



**Wendell Town Board of Commissioners
Board Room
15 E. Fourth Street, Wendell, NC 27591
Town Board Meeting Agenda
Monday, October 28, 2019 @ 7:00 PM**

CALL TO ORDER

- Welcome by Mayor Virginia R. Gray
- Pledge of Allegiance by Wendell Middle School student, Andrea Cano Moreno
- 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. Wake County Tax Report

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

- 4a. Recognition of Wendell Middle School Teacher Sarah Claxton
Speaker: Mayor Virginia Gray
- 4b. Snap Shot Monthly Reports
Speaker: Town Manager Marc Collins
- 4c. Parks and Recreation Master Plan
Speakers: Mike Norris and James Ford of McGill Associates

5. PUBLIC HEARINGS

There are no public hearings scheduled.

6. ADMINISTRATIVE ITEMS

- 6a. Town of Wendell Logo Use Policy.
Speaker: Assistant to the Manager Stephanie Smith
- 6b. Resolution of Intent to formally close right-of-way known as the alley located between East Campen Street and 3rd Street
Speaker: Assistant Planning Director Bryan Coates

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. Update on board committee(s) by Town board members:
 -  CAMPO [Mayor Gray]
 -  East Wake Senior Center [Commissioner Myrick]

8. COMMISSIONERS' REPORTS / COMMENTS

9. MAYOR'S REPORTS / COMMENTS

10. CLOSED SESSION

Closed session will be called if necessary.

11. ADJOURN



Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6160
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JESSICA N. HOLMES, CHAIR
GREG FORD, VICE-CHAIR
VICKIE ADAMSON
MATT CALABRIA
SUSAN P. EVANS
SIG HUTCHINSON
JAMES WEST

October 8, 2019

Megan Howard
Town Clerk
Town of Wendell
15 East Fourth Street
Wendell, NC 27591

Dear Ms. Howard:

The Wake County Board of Commissioners, in regular session on October 7, 2019, approved and accepted the enclosed tax report for the Town of Wendell.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

Denise Hogan
Clerk to the Board
Wake County Board of Commissioners

Enclosure(s)

Tax Committee Meeting: 09/19/2019

Board of Commissioners Meeting: 10/07/2019

TO: Wake County Board of Commissioners and Town Board of Wendell

FOR: Consideration of Requests for Exemptions

Approved by: Heins, Jo

Item #	Taxpayer(s)	Description Jurisdiction	Account # / Year For Payment Status	Value Appealed	Appeal/Request Type	Recommendation
15947	BRANDED BOOTS INC PO BOX 1193 WENDELL NC 27591-1193	4040 WENDELL BLVD WENDELL	0000076452 2019 Not Paid	\$275,130	Exemption Religious Purpose 105-278.3	Granted for said cause

This List Requires Board Action

Tax Committee Members: Natasha Baldwin, City Of Raleigh
Kim Lorbacher, Wake County Finance
Jessica Murphy-Rhem, Town Of Cary


Marcus Kinrade, Tax Administrator



Wake County Revenue Department

Rebate Details

08/01/2019 - 08/31/2019

WENDELL

DATE
09/04/2019

TIME
11:25:18 AM

PAGE
1

Item 3a

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
BUSINESS ACCOUNTS											
734406	29.94	0.00	0.00	0.00	29.94	08/06/2019	0006803252	2019	2019	000000	HEATH B BRANTLEY DDS PLLC
SUBTOTALS FOR BUSINESS ACCOUNTS	29.94	0.00	0.00	0.00	29.94		1	Properties Rebated			
INDIVIDUAL REAL ESTATE ACCOUNTS											
735613	15.34	0.00	0.00	0.00	15.34	08/21/2019	0000045102	2019	2019	000000	CHEEK, CHRISTINA B
735959	220.50	0.00	0.00	0.00	220.50	08/23/2019	0000425267	2019	2019	000000	PARKER, JAMES D
735960	355.85	0.00	0.00	0.00	355.85	08/23/2019	0000071061	2019	2019	000000	TONGUE, CANDACE ANN
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS	591.69	0.00	0.00	0.00	591.69		3	Properties Rebated			
TOTAL REBATED FOR WENDELL	621.63	0.00	0.00	0.00	621.63		4	Properties Rebated for City			

Item Title:

Recognition of Wendell Middle School Teacher Sarah Claxton

Specific Action Requested:

Recognition.

Item Summary

Mrs. Claxton has been teaching at Wendell Middle School since 2016. She has taught 6th grade for three years and is currently teaching 7th grade English Language Arts. Mrs. Claxton truly has a gift for building relationships with her students. Her laugh is contagious, and you just can't help but smile in her classroom. She is always infusing humor and student interests into her lessons.

When she plans her lessons, Mrs. Claxton thinks about what each child needs to be successful. She is caring, compassionate, kind, and reflective. These qualities have helped her students to thrive and flourish in her English Language Arts classroom. Her students have gained confidence in their reading skills because of her instructional practice and the relationships that she has built with them. We are very fortunate to have Mrs. Claxton as a teacher at Wendell Middle School.

Attachments:

None

Item Title:

Snap Shot Monthly Reports

Board of Commissioners Meeting:

Monday, October 28, 2019

Specific Action Requested:

No action requested.

Item Summary:

Monthly reports are attached for review for September 2019 to update strategic initiatives, financial activity, and operating measures. No presentation will be provided.

Attachment:

- A. September 2019 Snap Shot Monthly Reports

2019 Town of Wendell Strategic Plan

October 28, 2019 Update

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

Initiative	Update	Status	Date	Assigned
Management in Progress				
1. Downtown Engagement Session by NCDOC	Session conducted by NCDOC in Spring 2019	Complete	7/1/2019	Planning
2. Administer NCDOC Grant for Downtown	Meet on Main group established. Façade grant awarded for 1 N Main project. First update provided to NCDOC on 7/15/2019. Work in progress.	In-Progress	10/23/2019	Planning
3. Downtown parking evaluation/acquisition	Design-Build RFP issued and walk thru conducted for interested parties. Process initiated for abandonment of alley. Outreach to Appearance Commission and artist for mural.	In-Progress	10/23/2019	Management / Planning
4. Wendell Water/Sewer Main CORPUD Project	CORPUD completing Third Street area and Parrish Court and moving to other areas of project. Working on Hester Court as of 10/23/2019.	In-Progress	10/23/2019	Public Works
5. NCDOT Third Street milling and resurfacing	NCDOT contractor started project 9/16. Resurfacing complete.	In-Progress	9/16/2019	Public Works
6. TAP Sidewalk Accessibility Projects	NCDOT contractor to start in FY 2020 on identified intersections.	On-Hold	7/1/2019	Planning / Public Works / Mgt.
7. Downtown Streetlight Evaluation and Options	Staff evaluating condition and options for future CIP project.	In-Progress	7/1/2019	Public Works
8. NCDOC Facilitated Economic Development Assessment	NCDOC completed the Economic Development Assessment and presented to the BOC in June 2019.	Complete	7/1/2019	Planning
9. Review Economic Development Plans, Strategies, and Programs	Economic Development Consultant initiating review with start of contract. Draft plan presented to ED Commission. Board presentation in winter.	In-Progress	10/23/2019	Management / Planning
10. TJCOG Brownfield Coalition Grant Submission	No brownfield grants were awarded in NC in 2019. Staff is working with TJCOG for regional coalition grant submission this December.	In-Progress	10/23/2019	Management / Planning
Strategic Initiatives				
1. Implementation Plan for NCDOC Downtown Engagement Session	Economic Development Assessment completed with action plan. Economic Development consultant and Planning reviewing for incorporation into plans and projects. Implementation update will be provided to BOC in fall 2019.	In-Progress	7/22/2019	Management / Planning
2. Evaluate Downtown Grants and Update	Façade grant program update approved by BOC 8/12/2019.	Complete	8/12/2019	Planning
3. Revise Downtown zoning use table	Facilitated work session with BOC to be scheduled for early winter. Results will be incorporated into Comprehensive Plan update and UDO amendment.	In-Progress	7/22/2019	Planning
4. Review Special Events Practices and Schedule	Meet with partner organizations with staff in advance of events and update for sustainable practices and locations.	In-Progress	7/22/2019	Management
5. Develop a Special Events Policy and Process	Current policies and forms collected from departments. Staff reviewing current and comparative practices.	In-Progress	9/9/2019	Management
6. Evaluate Wendell Elementary Property	Project to be included into the Comprehensive Land Use Plan update process to start in spring 2020.	On-Hold	9/9/2019	Planning
7. Downtown Infill Opportunities Identification	Project to be included into the Comprehensive Land Use Plan update process to start in spring 2020.	On-Hold	9/9/2019	Planning
8. Update Economic Development Strategic Plan	Economic Development consultant evaluating current practices and properties. Plan update started for presentation and adoption by BOC in winter.	In-Progress	9/13/2019	Management / Planning
9. Establish an Economic Development Program	Economic Development consultant acquired part-time. The consultant will work with the Manager on further program development in FY 2020.	Complete	7/1/2019	Management

