provided the following information:

- At this time we are thinking 9am – 11:30 pm weekdays and 10 am-11:30 pm Saturdays and Sundays will be hours available for events. However we are expecting 2 -4 events a week mostly during the hours of 5pm – 11:30 during the week and midday on weekends.

**Location:**

37 N Main Street.

**History:**

The applicant has contracted Tony Johnson (architect) to develop plans in order to ensure that the proposed building will meet all applicable building and fire codes. Those plans are under development, but the applicant wanted to confirm the use would be allowed before finalizing them.

The applicant has provided concept plans (Attachment A) to show the general layout and design of the new building. As can be seen in Attachment A, the majority of the space (~1890 sq. ft.) would be an open-concept design with tall ceilings going all the way up to the roof. There would be a staircase leading up to a small second floor space that could be used as a bridal room or staging area. The exterior of the building would be clad in a masonry material. The existing sidewalk along the exterior of the building would remain intact.

**Project Profile:**

PROPERTY LOCATION:	37 N Main Street
WAKE COUNTY PIN:	1784 60 8209
ZONING DISTRICT:	DMX
CROSS REFERENCES:	
PROPERTY OWNER:	Dara Properties Inc. 3512 Coach Lantern Ave. Wake Forest NC, 27587
APPLICANT:	Dara Properties Inc. 3512 Coach Lantern Ave. Wake Forest NC, 27587
PROPERTY SIZE:	0.1 ac.
CURRENT LAND USE:	Vacant
PROPOSED LAND USE:	Entertainment/Recreation

**Project Setting – Surrounding Zoning Districts and Land Uses:**

<u>DIRECTION</u>	<u>LANDUSE</u>	<u>ZONING</u>
North	Commercial	DMX
South	Commercial	DMX
East	Commercial	DMX
West	Commercial	DMX



**Aerial Map:**



**Zoning District:**

This site and all adjacent properties are allocated within the town's Downtown Mixed Use (DMX) zoning district. Indoor Event Venues are allowed with a Special Use Permit in the DMX district.



**Parking:**

Assembly uses require 1 parking space per 4 seats. The application indicates that the proposed space could accommodate up to 125 people, while they don't expect to book the space for more than 100 people. Based on 125 people, 32 parking spaces would be required (or 25 spaces for 100 people). In the Downtown District, adjacent on-street parking may be used to satisfy parking requirements. Based on staff's calculations, there are 19 parking spaces that are directly adjacent to this space (3 on N Main St, 16 on W Depot). However, there are a total of 35 spaces on W. Depot if you count those that extend past the boundaries of this property.

As part of this request, the applicant is requesting a variance to allow additional on-street parking beyond the boundary of her parcel to satisfy her use's parking needs. Based on the total parking requirement, this would amount to the potential use of 12 additional on-street parking spaces beyond the edges of 37 N. Main Street.

**Lighting:**

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

**Public Utilities:**

The site utilizes public water and sewer.

**Stormwater Management:**

The proposed building and use match the existing building footprint. Thus, there is no impact on stormwater management.

**Staff Comments:**

- The applicant has requested a variance to the town's parking requirements in order to allow additional on-street parking, not directly adjacent to her property, to satisfy her parking needs. There is significant on-street parking in the vicinity (35 spaces on W. Depot St. alone). Furthermore, use of the indoor event venue will be periodic, with some events occurring on off-hours when many retail establishments may be closed. For these reasons, staff does not believe granting this request would negatively impact surrounding properties.

**Attachments:**

- A. Concept Plan
- B. Application – SU17-01 (with the applicant’s responses to SUP questions)
- C. Section 38-319 - When conditional or special uses may be granted.







## TOWN OF WENDELL Special Use Permit Application

Date of Application: 12/18/2018 Application Number: 5018-02

Location of Property: 37 C. N Main St Wendell NC 27591

OMX Current Zoning District:  
Wake Co. PIN: 1784608209

Applicant's Name: Kathy Dara

Applicant's Mailing Address: 3512 Coach Lantern Ave

City/State/ZIP: Wake Forest NC 27587

Phone: 919-272-6650 Email: Kathy.dara@yahoo.com

Property Owner's Name: Dara Properties Inc

Property Owner's Address: 3512 Coach Lantern Ave

City/State/ZIP: Wake Forest NC 27587

Phone: 919-272-6650 Email: kathy.dara@yahoo.com

Type of Special Use/Reason for Special Use (cite the code section to which this Special Use applies):

Event Space (Indoor)

Intended use of property, building or structure as a Special Use (describe below):

Special Events

Is this a modification of a previously-issued SUP? ☐ Yes ☒ No

Other information: \_\_\_\_\_

The following information MUST be included before the application will be accepted and processed:

- ☐ Attachment A – A list of adjacent property owners (including across public right-of-ways) and their mailing and physical addresses.
- ☐ Attachment B – write up with the following questions numbered, listed, and answered:
  1. Are there any variances being requested? If so, list each one.
  2. Will utilities, fire, police, and other necessary public and private facilities and services be adequate to handle the proposed use? Please explain how they will or will not be adequate.
  3. How will the proposed use affect the health and safety of the residents and workers of Wendell?
  4. Will the proposed use affect the use or development of adjacent properties or other uses?
  5. Will the proposed use constitute a nuisance or hazard because of the number of persons who will attend or use the facility, vehicular movement, noise, or fume generation or type of activity? Explain.
  6. What are the hours of operation?
  7. How many work shifts will there be?
  8. How many employees will work per shift? \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time

*The undersigned property owner hereby authorizes the filing of this application and any subsequent revisions thereto. The filing of this application authorizes the Town of Wendell staff to enter upon the site to conduct relevant site inspections as deemed necessary to process the application.*

Signature: \_\_\_\_\_ Date: 12/13/18

*As the applicant, I agree that this permit, if granted, is issued on the presentation made herein and that this permit may be revoked in the event of any breach of representation or non-compliance of conditions of the permit. It is further understood that if the Special Use as requested herein is not started within twelve (12) months from the date of issuance, that the permit shall become invalid. Fees are nonrefundable. The applicant is responsible for presenting their case to the town.*

Signature: \_\_\_\_\_ Date: 12/13/18

<b>OFFICE USE ONLY</b>			
Fee Paid: <u>\$550</u>	Check # <u>95</u>	Recvd By: <u>SB</u>	Date: <u>12-13-18</u>
BOARD OF COMMISSIONERS Date of Public Hearing: <u>1-14-19</u>		Date Sign Erected: <u>12-31-18</u>	
Dates Public Hearing Advertised (#1) <u>12/27/18</u> in <u>Zebulon Times</u> (#2) <u>1/3/19</u> in <u>Zebulon Times</u>			
Town Board Recommendation	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial	
Conditions _____			
Town Clerk Signature _____		Date _____	
Mayor's Signature _____		Date _____	