10. Develop Marketing Material for Economic Development	Project will formally start after economic development program and practices are further developed. Initial steps of updating demographic data completed in spring 2019. Program updates for websites initiated and in-progress.	In-Progress	9/13/2019	Planning
11. Wendell Falls Corridor Action Plan Development	NCDOT held stakeholder meeting for corridor in spring 2019. Staff assessed development impediments with CAMPO, NCDOT, CORPUD, development community, and property owners. Transportation plan amended 8/12/2019 by BOC. On hold - Land Use will be updated in the Comprehensive Land Use Plan process starting Spring 2020.	On-Hold	9/9/2019	Planning
12. Broadband Policy and Action Plan	Not started or scheduled at this time. Waiting on IT consultant selection. Likely to schedule evaluation in spring 2020 for future consideration.	On-Hold	9/9/2019	Management / IT / Planning
13. Facilitate Health Industry Development	Economic development consultant met with Newland, WEDP, and staff in August. Site specific is market driven in Wendell Falls and general process to be included in the land use discussions in updating the Comprehensive Plan.	On-Hold	9/9/2019	Management / Planning
14. Comparative Growth Analysis	Project design with Assistant to Manager in process.	In-Progress	9/9/2019	Management
15. Growth Boundaries with Archer Lodge and Rolesville	Project to be included into the Comprehensive Land Use Plan update process to start in spring 2020.	On-Hold	9/9/2019	Planning
16. Small Area Plan for Downtown Connections to Inerstate	Project to be included into the Comprehensive Land Use Plan update process to start in spring 2020.	On-Hold	9/9/2019	Planning
17. Comprehensive Land Use Plan Update	Funded to start in spring FY 2020 and be completed in FY 2021.	On-Hold	7/22/2019	Planning
Goal 2: Public Safety and Neighborhood Improvement				

Initiative	Update	Status	Date	Assigned
Management in Progress				
1. Increase Police involvement in Community Events	Maintained existing effort. Activity will be reported in monthly Police Report started in August 2019. Initiative is ongoing service level.	Complete	8/26/2018	Police
2. Comparative analysis of neighborhood improvement programs	Assistant to Manager conducting comparative analysis and project scoping.	In-Progress	9/9/2019	Management
3. Temporary Sign Provision Review	Manager reviewing policy for winter report to Commission.	In-Progress	9/9/2019	Management
4. Use of Force Policy Review and Update	Department committee doing comparative analysis from CALEA accredited agencies. Project scheduled for completion in spring 2020.	In-Progress	7/22/2019	Police
Strategic Initiatives				
1. CALEA Accreditation Action Plan	Action plan established and reported to the BOC in spring 2019. Accreditation is a 3 year process. Funding provided in FY 2020 budget to initiate the process. First step is hiring a Records & Training Administrator to manage the process with a department team. Implementation will be reported in monthly police report. Final goal is achieving accreditation.	Complete	7/1/2019	Police
2. Community Engaged Policing Methods and Training	Project start anticipated Fall 2019. Assistant to Manager will work with Police Department on comparative analysis and program development in 2020.	On-Hold	9/9/2019	Police / Management
3. Officer Health and Safety Initiative	Management met with Police staff in spring 2019. FY 2020 budget funded EAP and wellness program reimbursement for officers. In addition funding was increased for equipment, training, uniforms, and supplies to improve officer conditions. Effort will be evaluated annually during the budget process to continue improvement as resources allow.	Complete	7/1/2019	Police
4. Pedestrian Safety Near School Sites	Wendell Boulevard Sidewalk Project design approved in FY 2020 budget. LAPP grant will be prepared by design consultant in fall 2019. Design complete prior to construction start in fall / winter 2020. LAPP application submitted 10/19.	In-Process	10/23/2019	Planning

5. Parking Enforcement Review	Staff evaluated HOA parking requirements at Wendell Falls and Town ordinances related to parking in Spring 2019. Staff is drafting parking ordinance revisions for review with the BOC, the HOA, and residents.	In-Process	7/22/2019	Police
6. Crisis Intervention Training Expansion	Goal to train 2 officers per year pending Wake Tech course availability.	On-Hold	7/22/2019	Police
7. Opioid Issue Awareness and Partnerships	Department is researching new community resources for inclusion on website. Project is ongoing in nature.	In-Process	7/22/2019	Police
8. Neighborhood Clean-Up Day Pilot	Assistant to Manager conducting comparative analysis, seeking resources, and developing project scope. Pilot project goal set for spring 2020.	In-Process	9/9/2019	Management
9. Housing Diversity and Neighborhood Improvements	CDBG project submitted for sidewalk in Senior Center area. Appearance Commission work plan presented on 9/23. Assistant Planning Director assigned project and is initiating housing data collection.	In-Process	9/9/2019	Planning

Goal 3: Infrastructure, Transportation, and the Environment

Initiative	Update	Status	Date	Assigned
Management In-Progress				
1. CORPUD Merger Evaluation	Completed FY19 evaluation for Merger. CORPUD presented to BOC in spring 2019. Policy direction to maintain capacity allocation at this time. Staff will re-evaluate potential for early merger in preparation for FY21.	Complete	9/9/2019	Management / Planning / Finance
2. Infrastructure Rate Comparison	Comparative rates were researched and included in the FY20 Budet.	Complete	7/1/2019	Management / Finance
3. Stormwater Program Compliance	Staff met with Town Engineer and developed project cost to complete the multi-year stormwater mapping project in FY20.	In-Process	7/1/2019	Public Works
4. Street Repaving Program Implementation	Program funding and description included in CIP. Engineer to evaluate streets for resurfacing priority and needs for capital budgeting. Parrish and segments of 1st and 2nd completed. Hester Court being evaluated with CORPUD.	In-Process	10/23/2019	Management / Public Works
5. NCDOT Old Battle Bridge Replacement	Waiting on NCDOT to initiate project. Public Works inspects area to ensure barriers remain intact and notifies NCDOT if issues. Current schedule is completion in 2021 with indications it could be advanced to 2020.	On-Hold	7/1/2019	Public Works
6. Martin Crossing Improvements (U-5323)	Planning met with CAMPO and NCDOT regarding next steps. Engineering evaluation of options needed. Report will be provided in fall 2019 to BOC.	In-Process	7/22/2019	Planning
7. Sidewalk Maintenance and Extension Program	Funding added in FY 2020 Budget and CIP for Pedestrian Plan implementation efforts. Recurring funding program established.	Complete	7/1/2019	Management / Planning / Public Works
8. Wendell Boulevard Sidewalk Project Design	Funding added in FY 2020 Budget for design. Design firm process started in June 2019 and selection in July 2019. Kimley-Horn prepared project for initial LAPP grant submission to CAMPO. Final submission submitted in October. Design work in -progress by consultant.	In-Process	9/9/2019	Planning

Strategic Initiatives

1. Infrastructure Plan for CIP	Requires analysis by Economic Development and Engineer. On hold for engineering services contract. Project scheduled to be started with FY 21 CIP process in spring 2020.	On-Hold	9/9/2019	Management / Planning
2. Evaluate the Water Allocation Policy	Evaluation being conducted by Planning. Management reviewing current policy. Presentation to BOC in winter 2019 to 2020.	In-Process	9/9/2019	Management / Planning
3. Stormwater Program Analysis	Public Works works with Wake County, TJCOG, and DENR for permit compliance. Staff will work with an engineering consultant to present the program needs in winter 2019-2020. DEP audit scheduled for 2022.	In-Process	9/6/2019	Public Works
4. Transportation Plan Review	Planning staff completed a review of the Transportation Plan. UDO amendments to Planning Board in June 2019 and BOC adopted 8/12/ 2019.	Complete	8/12/2019	Planning

5. Prioritize Intersection Improvements	Waiting for engineering services selection to be completed. Project will be added to FY 2021 Budget process for consideration.	On-Hold	9/6/2019	Public Works and Planning
6. CAMPO Eligible Projects List for Future Funding	Planning to evaluate Transportation Plan and Pedestrian Plan with engineer, CAMPO, and DOT and provide report in December-January period.	In-Process	9/9/2019	Planning
7. Facility and Lands Prioritization	Staff working with Cumming on Town Hall project for presentation to BOC in July 2019. Recreation needs will be in completed master plan in fall 2019. Additional facility and land needs will be evaluated in the CIP process.	In-Process	7/22/2019	Management / Public Works / Planning
8. Wendell Boulevard Sidewalk Project to CAMPO	Engineer firm selection in July 2019 to prepare CAMPO grant submission for LAPP funds for project. Submitted to CAMPO in 10/2019.	Complete	10/23/2019	Planning
9. Evaluate Additional Transit Stops	Project assigned to Assitant Planning Director to develop project schedule and scope. Some portions will be in the Comprehensive Plan	In-Process	9/9/2019	Planning
10. Solid Waste Service Level and Contract Review	Solid waste contract expires in June 2020. Staff will initiate contract discussions and review service options in winter 2019-2020.	On-Hold	7/22/2019	Public Works / Finance

Goal 4: Parks, Recreation, Special Events, and Culture

Initiative	Update	Status	Date	Assigned
Management in Process				
1. Initiate Parks and Recreation Master Plan	BOC awarded bid to McGill to complete plan. Plan is in process and is scheduled for completion in early fall 2019.	Complete	7/1/2019	Parks & Recreation
2. Shade Structure Installation at Park	Shade structures installed late spring 2019.	Complete	7/1/2019	Parks & Recreation
3. Parks Mainenance Plan	Parks Maintenance position added in FY 2020 budget.	Complete	7/1/2019	Management and Parks & Recreation
4. Meet on Main Special Event Planning	Initial event planned and held on 9/20.	Complete	9/20/2019	Mgt/PD/PW/P&R
5. WHS Lease of 122 Second Street for Museum	Lease completed in spring 2019.	Complete	7/1/2019	Management
6. Update Athletic Program Offerings	FY 2020 fee schedule includes new programs for kickball, soccer, and wiffleball	Complete	7/1/2019	Parks & Recreation
Strategic Initiatives				
1. Plan for Implementation of Master Plan	Once adopted, the master plan initiatives will be included in the CIP process	On-Hold	7/22/2019	Management and Parks & Recreation
2. Evaluate UDO Fee in Lieu for Parks	Planning Director to begin comparative analysis after P&R Master Plan complete this Fall.	On-Hold	9/9/2019	Planning
3. Plan for Acquisition of New Park	Waiting for completion of master plan in fall 2019.	On-Hold	7/22/2019	Parks & Recreation and Finance
4. Update the Wendell Park Plan	Waiting for completion of master plan in fall 2019.	On-Hold	7/22/2019	Parks & Recreation
5. Greenway Plan to Connect Downtown to Wendell Falls	Project assigned to Assistant Planning Director for project scope and schedule.	In-Process	9/9/2019	Planning
6. Main Street Extension as Greenway Connector to Downtown rather than a Street for Vehicles	Concept plan for Lake Glad property to incorporate the change when developed. Planning Director working with development inquiries.	In-Process	9/9/2019	Planning
7. Evaluate Special Events to Increase Impact	Staff meets with event organizers to evaluate opportunities to improve events and ensure that locations provide opportunity for growth.	In-Process	7/22/2019	Management and Parks & Recreation
8. Wendell Branch or Regional Library Site	Staff met with Library leadership in spring 2019. Staff will monior and participate in the Library master plan update and prepare for a potential future bond offering. Project assigned to Assistant Planning Director.	In-Process	9/9/2019	Planning
9. Incorporate Sports Tourism and Marketing into Events and Recreation Program Offerings	Staff met with Visit Raleigh staff regarding implementation of the tourism plan. Staff attended a hotel development meeting and partnered with Newland to develop a marketing piece in the visitors' guide.	In-Process	7/22/2019	Management and Parks & Recreation

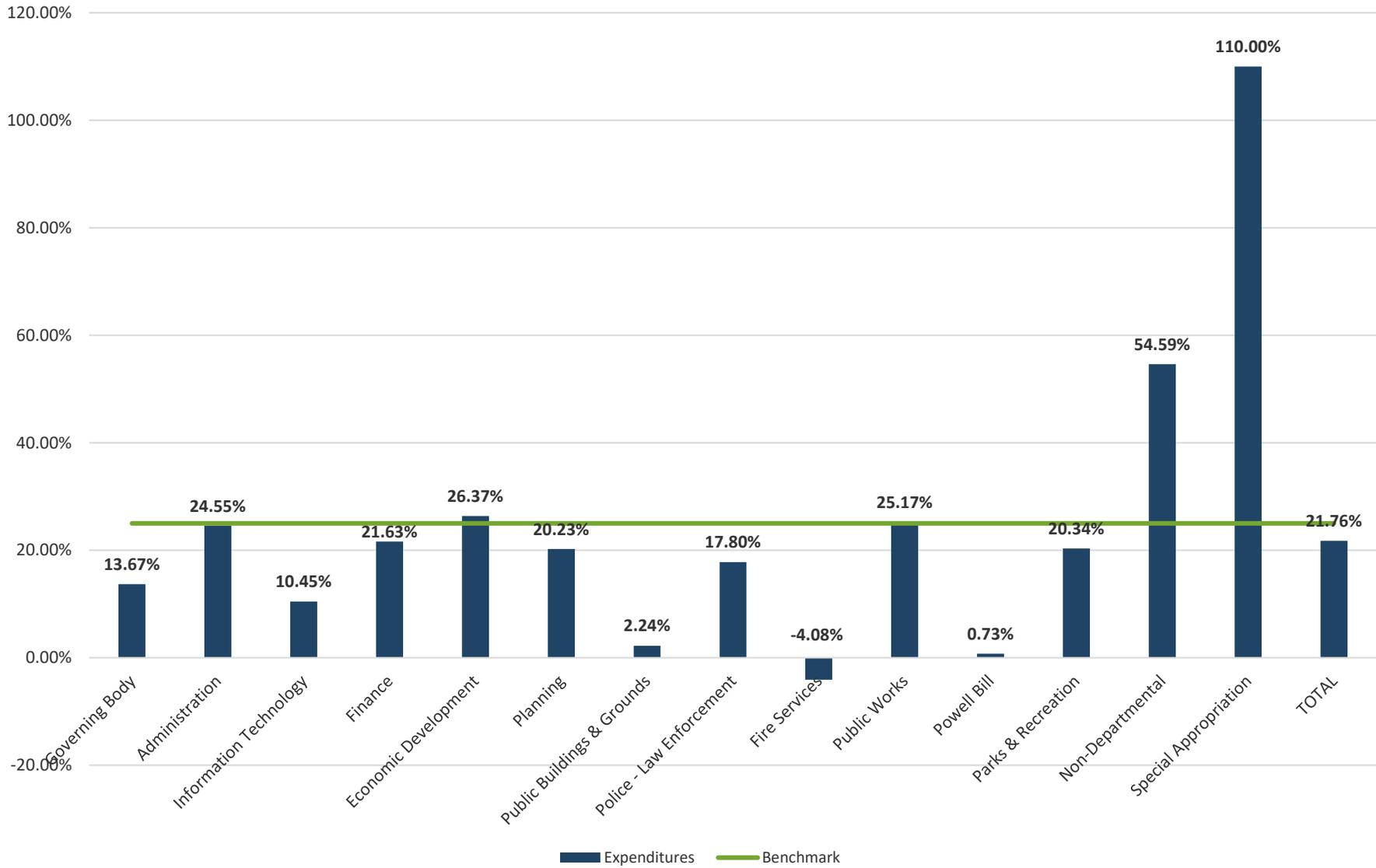
Goal 5: Organization Culture and Communication				
Initiative	Update	Status	Date	Assigned
Management in Process				
1. Fiscally conservative budget approach for tax and utility rates in developing FY 2020 Budget.	No rate increases were proposed for the FY 2020 Budget for property tax or utility rates.	Complete	7/1/2019	Management and Finance
2. Establish a Capital Improvement Plan	Capital Improvement Plan established and adopted in FY 2020 Budget.	Complete	7/1/2019	Management and Finance
3. Enhance the FY 2020 Budget document for transparency and detail connecting department expenses to policy	Significant enhancements provided to the budget document for FY 2020. Adopted Strategic Plan with BOC priorities incorporated with section linking budget expenses to strategic plan.	Complete	7/1/2019	Management and Finance
4. Staffing Needs Analysis	A 10-year staffing needs analysis was included in the FY 2020 Budget.	Complete	7/1/2019	Management and Finance
5. Establish performance goals in budget	Performance management goals included for each department in FY 2020	Complete	7/1/2019	Management and Finance
6. IT Program Analysis	Joint RFP for IT services issued in partnership with Rolesville. Selection to be made by fall 2019. Vendor selection at 9/23 Board meeting. Consultant will conduct 2-month evaluation of system and needs for FY 2021 Budget and CIP.	In-Process	9/13/2019	Management and Finance
7. Update regular communications to reflect performance and strategic goals	Finance developing draft reports. Content reported at 7/22/19 BOC meeting. First updated reports to be provided at 8/26/19 BOC meeting.	Complete	8/26/2019	Management and Finance
Strategic Initiatives:				
1. GFOA recognition for Audit and Budget	GFOA recognition for audit received in spring 2019. Budget submitted for first time on 8/23/2019 to GFOA. Response expected in several months.	Complete	8/23/2019	Management and Finance
2. Strategic Plan Quarterly Updates	Updates incorporated into monthly reports starting July 2019	Complete	8/26/2019	Management
3. Customer Service Policy Review with Departments	Project not started yet. Project design to start fall 2019.	On-Hold	7/22/2019	Management
4. Online Agenda Packets with Background Materials	Waiting on IT consultant selection to work with Clerk on software.	On-Hold	7/22/2019	Management
5. Communication Plan	EWTV communication contract staff started July 2019. Project will be coordinated with Rolesville. Comparative analysis and initial draft plan complete. Staff working on draft revisions.	In-Process	9/17/2019	Management
6. Biannual Retreats and Biennial Strategic Planning Process	Retreats in process and strategic plan adopted in 2019. Staff will work with BOC at Winter retreat to establish the Strategic Planning process. Process developed will be implemented in FY 2020 to cover the next 2-year period.	In-Process	7/22/2019	Management
7. ADA Compliance	Management is evaluating current requirements and will name an ADA Coordinator in 2019. The organization will work to develop a Transition plan over the next 3-years.	In-Process	7/22/2019	Management
8. Charter and Procedural Review with Commission	Staff is preparing for the review at a work session in the winter.	In-Process	9/9/2019	Management
9. Human Resources Policy and Program Review	Employee Committee role updated, employee recognition program updated, bereavement policy updated, insurance selection completed with budget, EAP program included in insurance with Budget, training funding increased, and compensation and classification study started 9/3. Board authorized HR Administrator position to assist with implementation. Recruitment process planned to start in November 2019.	In-Process	10/23/2019	Management