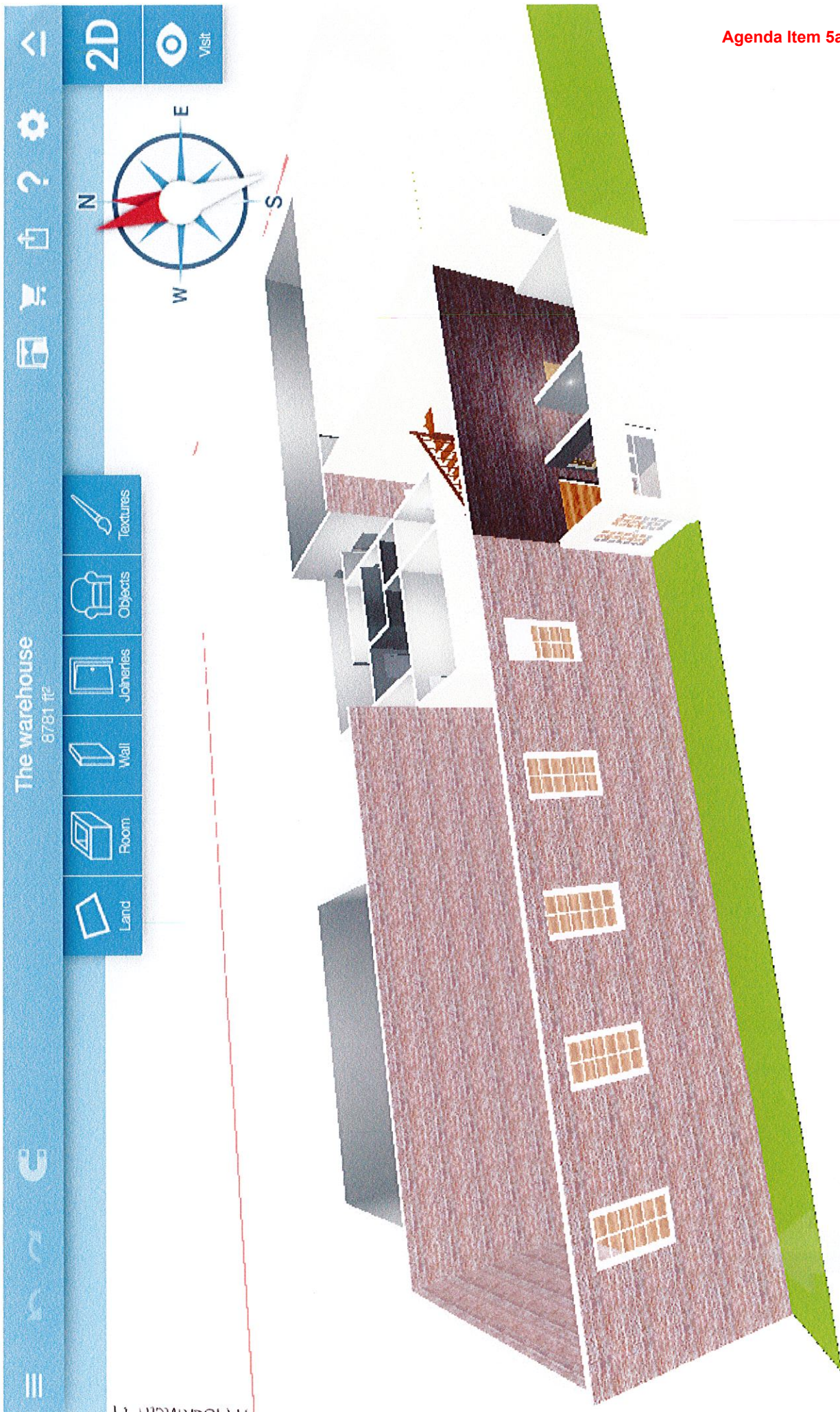
- Attachment A – A list of adjacent property owners (including across public right-of- ways) and their mailing and physical addresses.

1. 41 N Main St Wendell NC 27591 Dara Properties
  - a. 3512 Coach Lantern Ave Wake Forest NC 27587
2. 43 N Main St Wendell NC 27591
  - a. Mitiendastore Corp 3839 Pin Oak Rd Raleigh NC 27604
3. 11 W 4<sup>th</sup> St Wendell NC 27591
  - a. Clarence and Joyce Davis 123 Westover Dr Knightdale NC 27545
4. 15 W 4<sup>th</sup> St Wendell NC 27591
  - a. G&W LLC PO Box 980 Wendell NC 27591
5. 42 N Main St Wendell NC 27591
  - a. LEN Properties LLC 3614 Forward Way Raleigh NC 27614

□ Attachment B – write up with the following questions numbered, listed, and answered:

1. Are there any variances being requested? If so, list each one.
  - Yes. We are requesting a variance to the Town's parking requirements in order to allow additional on-street parking to satisfy our parking needs.
2. Will utilities, fire, police, and other necessary public and private facilities and services be adequate to handle the proposed use? Please explain how they will or will not be adequate.
  - We believe they will all be adequate. The police station is nearby and the building will be easily accessible for the fire department access.
3. How will the proposed use affect the health and safety of the residents and workers of Wendell?
  - We don't foresee a negative health or safety impact.
4. Will the proposed use affect the use or development of adjacent properties or other uses?
  - We don't believe our facility will negatively affect the surrounding business. We are however hopeful that it will bring new people to Wendell which in turn will add to the environment and development of Wendell.
5. Will the proposed use constitute a nuisance or hazard because of the number of persons who will attend or use the facility, vehicular movement, noise, or fume generation or type of activity? Explain.
  - No it will not pose a nuisance as the event space will be internal and there is a good amount of parking in Depot. We will mostly operate during the town's slower times so we don't expect a larger impact than the town can accommodate.
6. What are the hours of operation?
  - TBD - At this time we are thinking 9am – 11:30 pm weekdays and 10 am- 11:30 pm Saturdays and Sundays will be hours available for events. However we are expecting 2 -4 events a week mostly during the hours of 5pm – 11:30 during the week and midday on weekends.
7. How many work shifts will there be?
  - To be determined but figuring for 1 shift per event.
8. How many employees will work per shift? \_\_\_\_\_ Full-time    2-6 Part-time





Attachment A



**Attachment C**

**B. General Requirements:**

- 1.** Only those uses enumerated as Special Uses in a zoning district shall be authorized by the Board of Commissioners.
- 2.** The evaluation and approval of the Special Use Permit shall be governed by quasi-judicial proceedings, which are based upon the sworn testimony and evidence presented at the hearing relevant to the following standards:
  - a.** That the proposed use does not affect adversely the general plans for the physical development of the town as embodied in this Ordinance and in any plan or portion thereof adopted by the Board of Commissioners;
  - b.** The proposed use will not be contrary to the purposes stated for these regulations;
  - c.** The proposed use will not adversely affect the health and safety of residents and workers in the town;
  - d.** The proposed use will not be detrimental to the use of development of adjacent properties or other neighborhood uses;
  - e.** The proposed use will not be affected adversely by the existing uses;
  - f.** The proposed use will be placed on a lot of sufficient size to satisfy the space requirements of the use;
  - g.** The proposed use will not constitute a nuisance or hazard because of the number of persons who will attend or use the facility, vehicular movement, noise, or fume generation or type of physical activity;
  - h.** The standards set forth for each particular use for which a permit may be granted have been met;
  - i.** The Board may impose or require such additional restrictions and conditions as may be necessary to protect the health and safety of works and residents in the community, and to protect the value and use of property in the general neighborhood;
  - j.** The proposed use shall be subject to the minimum area, setback, and other location requirements of the zoning district in which it will be located; and
  - k.** The proposed use shall be subject to the off-street parking and service requirements of these regulations.
  - l.** Wherever the Board shall find, in the case of any permit granted pursuant to the provisions of this chapter, that any of the terms, conditions, or restrictions, on which such permit was granted are not being complied, the Board shall rescind and revoke the permit after giving due notice to all parties concerned and granting full opportunity for a public hearing.