Town Of Wendell
 Finance Report
 Fiscal Year 2019-2020

Item 4b Attachment A

<i>DEPARTMENT</i>	<i>ACCOUNT</i>	<i>ADOPTED BUDGET</i>	<i>AMENDED BUDGET</i>	<i>Y-T-D EXPENSES</i>	<i>PERCENTAGE</i>
Governing Body	10-410	\$100,200	\$100,200	\$13,698	13.67%
Administration	10-420	\$380,900	\$380,900	\$93,498	24.55%
Information Technology	10-430	\$160,760	\$160,760	\$16,801	10.45%
Finance	10-440	\$333,100	\$333,100	\$72,043	21.63%
Economic Development	10-450	\$48,600	\$48,600	\$12,817	26.37%
Planning	10-490	\$422,200	\$422,200	\$85,429	20.23%
Public Buildings & Grounds	10-500	\$350,840	\$1,150,840	\$25,747	2.24%
Police - Law Enforcement	10-510	\$1,923,014	\$1,923,014	\$342,205	17.80%
Fire Services	10-530	\$4,900	\$4,900	-\$200	-4.08%
Public Works	10-560	\$1,906,710	\$1,906,710	\$480,002	25.17%
Powell Bill	10-570	\$175,000	\$175,000	\$1,278	0.73%
Parks & Recreation	10-620	\$795,377	\$795,377	\$161,807	20.34%
Non-Departmental	10-660	\$923,665	\$923,665	\$504,257	54.59%
Special Appropriation	10-690	\$2,500	\$2,500	\$2,750	110.00%
TOTAL		\$7,527,766	\$8,327,766	\$1,812,132	21.76%

Year-to-Date Expenditures By Monthly Benchmark September 2019

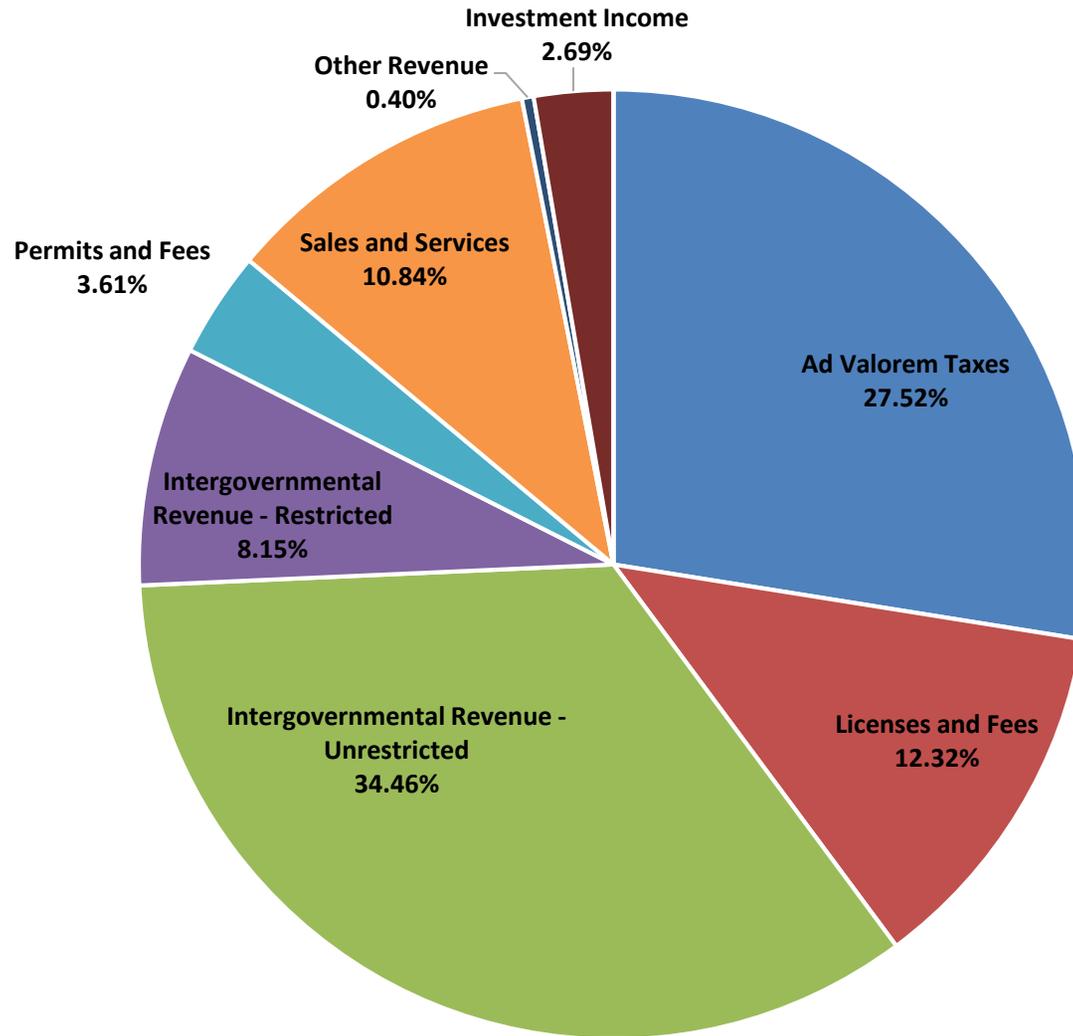


Town Of Wendell
Finance Report
Fiscal Year 2019-2020

Item 4b Attachment A

<i>CATEGORY</i>	<i>ADOPTED BUDGET</i>	<i>AMENDED BUDGET</i>	<i>Y-T-D REVENUES</i>	<i>PERCENTAGE</i>
Ad Valorem Taxes	\$3,252,300	\$3,252,300	\$309,047	9.50%
Licenses and Fees	\$426,200	\$426,200	\$138,360	32.46%
Intergovernmental Revenue - Unrestricted	\$1,840,570	\$1,840,570	\$386,972	21.02%
Intergovernmental Revenue - Restricted	\$184,611	\$184,611	\$91,581	49.61%
Permits and Fees	\$164,950	\$164,950	\$40,560	24.59%
Sales and Services	\$864,015	\$864,015	\$121,762	14.09%
Other Revenue	\$3,000	\$3,000	\$4,495	149.85%
Investment Income	\$95,620	\$95,620	\$30,261	31.65%
Transfers - Fund Balance - Loan Proceeds	\$696,500	\$1,496,500	\$0	0.00%
TOTAL	\$7,527,766	\$8,327,766	\$1,123,040	14.92%

Year-to-Date Revenues
By Revenue Type
September 2019

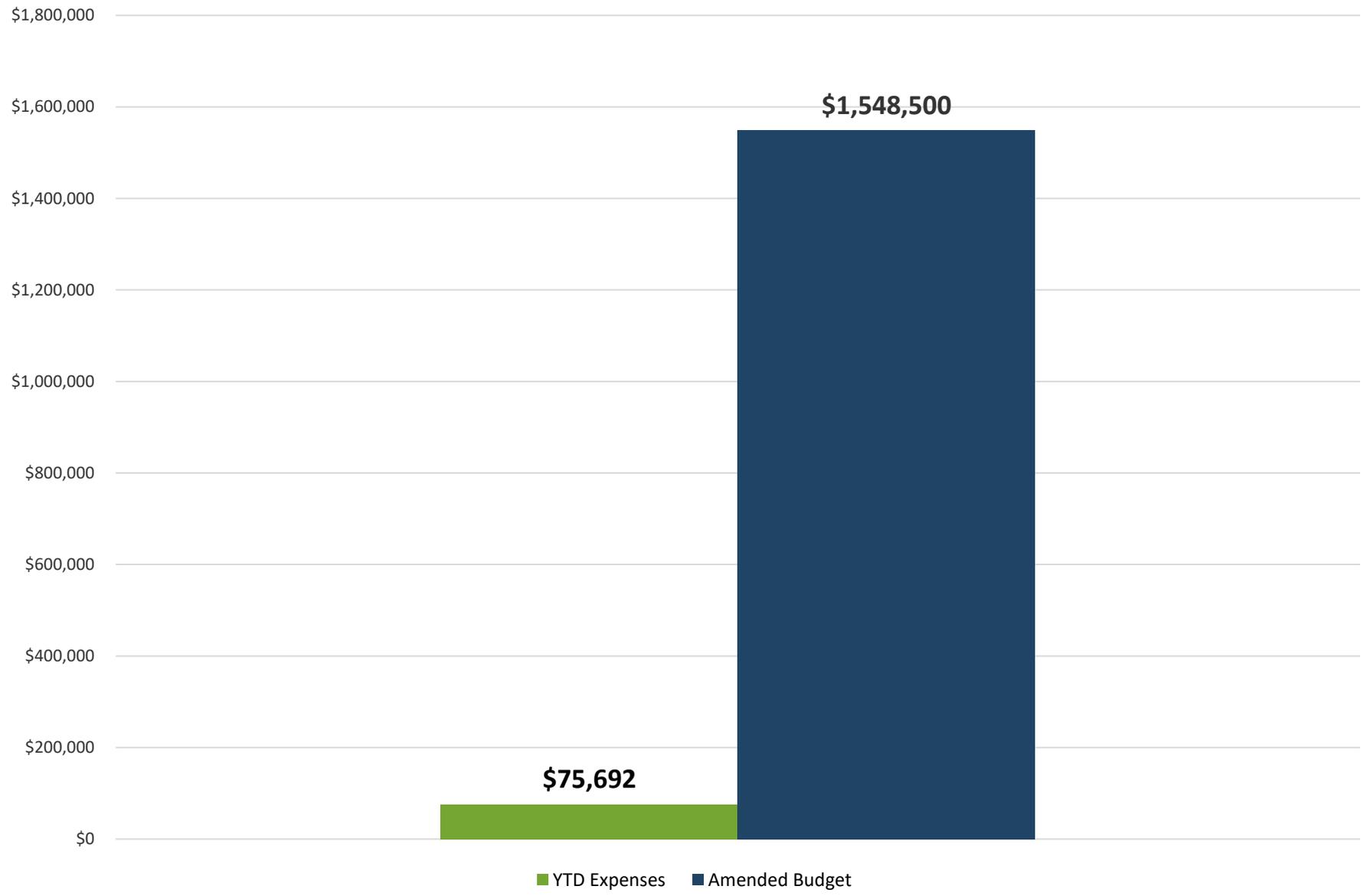


Town Of Wendell
Finance Report
Fiscal Year 2019-2020

Item 4b Attachment A

<i>DEPARTMENT</i>	<i>ADOPTED BUDGET</i>	<i>AMENDED BUDGET</i>	<i>Y-T-D EXPENSES</i>	<i>PERCENTAGE</i>
Wendell Boulevard Sidewalk Project	\$185,000	\$185,000	\$0	0.00%
ADA Local Road Compliance	\$20,000	\$20,000	\$0	0.00%
Leaf Collector Truck	\$195,000	\$195,000	\$0	0.00%
Pickup Truck Replacement (Public Works) [Amended]	\$28,000	\$0	\$0	0.00%
Dump Truck (Public Works) [Amended]	\$0	\$60,000	\$59,764	99.61%
Mowers (Public Works)	\$17,000	\$17,000	\$15,072	88.66%
Police Vehicle Replacement Program	\$171,000	\$171,000	\$0	0.00%
Technology Replacement Program	\$15,000	\$15,000	\$856	5.71%
Wendell Park Improvements	\$25,500	\$25,500	\$0	0.00%
Comprehensive Land Use Plan Update	\$60,000	\$60,000	\$0	0.00%
Town Hall Project [Amended]	\$0	\$500,000	\$0	0.00%
Downtown Parking and Event Space [Amended]	\$0	\$300,000	\$0	0.00%
TOTAL	\$716,500	\$1,548,500	\$75,692	4.89%

Year-to-Date Capital Expenditures September 2019



Administration

Item 4b Attachment A

Performance Measures	Sep-19	Year-to-Date
Percentage of agendas/packets distributed Wednesday prior to meeting	100%	86%
Percentage of minutes adopted without correction	100%	100%
Percentage of minutes completed within four days following meeting	100%	100%
Average work hours per set of minutes	4	4.0
Percentage of Board documents indexed and distributed within two days following Board	100%	100%
Percentage of nomination lists presented to the Board four weeks prior to expiration term	N/A	N/A
Continue professional education and development to achieve clerk certification	Not Started	Not Started
Develop a communication plan to market Wendell to external interests and increase communication for internal interests	In Progress	In Progress
Develop and/or share new social media content for each department at least every other two weeks at least 95% of the time	83%	75%
Provide a weekly correspondence from management to the Commission at least 92% of the	100%	100%
Maintain a turnover rate of employees leaving the organization under 12%	0%	1%
Review and Update, as appropriate, at least 33% of the Town personnel policies	In Progress	In Progress
Complete a compensation and classification study and update all job descriptions	In Progress	In Progress
Certificates and courses taken by staff	0	7

Work Units	Sep-19	Year-to-Date
Meetings attended	2	7
Minutes drafted	2	6
Agendas developed	2	7
Number of citizen advisory boards	6	6
Number of members serving on all citizen advisory boards	38	38
Number of members with terms expiring	0	0
Number of letters to members with expiring terms	0	0
Number of weekly correspondences	4	13
Number of social media posts developed and shared	57	205
Website numbers	5000	15300
Social media numbers	133	357
Total Social Media Posts - Administration	37	89
Total Social Media Posts - Finance	0	0
Total Social Media Posts - Planning	3	5
Total Social Media Posts - Police	7	43
Total Social Media Posts - Public Works	10	33
Total Social Media Posts - Parks and Recreation	2	8
Topic memos and correspondence to the Commission	11	29
Speaking engagements and civic organization participation	1	6
Number of employees	50	50
Leave days taken	69.7	252.9

Finance

Item 4b Attachment A

Performance Measures	Sep-19	Year-to-Date
FY 2019 Audit	In Progress	In Progress
FY 2019 Budget Award	Submitted	Submitted
FY 2019 CAFR	In Progress	In Progress
Accounts Payable accuracy of 90%	93.81%	92.13%
Payroll accuracy of 95%	99.22%	98.95%
Legal compliance of \$30,000+ acquisitions of 100%	100.00%	100.00%
Certificates and courses taken by staff	0	1

Work Units	Sep-19	Year-to-Date
Accounts Payable volume	113	343
Payrolls prepared and processed	128	380
Number of \$30,000+ acquisitions made	1	1

Planning

Item 4b Attachment A

Performance Measures	Sep-19	Year-to-Date
Update Comprehensive Plan - Establish core elements to be included	In Progress	In Progress
Update Comprehensive Plan - Identify and select preferred consultant to assist with update	Not Started	Not Started
Update Comprehensive Plan - Engage community in series of visioning workshops	Not Started	Not Started
Update Comprehensive Plan - Adopt updated plan within 2 years	Not Started	Not Started
Adoption of Town-Initiated Text Amendments - Establish annual schedule for Town-initiated text amendments	Not Started	Not Started
Adoption of Town-Initiated Text Amendments - Adopt a minimum of 5 identified amendments	1	2
Adopt UDO amendments related to uses in the Downtown as identified through the NC Dept. of Commerce engagement meetings by the end of FY 2020 Q1	In Progress	In Progress
Schedule building plan review and complete zoning review within 7 calendar days of submittal	80%	68%
Residential trade permits ready to issue within 48 hours of submittal	42%	49%
Commercial trade permits ready to issue within 7 calendar days of submittal	100%	67%
Have a Planning Department representative in attendance for at least 75 percent of all Technical Coordinating Committee, Wake County Economic Development Partner, and Community Development Block Grant meetings	100%	100%
Have a Planning Department representative present at all Complete Count Committee meetings	N/A	100%
Provide financial support for marketing efforts for Complete Count Committee	Yes	Yes
Have a Planning Department representative present at all quarterly update meetings hosted by Newland Communities	100%	100%
Establish a downtown vacant property index for inclusion on the Town website by the end of FY 2020 Q1	Not Started	Not Started
Adopt an updated economic development strategic plan by the end of FY 2020 Q2	In Progress	In Progress
Submit a RFP for an environmental and design study to be conducted for a proposed sidewalk project along Wendell Boulevard between Wendell Elementary and the Food Lion shopping center	In Progress	In Progress
Select a project consultant and complete the design study by the end of FY 2020	Consultant Selected	Consultant Selected
Bring a summarized report of Neighborhood Meeting requirements employed by comparable communities by the end of FY 2020 Q3	Not Started	Not Started
Develop a list of procedural improvements for consideration and potential incorporation into Wendell's procedures by the end of FY 2020 Q3	In Progress	In Progress
Finalize a Wendell Development FAQ document for distribution by the end of FY 2020 Q2	Not Started	Not Started
Planning Director to attend the NC APA conference in Wilmington, NC (October 8-11)	N/A	N/A
Planner I to complete the 'Foundations in Planning and Development Regulations' course offered by the UNC School of Government (September 2019)	Attended	Attended
Planner I to complete the 'Zoning Practice' course offered by the UNC School of Government (October 2019)	N/A	N/A
Attendance by 1 staff member at the 2020 Main Street Conference (March 10-12)	N/A	N/A
Certificates and courses taken by staff	1	1

Work Units	Sep-19	Year-to-Date
New home permits issued	25	81
Residential trade permits issued	12	35
Commercial trade permits issued	1	6