**Item Title:**

Public Hearing on a Zoning Text Amendment to Chapter 9 of the UDO as it relates to exemptions to road improvement requirements for the construction of a single family dwelling.

**Report to Board of Commissioners:**

- Monday, January 14, 2019
- Monday, December 10, 2018 – cancelled due to weather [NC GS 160A-81]

**Report to the Planning Board:**

- Monday, November 19, 2018

**Specific Action Requested:**

- That the Town Board hold a public hearing on the proposed text amendment request and consider taking action.
  - Action could consist of adopting the attached ordinance, or delaying action for further deliberation.

**Applicant:**

Town of Wendell

**Petition:**

Chapter 9 of the UDO contains the Town's general provisions for street design, including street types, connectivity standards, and infrastructure improvement requirements. Infrastructure improvement requirements are meant to ensure that road improvements occur as development occurs. This is important for the Town since it does not have the authority to assess impact fees as an alternative means of funding transportation improvements over time. Requiring infrastructure improvements with development also prioritizes more significant investment along the Town's primary roadways and reduces the occurrence of single family homes fronting directly on collector or arterial roads, which in greater numbers can have negative traffic impacts due to numerous driveways and access points.

However, the Town did include some exemptions to the infrastructure improvement requirements related to replacement homes, family subdivisions, and the construction of a single home on a very large, otherwise vacant lot. The existing language for Section 9.3 is provided below, with the text under consideration for amendment underlined.

### **Existing Language for Section 9.3 of the UDO (General Provisions for Street Design)**

“New development or redevelopment with frontages on existing publicly-maintained streets shall be required to upgrade all street frontages to meet the standards of this Ordinance including sidewalks, street trees, curb and gutter, and right-of-way dedication. Payment in lieu of physical improvements may be permitted by the Board of Commissioners.

Replacement of a single family dwelling shall not require roadway infrastructure improvements unless said property is within 300 feet of an existing sidewalk on the same side of the street, in which case the property owner shall be responsible for installing sidewalk, curb, and gutter along their frontage.

Family Subdivisions and development which consists solely of the construction of one single-family dwelling on a tract of land which is **ten** acres or more in size and which contains no existing residences shall not be required to construct the street to the standard section and shall not be required to pay a fee in lieu of such street construction. Dedication of right-of-way along existing roads and reservation of right-of-way along future streets shall be required.”

### **Proposed Amendment:**

The current text of 9.3 includes an exemption for the construction of one single-family dwelling on a tract of land which is ten (10) acres or more in size. While acknowledging the intent of the ordinance and the importance of retaining a size threshold for an exemption, the town has been requested to **consider reducing the size threshold for the exemption from ten (10) acres to five (5) acres in size.**

The proposed change would still protect against the likelihood of someone subdividing a stretch of a collector or arterial road into numerous single family lots fronting on the road. At the same time, reducing the threshold to 5 acres would provide some relief to those existing lots between 5 and 10 acres in size.

This particular change was brought to staff’s attention due to an existing lot along Old Zebulon road that is 6 acres in size, which the new owner wishes to build a home on. The Town Board has suggested that there may be other changes they would like to explore related to the Town’s Transportation Plan and associated improvement standards, but staff is seeking to arrive at a decision for this particular change ahead of other considerations in order to provide more immediate closure to the property owner and any other owners who may find themselves in a similar situation.

### **Planning Board Recommendation:**

At their November 19, 2018 meeting, the planning board voted 8-0 in favor the proposed amendment to reduce the size threshold for an exemption to road improvements from 10 acres to 5 acres.

**Voting in Favor:** Errol Briggerman, Victoria Curtis, Lloyd Lancaster, Allen Swaim, Michael Clark, Joe DeLoach, Ryan Zakany, and Grace Walter.

**Voting Against:**

**Absent:** Jonathan Olson

### **Statement of Plan Consistency and Reasonableness**

- Any recommended change to the zoning text should be accompanied by a statement explaining how the change is consistent with the comprehensive plan, and is reasonable in nature.
  - At their November 19, 2018 meeting, the Planning Board found the proposed amendment to be consistent with Principle # 8 of the Wendell Comprehensive Plan and reasonable in nature in order to ensure transportation improvements occur over time without constraining the ability to use larger tracts for a single dwelling/homestead.
    - Principle # 8: Ensure local and regional transportation interconnectivity and options while also maintaining and enhancing Wendell as a walkable community.

### **Staff Recommendation:**

Staff recommends approval of the text amendment request.

### **Attachments:**

- A. Ordinance for Adoption



**TOWN OF WENDELL**

**NORTH CAROLINA**

**ORD # O-19-2018**

**AN ORDINANCE TO AMEND CHAPTER 9 OF THE  
TOWN OF WENDELL UNIFIED DEVELOPMENT ORDINANCE  
AS IT RELATES TO EXEMPTIONS TO ROADWAY INFRASTRUCTURE  
IMPROVEMENT REQUIREMENTS**

**WHEREAS**, Chapter 9 of the UDO contains the Town's general provisions for street design, including street types, connectivity standards, and infrastructure improvement requirements; and

**WHEREAS**, the Town has initiated a petition to amend Section 9.3 in order to expand the exemption to roadway improvements related to the construction of a single dwelling to include any lot 5 acres or more in size, rather than 10 acres or more in size; and

**WHEREAS**, the Town of Wendell Unified Development Ordinance Section 15.11 establishes uniform procedures for amending the text of the Ordinance;

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

SECTION 1. That Section 9.3 be amended to read as follows (10 acre threshold changed to 5 acres):

**9.3 General Provisions for Street Design**

New development or redevelopment with frontages on existing publicly-maintained streets shall be required to upgrade all street frontages to meet the standards of this Ordinance including sidewalks, street trees, curb and gutter, and right-of-way dedication. Payment in lieu of physical improvements may be permitted by the Board of Commissioners.

Replacement of a single family dwelling shall not require roadway infrastructure improvements unless said property is within 300 feet of an existing sidewalk on the same side of the street, in which case the property owner shall be responsible for installing sidewalk, curb, and gutter along their frontage.

Family Subdivisions and development which consists solely of the construction of one single-family dwelling on a tract of land which is **five** acres or more in size and which contains no existing residences shall not be required to construct the street to the standard section and shall not be required to pay a fee in lieu of such street construction.

Dedication of right-of-way along existing roads and reservation of right-of-way along future streets shall be required.”

SECTION 2. That all laws and clauses of law in conflict herewith are hereby repealed to the extent of said conflict.

SECTION 3. That if this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given separate effect and to the end the provisions of this ordinance are declared to be severable.

SECTION 4. That the proposed text amendment to Chapter 9 is found to be consistent with Principle # 8 of the Wendell Comprehensive Plan and reasonable in nature in order to ensure transportation improvements occur over time without constraining the ability to use larger tracts for a single dwelling/homestead.

- Principle Number 8: “Ensure local and regional transportation interconnectivity and options while also maintaining and enhancing Wendell as a walkable community.”

SECTION 5. That this ordinance has been adopted following a duly advertised public hearing of the Town Board and following recommendation by the Planning Board.