Police

Item 4b Attachment A

Performance Measures	Sep-19	Year-to-Date
Maintain a 90th percentile response time from time dispatched until on scene of 7 minutes	Yes	67%
Establish a core team tasked to investigate CALEA accreditation	In Progress	In Progress
Guide the organization to meet CALEA standards within 3 years of signing CALEA contract	Not Started	Not Started
Post at least one public awareness informational notice per week onto the approved social media/websites (Average posts per week)	1.00	2.4
Participate in a minimum of 12 community events per year which are focused on education, understanding, and partnering across the diverse greater Wendell Community	0	6
Submit a completed review of the Career Development Program to include any proposed changes for consideration by March 2020	Not Started	Not Started
Establish a Community Engaged Policing training program guiding document that includes needs assessments, recommended training by position, and methods to adjust as needed to be published by January 2020	Not Started	Not Started
Implement Community Engaged Policing training program by July 2020	Not Started	Not Started
Attend a minimum of one criminal justice leadership/supervisory-based training by each manager/supervisor annually	0%	85.7%
Establish a recruitment team tasked with development and implementation of a published recruitment plan, benchmarks, and a reporting process to determine effectiveness by November 2019	Not Started	Not Started
Assign at least two officers per year to attend formal Crisis Intervention Training	0	0
Identify and provide public access to a Wake County relevant published resource referral guide to ensure persons in crisis can be directed to appropriate agencies that can best address their needs by December 2019	Not Started	Not Started
Increase agency-initiated drug investigations by 25%	20%	20%

Work Units	Sep-19	Year-to-Date
Call volume	378	1219
90th Percentile Response Time (In Minutes)	6.40	6.93

Public Works

Item 4b Attachment A

Performance Measures	Sep-19	Year-to-Date
Provided weekly leaf/limb removal	Yes	100%
Completed leaf/limb route	75%	92%
Provide monthly street clearing for all Town-maintained roads	No	33%
Provide downtown street clearing 2x month	100%	100%
Code Enforcement requests answered within 2 business days	1	100%
Inspect all Town sidewalks for maintenance needs 2x per year	#1 In Progress	#1 In Progress
Establish a sidewalk maintenance and replacement plan by the end of FY 2020 Q2	In Progress	In Progress
Complete a monthly street condition inspection 92% of the time	Yes	100%
Fill potholes within 1 week 92% of the time	100%	100%
Acquire engineering services to prepare a street resurfacing priority list by the end of FY 2020 Q1	In Progress	In Progress
Clean all stormwater catch basins annually 100% of the time	Not Started	Not Started
Complete monthly street light inspections 92% of the time	Yes	67%
Correct normal street light deficiencies within 3 weeks 92% of the time	100%	100%
Complete monthly needs and safety inspections for all buildings and grounds	Yes	100%
Complete all Town construction projects on time	100%	100%
Complete all Town construction projects within budget	100%	100%
Conduct mowing, landscaping, and weekly maintenance 85% of the time (In Season)	100%	100%
Conduct maintenance inspection for Town Square and streetscape 2x per year	#1 Completed	#1 Completed
Make needed Town Square/Streetscape repairs within 30 days 92% of the time	100%	100%
Complete all vehicle and equipment service inspections weekly 98% of the time	Yes	100%
Conduct a maintenance inspection within 1 week following use for heavy equipment 100% of the time	Yes	100%
Maintain safety certifications for all employees, as applicable, 100% of the time	Yes	100%
Provide training opportunities for all employees related to safety, equipment uses, and customer service at least 92% of the time	Yes	100%
Certificates and courses taken by staff	8	9

Work Units	Sep-19	Year-to-Date
Total yards of debris collected from leaf, limb, and street clearing	1325	3620
Number of code violations	149	344
Number of inspections for driveways, foundations, and final certificates of occupancy	106	404
Total miles of Town sidewalk maintained	30	30
Total miles of Town streets maintained	28.38	28.38
Total linear feet of known stormwater pipes (public and private)		
Total number of public streetlights	863	863
Number of facilities maintained	5	5
Square feet of facilities maintained	45151	45151
Work hours needed to complete the landscaping route	288	288.6666667
Total facility work orders	8	16
Total grounds work orders	7	8
Number of vehicles and equipment maintained	34	34
Total cost of vehicle maintenance	\$ 2,317.37	\$ 5,953.92
Total cost of equipment maintenance	\$ 11,351.18	\$ 15,084.49
Number of wrecks and incidents	0	0

Parks and Recreation

Item 4b Attachment A

Performance Measures	Sep-19	Year-to-Date
Increase participation by 2%	8%	16%
Demonstrate that program offerings are inclusive and diverse	5	4.333333333
Complete checklists for facilities and equipment with appropriate actions taken at least 95% of the time	100%	100%
Increase rough attendance estimates for special events by 3%	N/A	233%
Complete the Comprehensive Parks and Recreation Master Plan	In Progress	In Progress
Identify initial implementation steps for inclusion in future budgets	No	No
Certificates and courses taken by staff	0	0

Work Units	Sep-19	Year-to-Date
Total program registrations	698	2121
Total number of programs	10	40
Total facility and equipment inspections performed	62	174
Number of events managed	0	2
Attendance estimates for events	0	200
Number of community/social media posts	21	66

Item Title:

Draft Parks and Recreation Master Plan Presentation

Board of Commissioners Meeting:

Monday, October 28, 2019

Specific Action Requested:

Receive presentation of draft Parks and Recreation Master Plan.

Item Summary:

McGill and Associates staff will provide the Board of Commissioners a presentation of the findings of the draft Parks and Recreation Master Plan for the Town of Wendell.

Attachment:

None

Item Title:

Town of Wendell Logo Use Policy

Board of Commissioners Meeting:

Monday, October 28, 2019

Specific Action Requested:

Request approval for a Logo Use Policy for the Town of Wendell Logo.

Item Summary:

Staff requests the approval of the Town of Wendell Logo Use Policy to preserve the integrity of the Town logo. The logo is the official trademark of the Town of Wendell. It is registered to the Town of Wendell pursuant to the North Carolina Trademark Registration Act (N.C.G.S. Chapter 80) and should not be used without the express permission of the Town of Wendell. Any infringement or unauthorized use could subject the user to civil and criminal liability. To apply for permission to use the Town of Wendell's logo, citizens should contact the Town Clerk at mhoward@townofwendell.com.

The policy includes logo guidelines regarding the primary logo mark (full logo), secondary logo mark (letter W logo), and expectations regarding clear space, size, incorrect usage, as well as brand colors.

The application process for the use of the logo is outlined as follows:

By using the guidelines above, all Town Employees are permitted to use the Town Logo on Town property, or on materials promoting or representing the Town (letterhead, flyers, business cards, etc.).

Members of the Board of Commissioners and Citizen Advisory Board Members are permitted to use the logo when supporting Town-related initiatives or programs, under the guidance of a Town of Wendell Employee.

Anyone outside of Town staff must request permission from the Town Clerk by emailing mhoward@townofwendell.com with a description of the intended use of the logo. Town staff will review all requests and reply via email with an approval or denial letter. Requests will be approved if they are in keeping with the integrity of the Town of Wendell's mission, goals, and are for the benefit of the community as a whole.

Attachment:

- A. Town of Wendell Logo Use Policy

	POLICY	
	Administration Department	Effective: TBD
Town of Wendell Logo Use Policy Version 1.1		Supersedes: New
		Prepared By: Stephanie Smith, Assistant to the Town Manager
		Approved By: Marc Collins, Town Manager

I. Purpose

The Town of Wendell logo is the official trademark of the Town of Wendell. It is registered to the Town of Wendell pursuant to the North Carolina Trademark Registration Act (N.C.G.S. Chapter 80) and should not be used without the express permission of the Town of Wendell. Any infringement or unauthorized use could subject the user to civil and criminal liability. To apply for permission to use the Town of Wendell’s logo, please contact the Town Clerk at mhoward@townofwendell.com.

II. Scope

This policy applies to all officers, agents and employees of the Town of Wendell, as well as members of the public.

III. Logo Guidelines

Primary Logo Mark

This is the primary logo mark for the Town of Wendell. This is the preferred mark and should be used on all Town of Wendell branded materials except for official documents (see section 4). If the full logo mark cannot be used, the secondary mark should be used. Use the version of the logo that is the most readable and clear.



Secondary Logo Mark

This is the secondary logo mark. This mark should only be used when the primary logo mark cannot be used. The Wendell logo should be used on general Wendell materials or on materials for multiple departments.



Clear Space

To maximize its visual presence and avoid any confusion, the logo requires a surrounding clear space free of any graphic elements and text.

For the full logo mark, the minimum clear space is equal to the height of the letters “endell” in the word Wendell.

For the mark only version of the logo the minimum clear space is equal to half the width of the mark.

Size

The logo should always be clearly legible.

Incorrect Usages

Incorrect use of the logo compromises its integrity and effectiveness. Never modify the logo in any way or attempt to recreate it.

IV. Brand Colors

Any logo use must use the Brand Colors (outlined below), black or white. Color alterations to the logo are not permitted.

Blue: #204566
Green: #76a72f

V. Application Process for Use of Logo

By using the guidelines above, all Town Employees are permitted to use the Town Logo on Town property, or on materials promoting or representing the Town (letterhead, flyers, business cards, etc.).

Members of the Board of Commissioners and Citizen Advisory Board Members are permitted to use the logo when supporting Town-related initiatives or programs, under the guidance of a Town of Wendell Employee.

Anyone outside of Town staff must request permission from the Town Clerk by emailing mhoward@townofwendell.com with a description of the intended use of the logo. Town staff will review all requests and reply via email with an approval or denial letter. Requests will be approved if they are in keeping with the integrity of the Town of Wendell's mission, goals, and are for the benefit of the community as a whole.

If approval is received, the following rules must be followed:

- Logo may not be used in any confusing way.
 - No Logo may be used in any way that suggests that the Town of Wendell is affiliated with, sponsors, approves or endorses an organization, website, products or services, unless such a relationship exists, or without written permission by the Town of Wendell.
 - The Logo may be used in any way that mischaracterizes any relationship with the Town of Wendell.
- Logos must be used in accordance with the Guidelines outlined in Section 3.
- The logo should not be used in political campaign messages or other materials of a partisan nature in political campaigns.
- Unacceptable uses of the Town of Wendell Logo:
 - Stationery or any paper products not licensed by the Town of Wendell.
 - Obscene, graphic, violent, illegal activity uses, materials, or businesses.
 - Uses that would disparage or damage the image of the Town of Wendell.
 - Use on food items, health-related items, or alcoholic beverages.

Item Title:

Resolution of Intent to Close Public Right-of-Way known as the Alley located between East Campen Street and Third Street

Board of Commissioners:

Monday, October 28, 2019

Specific Action Requested:

Adoption of a Resolution of Intent to Close Road Right-of-Way and to schedule a public hearing on this item for November 25, 2019.

Item Summary:

The Town of Wendell is requesting to formally close the entire (3,000 square feet) alley in downtown Wendell. The alley splits the properties owned by the Perry family and those by Shalimar Holdings, identified by PIN#s 1783-79-0912, 1783-79-0912, 1783-79-0956 and 1783-79-1911. On February 27, 1906, a final plat was recorded (BM1885 PG61) for the creation of downtown Wendell south of rail tracks (see attachments A&B).

The alley requested for closure has not been improved, or accepted for maintenance by NCDOT; however, it is still shown as right-of-way on Wake County's GIS records.

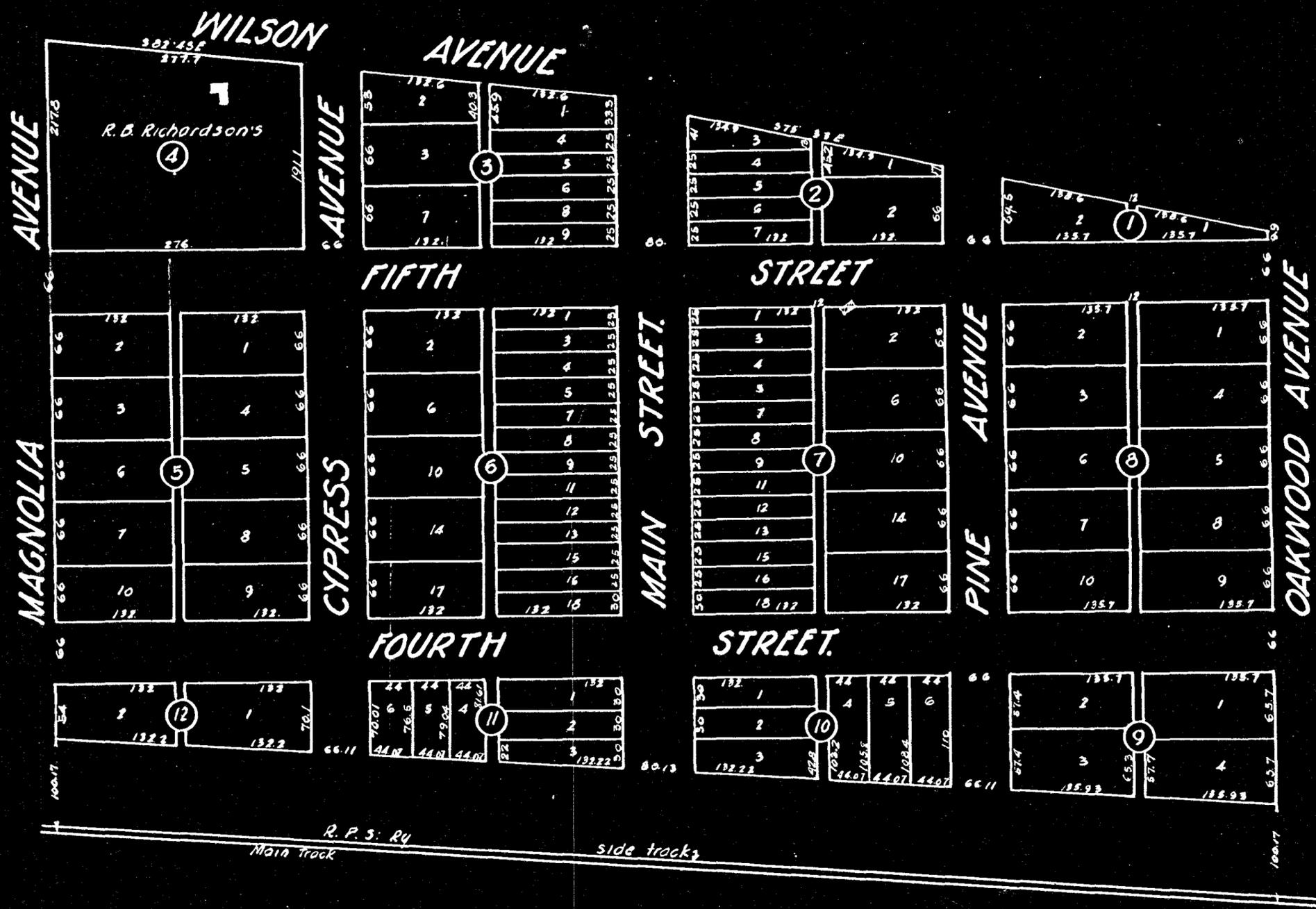
According to §160A-299 (Attachment C), for a road or alley to be formally closed, the municipality's Town Board must first adopt a resolution declaring its intent to close the street or alley and calling a public hearing on the question. This resolution must be published in the paper for four successive weeks, and notices must be mailed to adjoining property owners and posted on the property.

The requested land would be split between the abutting properties. The northern section would be split between the two Perry properties, the southern section would match what is shown by Wake County GIS records (see attachment D).

Given that the alley is currently unimproved and multiple connections remain for access to the block, staff recommends adoption of the attached Resolution of Intent to Close Road Right-of-Way.

Attachments:

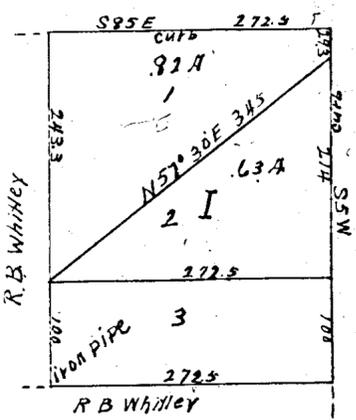
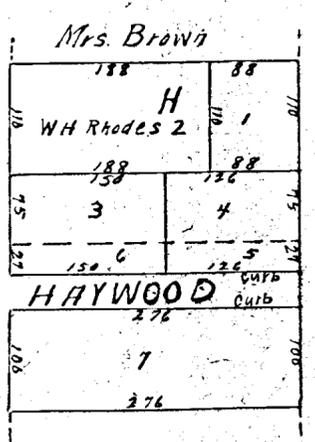
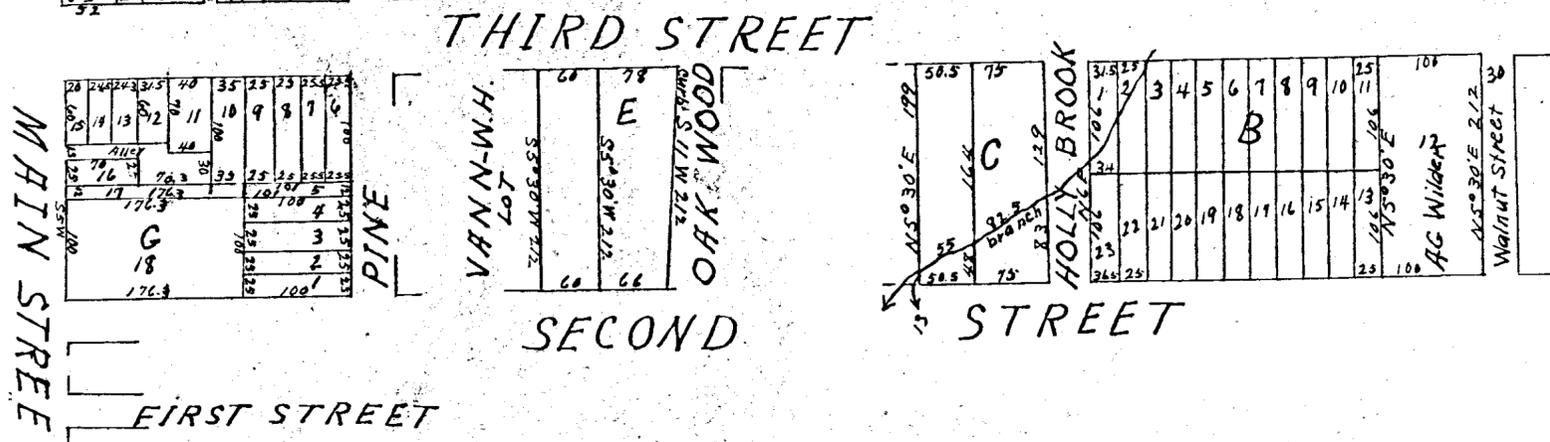
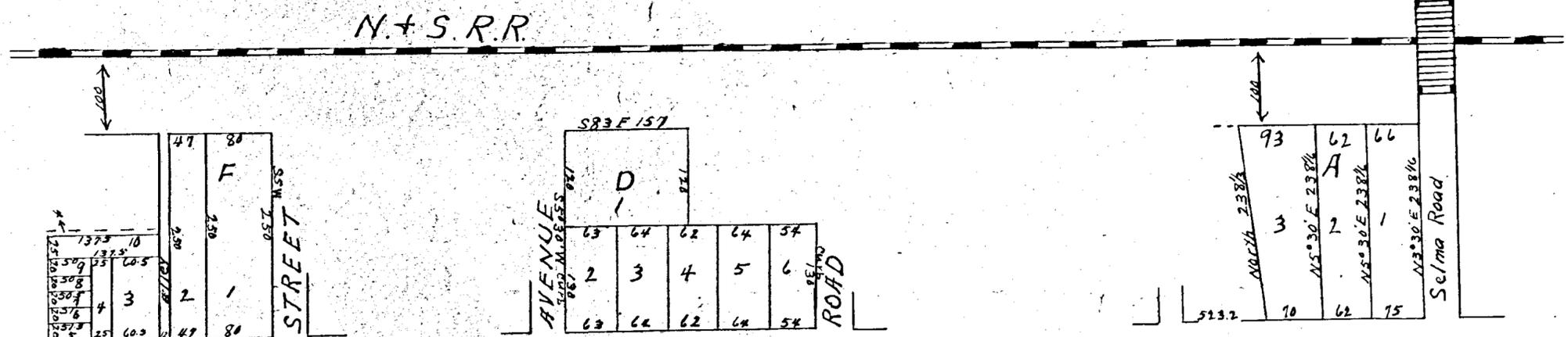
- A. Recorded Plat BM1885 Page 61
- B. Recorded Plat BM1945 Page 66
- C. General Statute concerning road and alley closings (§160A-299)
- D. Parcel Map with Aerial- Wake County GIS
- E. Resolution of Intent to Close Road Right-of-Way.



ACTUAL DATE UNKNOWN

WENDELL

66



PROPERTY OF
R. B. WHITLEY HEIRS
AND OTHERS

WENDELL, WAKE COUNTY, NC.

Scale 1" = 100' Jan. 5, 1946.



Pittman Steel Co.

ORIGINAL MAP
OF POOR QUALITY

§ 160A-299. Procedure for permanently closing streets and alleys.

(a) When a city proposes to permanently close any street or public alley, the council shall first adopt a resolution declaring its intent to close the street or alley and calling a public hearing on the question. The resolution shall be published once a week for four successive weeks prior to the hearing, a copy thereof shall be sent by registered or certified mail to all owners of property adjoining the street or alley as shown on the county tax records, and a notice of the closing and public hearing shall be prominently posted in at least two places along the street or alley. If the street or alley is under the authority and control of the Department of Transportation, a copy of the resolution shall be mailed to the Department of Transportation. At the hearing, any person may be heard on the question of whether or not the closing would be detrimental to the public interest, or the property rights of any individual. If it appears to the satisfaction of the council after the hearing that closing the street or alley is not contrary to the public interest, and that no individual owning property in the vicinity of the street or alley or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to his property, the council may adopt an order closing the street or alley. A certified copy of the order (or judgment of the court) shall be filed in the office of the register of deeds of the county in which the street, or any portion thereof, is located.

(b) Any person aggrieved by the closing of any street or alley including the Department of Transportation if the street or alley is under its authority and control, may appeal the council's order to the General Court of Justice within 30 days after its adoption. In appeals of streets closed under this section, all facts and issues shall be heard and decided by a judge sitting without a jury. In addition to determining whether procedural requirements were complied with, the court shall determine whether, on the record as presented to the city council, the council's decision to close the street was in accordance with the statutory standards of subsection (a) of this section and any other applicable requirements of local law or ordinance.

No cause of action or defense founded upon the invalidity of any proceedings taken in closing any street or alley may be asserted, nor shall the validity of the order be open to question in any court upon any ground whatever, except in an action or proceeding begun within 30 days after the order is adopted. The failure to send notice by registered or certified mail shall not invalidate any ordinance adopted prior to January 1, 1989.

(c) Upon the closing of a street or alley in accordance with this section, subject to the provisions of subsection (f) of this section, all right, title, and interest in the right-of-way shall be conclusively presumed to be vested in those persons owning lots or parcels of land adjacent to the street or alley, and the title of such adjoining landowners, for the width of the abutting land owned by them, shall extend to the centerline of the street or alley.

The provisions of this subsection regarding division of right-of-way in street or alley closings may be altered as to a particular street or alley closing by the assent of all property owners taking title to a closed street or alley by the filing of a plat which shows the street or alley closing and the portion of the closed street or alley to be taken by each such owner. The plat shall be signed by each property owner who, under this section, has an ownership right in the closed street or alley.

(d) This section shall apply to any street or public alley within a city or its extraterritorial jurisdiction that has been irrevocably dedicated to the public, without regard to whether it has actually been opened. This section also applies to unopened streets or public alleys that are shown on plats but that have not been accepted or maintained by the city, provided that this section shall not abrogate the rights of a dedicator, or those claiming under a dedicator, pursuant to G.S. 136-96.

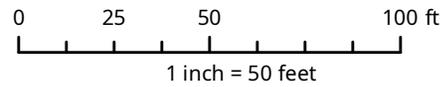
(e) No street or alley under the control of the Department of Transportation may be closed unless the Department of Transportation consents thereto.

(f) A city may reserve a right, title, and interest in any improvements or easements within a street closed pursuant to this section. An easement under this subsection shall include utility, drainage, pedestrian, landscaping, conservation, or other easements considered by the city to be in the public interest. The reservation of an easement under this subsection shall be stated in the order of closing. The reservation also extends to utility improvements or easements owned by private utilities which at the time of the street closing have a utility agreement or franchise with the city.

(g) The city may retain utility easements, both public and private, in cases of streets withdrawn under G.S. 136-96. To retain such easements, the city council shall, after public hearing, approve a "declaration of retention of utility easements" specifically describing such easements. Notice by certified or registered mail shall be provided to the party withdrawing the street from dedication under G.S. 136-96 at least five days prior to the hearing. The declaration must be passed prior to filing of any plat or map or declaration of withdrawal with the register of deeds. Any property owner filing such plats, maps, or declarations shall include the city declaration with the declaration of withdrawal and shall show the utilities retained on any map or plat showing the withdrawal. (1971, c. 698, s. 1; 1973, c. 426, s. 47; c. 507, s. 5; 1977, c. 464, s. 34, 1981, c. 401; c. 402, ss. 1, 2; 1989, c. 254; 1993, c. 149, s. 1; 2015-103, s. 1.)



GIS Map - East Campen & 3rd Street



Disclaimer

iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are NOT surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.



RESOLUTION # R-19-2019

**RESOLUTION DECLARING INTENT TO CLOSE
ROAD RIGHT-OF-WAY**

BE IT RESOLVED that, the Town of Wendell does hereby declare its intent to close the alley located between East Campen Street and Third Street right-of-way, being approximately 3,000 square feet and located in downtown Wendell in the town limits, bordering the lots identified by PINs # 1783-79-0912, 1783-79-0912, 1783-79-0956 and 1783-79-1911.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby orders that a public hearing on this matter be held on Monday, November 25, 2019 at 7:00 p.m. in the Wendell Town Hall, following the public notice of intent as required by §160A-299.

Duly adopted this 28th day of October, 2019.

Interested parties and citizens shall have an opportunity to speak and may obtain additional information on the request from the Town of Wendell, 15 E. Fourth Street, Wendell, North Carolina, 27591.

Virginia R. Gray, Mayor

Attest:

Megan Howard, Town Clerk

Date: October 28, 2019

Item # 7a

Item Title:

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

Specific Action Requested:

None

Attachments:

None

Date: October 28, 2019

Item # 8

Item Title:

Commissioners' Reports.

Specific Action Requested:

None

Attachments:

None

Date: October 28, 2019

Item # 9

Item Title:

Mayor's Report.

Specific Action Requested:

None

Attachments:

None

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