SECTION 6. That this ordinance shall be enforced as provided in G.S. 160A-175 or as provided for in the Wendell Town Code.

SECTION 7. That this ordinance shall become effective upon its adoption by the Wendell Board of Commissioners.

**DULY ADOPTED** the 14th day of January 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:**

Parks & Recreation Master Plan Award of Contract

**Board of Commissioners:**

Monday January 14, 2019

**Specific Action Requested:**

Award master plan contract to McGill Associates

**Item Summary:**

The purpose of a master plan is to develop a comprehensive vision for a park system, individual park, open space area, recreation facility, and/or programs in context of its location, natural resources, and visions of the community. This vision will serve as a framework for the long-term use and development of a park or facility.

Parks and recreation master planning is a comprehensive process that provides guidance and policy direction to local government decision makers. The planning process, which engages stakeholders and garners public input, provides a foundation for understanding and responding to the parks and recreation needs of a community. The process involves strategically examining a community's vision, existing community services, facilities, and resources, and assessing future needs concerning parks, recreation, open space, and greenways.

Wendell has had significant changes since the last master plan was completed back in 2011. Many of the recreational needs have either been addressed or are no longer relevant. The Parks and Recreation Director secured three bids from firms known for producing outstanding Masterplans. Below are their final bids:

McGill Associates - \$19,150

Withers Ravenel - \$37,800

Susan Hatchell Landscape Architecture - \$23,860

The proposals were reviewed by staff to ensure they met the requested scope of work. The Parks and Recreation Commission discussed the proposals at their meeting of January 7, 2019 and recommended awarding the contract to McGill Associates.

Once awarded, staff will coordinate scheduling the project. McGill and Associates reports that they are available to accommodate the Town's schedule and that the project typically takes between four (4) to six (6) months to complete.

The master plan will compose of six (6) work phases that include (1) establishing the project oversight group; (2) inventory and trends analysis; (3) public input; (4) gap analysis and needs assessment; (5) recommendations and prioritization; and (6) develop the strategic plan.

The process will seek community involvement through two (2) public input meetings open to the public and two (2) focus group interviews with stakeholders. The consultant will also meet approximately four (4) times over the course of the project with the master plan committee comprised of Town staff and stakeholders.

The development of a parks and recreation master plan is not in the 2019 Budget. Initiating the master plan in the spring of 2019 is necessary to submit projects for funding through the Parks and Recreation Trust Fund and to provide guidance for the acquisition of property, capital planning of facilities, and be eligible to apply for If approved, the expense will be included in the end of year budget amendment.

**Recommendation:**

Award the Town of Wendell Parks and Recreation Master Plan contract to McGill Associates in the amount of \$19,150.

**Attachments:**

McGill Associates Proposal for Professional Planning Services for the System-Wide Parks & Recreation Master Plan for the Town of Wendell, NC





November 19, 2018

Mr. Jeff Polaski  
Parks and Recreation Director  
Town of Wendell  
15 East Fourth Street  
Wendell, North Carolina 27591

RE: Proposal for Professional Planning Services  
System-Wide Parks & Recreation Master Plan  
Town of Wendell, North Carolina

Dear Mr. Polaski:

McGill Associates is pleased to provide you with this proposal to provide professional planning services for the above referenced project. McGill Associates proposes to provide the following specific scope of work listed below:

### **SCOPE OF SERVICES**

#### ***Phase 1: Establish Project Oversight Group***

##### ***Program Management Component***

- Define role of Master Plan Committee
- Discuss if any additional stakeholders should work with Master Plan Committee
- Determine if any additional oversight groups needed
- Develop the final project scope
- Finalize project schedule and budget
- Define project management parameters

##### ***Recreation Master Plan Objectives***

- Define the Town's role in recreation services
- Complement and strengthen other local recreation programs
- Solicit meaningful public involvement
- Define short-term and long-term strategies for program development

#### ***Phase 2: Inventory and Trends Analysis***

##### ***Factors influencing the recreation program***

- Survey and assessment of community recreational needs
- Inventory of public and private recreational services and facilities in the community that impact the citizens of the Town of Wendell:

Mr. Jeff Polaski  
November 19, 2018  
Page 2

- Schools System
- Neighboring Recreation and Park Programs
- Private / non-profit
- Evaluation of current recreation sites
- Review demographic and land-use forecast for 10-year planning period
- Regional recreation considerations
- Limiting factors for program development
- Identify anticipated growth areas and rates
- Identify areas for new land acquisition for new facilities and greenways
- Identify and integrate existing planning efforts

Review of Special Facility Trends

- Active recreation facilities
- Passive recreation facilities
- Maintenance standards
- Evolving program standards

***Phase 3: Public Input***

Community Involvement & Focus Group Interviews

- Provide well-organized, directed activities, techniques, and formats for public input that will ensure a positive, open, and proactive public participation process is achieved
- Conduct two (2) public input/comment community meetings
- Conduct two (2) focus group interviews with entities. Some ideas include Town Board, Town Planning Board, and other recreation providers
- Document ideas, concerns and issues from Project Oversight Group and public input sessions

***Phase 4: Gap analysis / Needs Assessment***

- Compare current recreation facilities and amenities with state standards and national standards
- Identify and evaluate current and future recreation trends
- Develop standards and formulate facility needs and locations

***Phase 5: Recommendations and Prioritization***

- Recreation Program Recommendations
  - Parks and open space facilities
  - Greenways / bikeways / pathways

Mr. Jeff Polaski  
November 19, 2018  
Page 3

- Facilities recommendations
  - Matching need with facilities
  - Locating future recreation facilities
  - Land acquisition
  - Improvements at existing facilities
- Program linkages (shared use)
  - Joint Recreation Planning
  - Interaction with state of North Carolina service providers or
  - local governing agencies
  - Economic development
  - Quality of life

***Phase 6: Develop Strategic Plan***

- Summarize recommendations and prioritize into a Draft Master Plan Report
- Develop Implementation and Funding Strategy
  - Develop final priorities for improvement
  - Scheduling new improvements and services
  - Identify costs for proposed improvements
  - Formulate 10-year Capital Improvement Plan (CIP)
  - Address funding opportunities
  - Evaluate and develop recommendations for staffing, operations and maintenance

***Deliverables***

- Ten (10) 8.5"x11" copies of the Master Plan Final Report
- Two (2) Copies of the Master Plan on CD

***Meetings***

- We anticipate (4) periodic meetings with the Project Oversight Group during the planning process.

***Basis for Compensation***

Based on our understanding of the project, we propose to provide the Scope of Services detailed in this proposal for a **lump sum fee of \$19,150**. Any additional services will be completed as directed by the Town in accordance with our Basic Fee Schedule.

**Additional Services**

1. Please note that the above fee does not include survey or designs associated with projects.
2. Providing services of professional consultants for items of work other than those described above.

Mr. Jeff Polaski  
November 19, 2018  
Page 4

**Owner's Responsibilities**

1. The Owner shall provide full information regarding site-related requirements for the Project.
2. The Owner shall designate a representative (authorized to act in his behalf) with respect to the Project. The Owner or his representative shall examine documents submitted by McGill and shall render decisions pertaining thereto promptly, avoiding unreasonable delay in the progress of McGill's work.
3. The owner will be responsible for the arrangement of notices and any other costs associated with the meeting schedules including facility cost, advertisement cost, etc.

We appreciate the opportunity to provide this proposal to the Town of Wendell for this important project, and we are prepared to begin work immediately to meet the Town's schedule. If this proposal is acceptable, please sign and return one (1) copy of this proposal to our office.

As always, if you have any questions regarding this proposal, please do not hesitate to contact me. We look forward to working with you and your staff on this project.

Sincerely:

McGILL ASSOCIATES, PA



MICHAEL J. NORRIS, PLA

Director of Land Planning and Recreation

Attachments: Basic Fee Schedule

ACCEPTANCE:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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



**Item Title:**

Presentation on Budget Process and Policies by Town Manager Marc Collins

**Report to the Board of Commissioners:**

Monday, January 14, 2019

Monday, December 10, 2018 – cancelled due to weather

**Specific Action Requested:**

No action requested

**Item Summary:**

Staff is preparing to initiate the Budget development process for the next fiscal year starting July 1, 2019. The budget is the most significant policy document adopted by the Commission on an annual basis. As such, staff will present on efforts for the forthcoming budget process to incorporate recommendations of the Government Finance Officers Association (GFOA) to enhance the policy document. The goal of the presentation is to prepare the Commission to make informed decisions about the provision of services and capital assets in a manner that is consistent with strategic goals and objectives.

**Attachments:**

A. Budget: Process and Policy Presentation

.

# Board of Commissioners Meeting

January 14, 2019



# Items to Cover:

- Definition and Mission of the Budget Process
- Relationship of the Strategic Plan
- Long-Term Financial Planning
- Achieving a Structurally Balanced Budget
- Fund Balance Guidelines
- Capital Planning & Infrastructure
- Performance Measures and Budget Monitoring
- Budget Document
- Budget Process

# Definition & Mission

Government Finance Officers Association (GFOA) & National Advisory Council on State and Local Budgeting (NACSLB):



- Definition of the Budget Process

“The budget process consists of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets.”

- Mission of the Budget Process

“To help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process.”



# Definition & Mission

GFOA identifies 4 key elements of an effective budget:



- Operations guide – Establishes resources for city organization
- Financial plan – Sets revenues and expenditures, capital needs, investments, borrowing, cash flow...
- Policy – Direct relationship and implementation tool of the Strategic Plan established by the Commission
- Communication – A primary public education and open governance document with performance measurements and outcomes



# Small Town, Big Charm

Wendell Town Motto

# Strategic Plan Implementation

Agenda Item 6b, Attachment A

- Commitment of Commission and Manager needed for success
- Strategic plan is included as a component of the annual Budget
- While balancing the strategic plan with available resources is important, it should not inhibit the community vision
- Objectives for a strategic plan will determine how resources can be tied to future goals
- Key is to complete long-term financial planning concurrently with the strategic plan
- Action plans require measurable initiatives
- The Budget is the implementation tool
- Monitor and reassess – living documents

## Strategic Planning Cycle



6





## Town of Wendell Vision Statement

“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.”

# Long-Term Financial Planning



- Elements:

- Time horizon – 5 to 10 years (can be more)
- Scope – All funds with focus on priorities
- Frequency – Annual review with Budget
- Content – financial environment, revenue & expenditure forecasts, debt position and affordability analysis, strategies for maintaining balance, monitoring mechanisms, and scorecard of key indicators of financial health.
- Visibility – Communication plan

- Steps:

- Mobilization Phase – Provides for policy review and development of priorities
- Analysis Phase – gathering and analysis of data through forecasting and trend projections to identify challenges to fiscal stability
- Decision Phase – Participatory process to determine how the analyzed data is used
- Execution Phase – Adoption and implementation of strategies through the budget, financial performance measures, and action plans

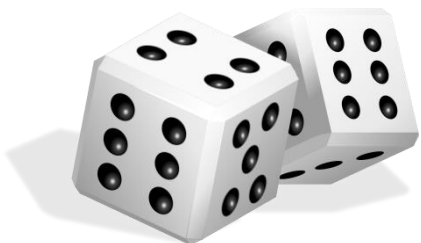
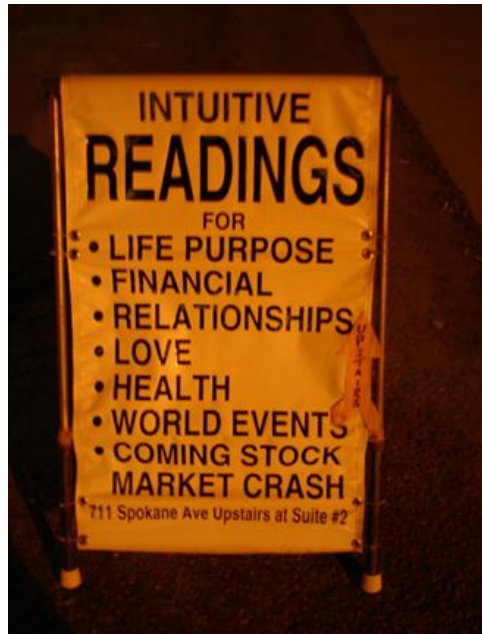
Agenda Item 6b, Attachment A



# Forecasting and Projections



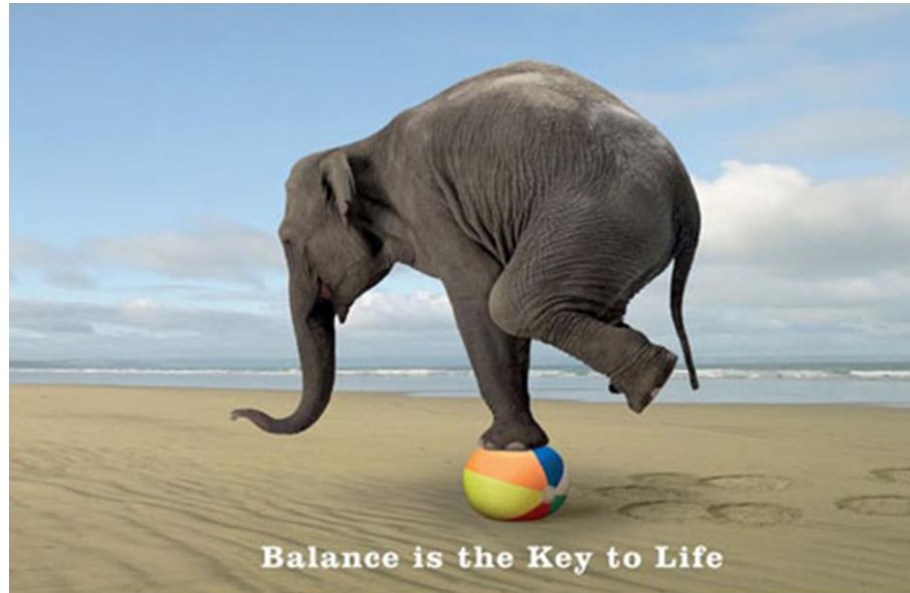
Wrong!



Right



# Achieving a Structurally Balanced Budget



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- First Question for the Budget... Is it balanced?
  - Required by General Statute
- However, the next question...Is it financially sustainable?
  - Example is using regularly recurring revenues to account for regularly occurring expenses
- Identify recurring revenues, expenses, and reserves.
  - These appear each year
  - Volatility /Non-recurring components
    - Example – High yield interest
    - Legal settlement or land sale is non-recurring
- Recurring Revenues – property taxes, sales tax, permit fees, etc.
- Recurring Expenses – salaries, benefits, materials and services, and asset maintenance costs.
  - Typically not capital
- Reserves – The portion of the fund balance set aside to hedge against risk.
  - Assist in measuring changes to structural balance

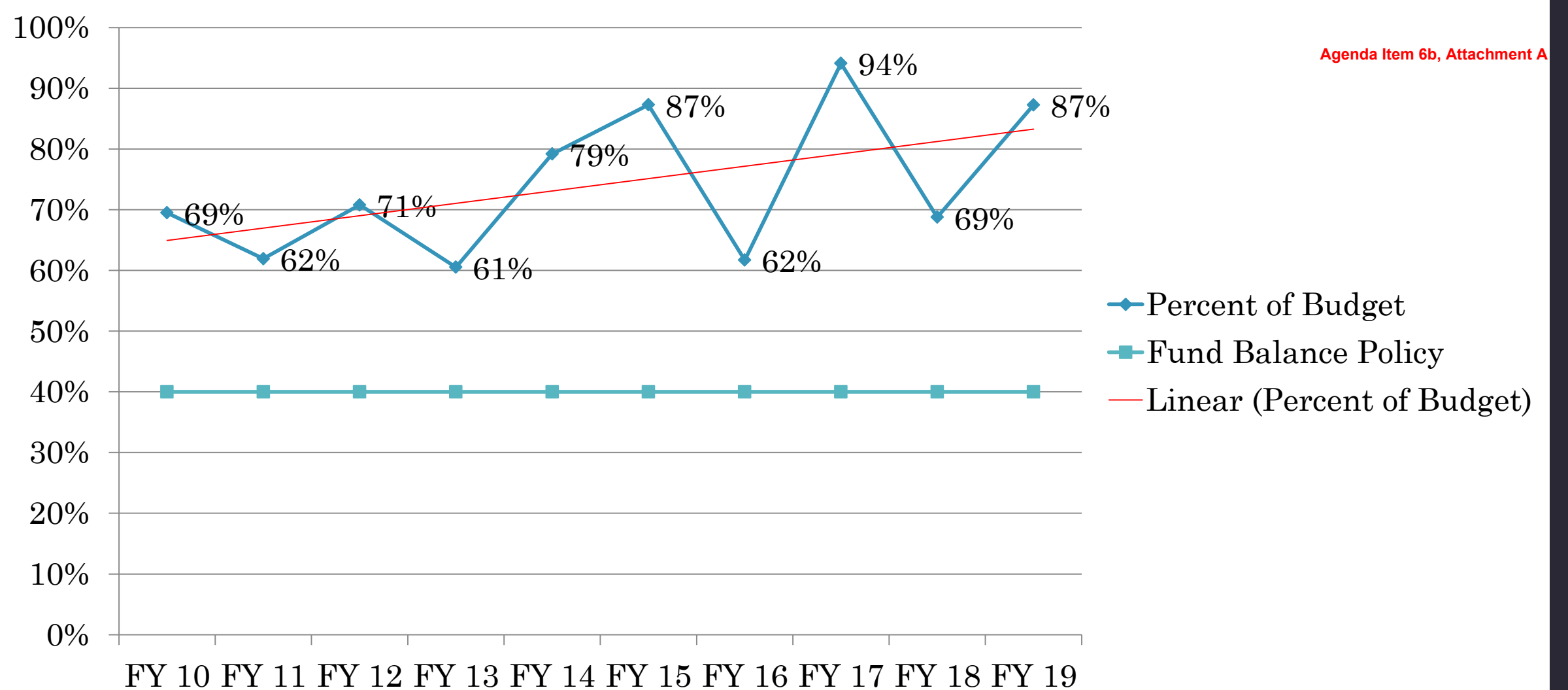
# Fund Balance Guidelines



[This Photo](#) by Unknown Author is licensed under [CC BY-NC](#)

- Differences between GAAP fund balance in an audit and budgetary fund balance Agenda Item 6b, Attachment A
  - Often differs due to sub-fund inclusion
- GFOA recommends establishing a formal policy on level of unrestricted fund balance
  - Includes direction on how to replenish
- Appropriate level
  - Predictability of revenues and expenses
  - Exposure to one-time capital outlays (disasters, immediate capital needs, State budget cuts)
  - Potential drain on resources – still have to provide service
  - Impact of bond rating and cost to borrow funds
  - Commitments and assignments
- Use and replenishment – 1 to 3 years, generally
- Importance of communication with change





# 10-Year History of Fund Balance as a % of Budget

Source: Past Town of Wendell Budgets and Audits

Note: GASB 54 began in FY 2011 that altered reporting of fund balance

# Capital Planning & Infrastructure

Agenda Item 6b, Attachment A

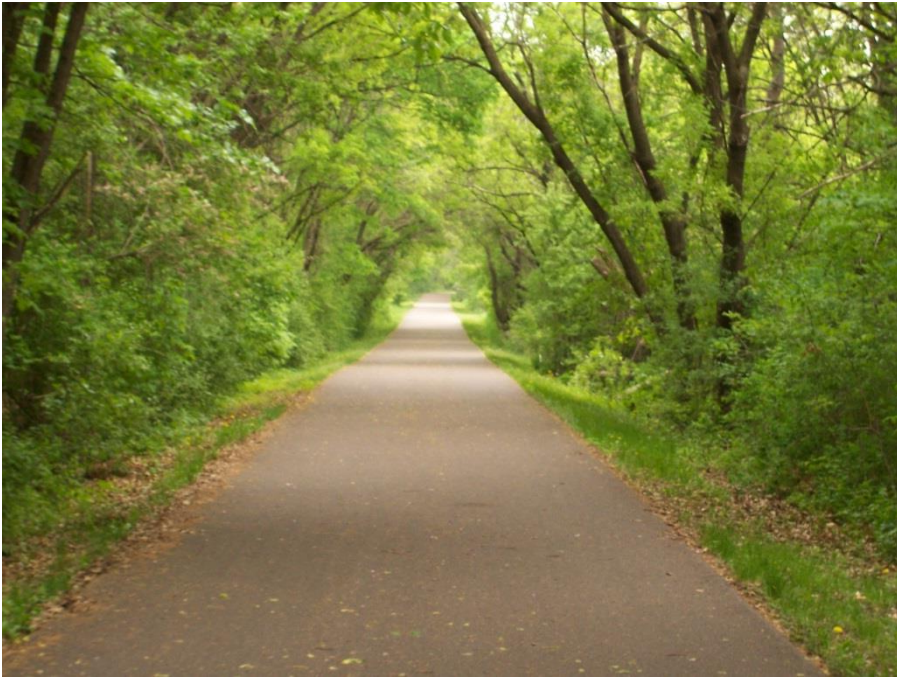
- Part of the annual Budget document - sources, uses, and descriptions
- Capital planning policy and definition of capital expenditures – Review needed
- Multi-year plan (year 1 is capital budget and years 2 to 5 are for planning purposes)
- Capital planning process and prioritization
  - Strategic Planning
  - Adopted Plans
  - Public Input and Appointed Boards
  - Staff, legal, and funding analysis
- Capital asset management – replacement schedules and monitoring



# Capital Planning Policy Development

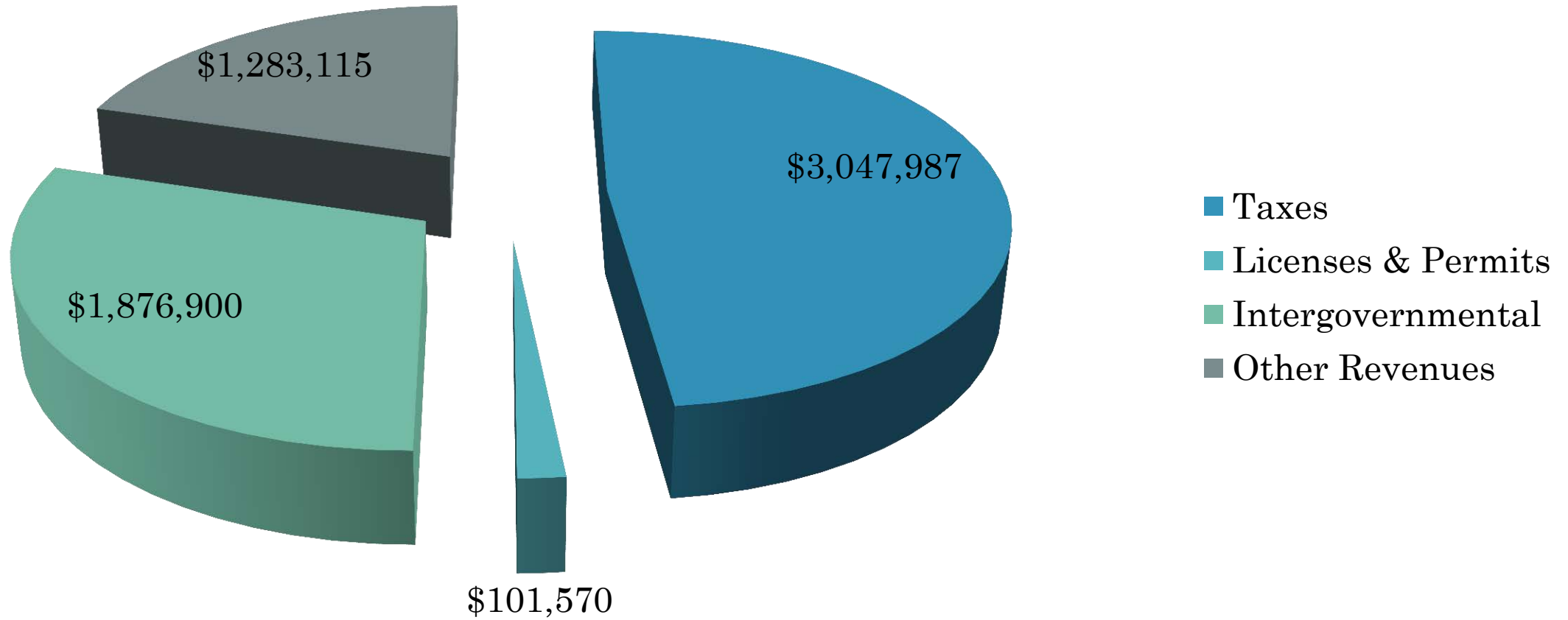
Agenda Item 6b, Attachment A

- Should include, at a minimum;
  - General philosophy for capital improvements
  - Clear definition of a capital improvement
  - How and who participates in the process
    - Internal and external stakeholders
  - How decisions are made and prioritization
  - Assessment of fiscal capacity – realistic
  - Procedure to accumulate capital reserves for new and replacement purchases
  - Funding and debt strategies tied to useful life of assets, including timing
  - Requirement for multi-year plan with consideration of financing strategies
  - Meets legal requirements for funding
  - Plan includes significant capital maintenance projects (extends useful life of capital items)
  - Provisions to monitor, oversight, reporting, and how to handle amendments to the plan



# FY 2018-2019 Budget Revenues

Agenda Item 6b, Attachment A



## Example of Graphic Representation of Single-Year Item

Data Source: Town of Wendell Annual Budget FY 2018-2019



# Performance Measures and Budget Monitoring

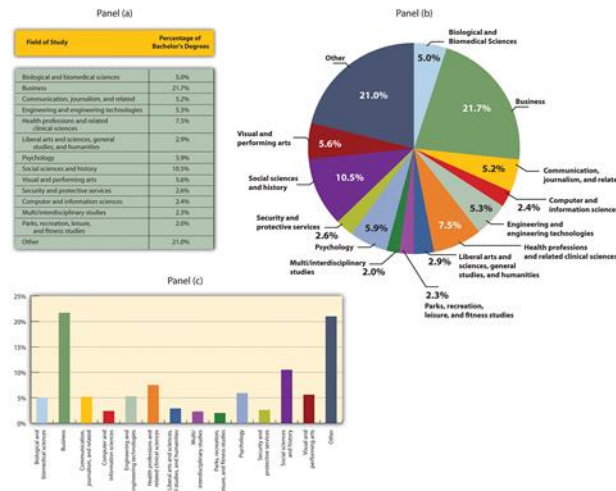


- Performance measures should be: useful, relevant, reliable, adequate, collectible, consistent, environment, responsibility, and systems
- Internal considerations – clear expectation and purpose to measure production
- External consideration – Consistent and clear format of what accomplished to the desired public and stakeholders
- Budget monitoring should include regular reviews of the following:
  - Revenues
  - Expenditures
  - Operations
  - Capital
  - Economic trends
  - Performance measures
- Evolution of “Snapshot”

# Budget Document



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- Format enhanced through
  - Design (charts, graphs, standard formatting)
  - Brevity (summaries and supplements)
  - Services (department levels of service and history)
  - Issues (includes solutions)
  - Revenues & Expenditures
  - Staffing
  - Prioritization (Goals & Objectives)
  - Measures
- GFOA Distinguished Budget Presentation Awards Program. 6 Major sections with 27 specific criteria:
  - Introduction & Overview
  - Financial Structure, Policy, & Process
  - Financial Summaries
  - Capital & Debt
  - Department Information
  - Document-wide Criteria (glossary, statistics)
- Incorporating the Capital Budget into the Budget Document
- Communicating the Budget



# Wendell Board of Commissioners

Source: Town of Wendell Website



# Budget Process



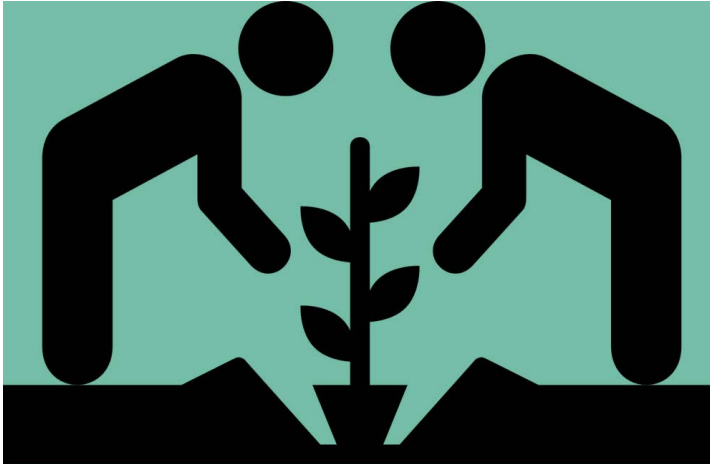
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Agenda Item 6b, Attachment A

- **January 2019**
  - Kickoff and budget introductions
  - Strategic initiative prioritization
  - Staff preparations for Retreat
- **February 2019**
  - Commission Budget Retreat
  - Financial Policy Review
- **March 2019**
  - Department and Capital Budget Development
- **April 2019**
  - Manager's Proposed Budget
  - Initial Budget Work Session
- **May 2019**
  - Budget Hearings
  - Budget Decision
- **June 2019**
  - Reserved (if needed)
- **July 2019**
  - Start of Fiscal Year 2019-2020
- **August / September 2019**
  - Mid-year Retreat for Strategic Planning

# Budget Process Next Steps

- Staff is working on the following deliverables:
  - Staffing analysis
  - Strategic plan (written)
  - Capital plan reboot (with revenues, tied to strategic objectives)
  - Revenue manual
  - Info graphics
  - Forecast and trend projection data
  - First steps to performance measures (ICMA)
  - Document layout and formatting
  - Communications strategy for budget
  - Finance policy review



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**Item Title:**

Triangle J Regional Brownfields Consortium

**Report to the Board of Commissioners:**

Monday, January 14, 2019

**Specific Action Requested:**

Approve Town Manager to Complete and Submit the Triangle J Regional Brownfields Consortium Agreement Form.

**Item Summary:**

The Triangle J Council of Governments (TJCOG) is establishing a Regional Brownfields Consortium to assist municipalities' better leverage brownfields redevelopment as an economic development and revitalization tool. TJCOG staff will work to submit a Brownfields Assessment Grant (up to \$600,000) at the end of January 2019 to fund Consortium activities. There is no cost to participate in the program in the current fiscal year.

The Brownfields Consortium with TJCOG staff work will conduct the necessary activities to initiate a regional brownfields program starting July 1, 2019. Program activities include public outreach and education on benefits of reusing brownfields and resources available to do so; conduct community assessments, create a best practices toolkit to leverage funding and technical expertise for economic development, and prepare and submit grant applications for U.S. Environmental Protection Agency (EPA) Brownfields Program. The cost for the Town of Wendell in Fiscal Year 2020 is \$4,000. A commitment to participate is requested now to justify TJCOG resources to prepare the EPA grant. Actual community commitment is achieved by including the funding in the approval of next year's budget.

The EPA defines a brownfield as "a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. Cleaning up and reinvesting in brownfields provides communities the opportunity to increase local tax bases, facilitate job growth, utilize existing infrastructure, remove pressure for greenfield development, and protect the environment". Brownfields are not just old industrial sites with chemicals buried. Brownfields include sites that have any chemical applied or spilled and could include old gas stations (very common), dry cleaners, agricultural fields and warehouses, and similar common uses. Removing the question of contamination encourages reuse of property and reinvestment in the community.

Resources to address brownfields are available to identify and assess brownfield sites in communities in partnership with local government and property owners. Grants and tax credits are available from the EPA and NC Department of Environmental Quality (NCDEQ) to offset

brownfield costs to redevelopment or reuse. Brownfield programs are voluntary for property owners and reduce costs, like environmental assessments, that occur whether or not a brownfield program is available. Additional information from the EPA on brownfields is available at <https://www.epa.gov/brownfields> and from NCDEQ at <https://deq.nc.gov/about/divisions/waste-management/bf>.

Staff recommends proceeding with participation in the Triangle J Regional Brownfields Consortium. Other municipal partners at the initial brownfield meeting included Wake Forest, Fuquay-Varina, Selma, Sanford, Kenly, and Chatham County. The larger cities of Durham and Raleigh have well-established brownfield programs and “new” greenfield cities like Holly Springs have limited need for the program. A regional brownfield program is suitable for older communities, like Wendell, that have generations of land uses with established infrastructure.

**Attachments:**

- A. Triangle J Regional Brownfields Consortium Program Outline and Agreement Form

# Triangle J Regional Brownfields Consortium

*December 2018*

## Mission

To assist municipalities better leverage brownfields redevelopment as an economic development and revitalization tool.

## Vision

An engaged, collaborative group of local governments that increases brownfields-specific communication with developers and the public, receives additional redevelopment grants and funds, and educates staff and partners on the value of brownfields redevelopment.

## Fiscal Year 2020 Program Activities (July 1, 2019 - June 30, 2020)

- Submit regional application to the 2019 EPA Brownfields Coalition Assessment grant program by January 31, 2019 for potential funding for Regional Brownfields Coalition activities.
- Administer EPA Coalition Assessment Grant, if awarded.
- Host at least one engagement event with municipal staff and regional developers, specifically targeting developers that understand brownfield properties and successfully lead redevelopment efforts.
- Host a Brownfields 101 educational session for elected officials that highlights the benefits of brownfields redevelopment and value to the community.
- Create a database of properties fit for redevelopment in consortium-member communities. This may include assistance with data gathering, cleaning and prioritizing based on community-needs.
- Create toolkit of best practices for members that will help them build a brownfields-redevelopment strategy and implement the strategy's steps in their community. Toolkit will look to address the potential to leverage opportunity zones, transit-oriented development and more for brownfields funding.
- Conduct a public outreach campaign to educate the public and private sector about brownfields and the benefits of utilizing redevelopment incentives. This may also include presentations to the TJCOG Board, Executive Roundtable, Regional Managers, and the various other groups convened by the COG.

## Membership

All member governments in the Triangle J region are eligible to become members of the Triangle J Regional Brownfields Consortium. Membership offers communities the chance to leverage scarce funds as a collective group and increase the amount of brownfield redevelopment in the region.

The Consortium will be guided by a Task Force that will consist of 1-2 designated individuals from each consortium member. This Task Force will meet quarterly to:

- Review consortium efforts and provide guidance on next steps.
- Make decisions on grant activities and prioritization of sites.
- Share best practices and learn from experts in the field.

The Consortium will be staffed by TJCOG who will lead all activities based on the guidance of the Task Force.

## Cost

Consortium membership for fiscal year 2020 is \$4,000.

## Program Contact

Alana Keegan  
Engagement Specialist  
[akeegan@tjcog.org](mailto:akeegan@tjcog.org)  
919.558.2706



## Triangle J Regional Brownfields Consortium Agreement Form

Government Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Primary Contact \_\_\_\_\_

Contact Email Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Additional Contact (if applicable) \_\_\_\_\_

Contact Email Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Fiscal Year 2020 Triangle J Brownfields Consortium Membership - **\$4,000**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_ Title \_\_\_\_\_

Email completed form to: Alana Keegan at [akeegan@tjcog.org](mailto:akeegan@tjcog.org)  
or fax to: (919) 549-9390

If you have questions, please contact Alana Keegan at [akeegan@tjcog.org](mailto:akeegan@tjcog.org) or 919.558.2706.

**Date:**           **January 14, 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?	Revenues	Expenditures
January 7, 2019	\$4,285,338.14	\$3,044,065.31

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 presented for action 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>Staff working with property owner and WHS on due diligence. Town responsible for title work, environmental work, and recombination deed.</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
<b>Police provided employee comparisons 1-27-2018.</b>		
<b>Comparisons being compiled for other departments.</b>		

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: January 14, 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: January 14, 2019**

**Item # 8**

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**Item Title:**

Commissioners' Reports.

**Specific Action Requested:**

None

**Attachments:**

None



**Date: January 14, 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