

**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
NOVEMBER 25, 2019**

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, November 25, 2019, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: John Boyette, Jason Joyner and Ben Carroll

ABSENT: Commissioner David Myrick

STAFF PRESENT: Town Manager Marc Collins, Deputy Town Clerk Stephanie Smith, Town Attorney Jim Cauley, Finance Director Butch Kay, Planning Director David Bergmark, Public Works Director Brian Bray, Parks and Recreation Director Jeff Polaski, Assistant Planning Director Bryan Coates, and Police Chief Bill Carter.

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

Lake Myra Elementary Student Emma Hernandez led the Pledge of Allegiance.

Bruce Tarnaski of the Wendell Council of Churches provided the invocation.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

ACTION

Mover: Mayor Pro Tem Jon Lutz moved to approve the agenda.
Vote: 4-0

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

There were no public comments at this meeting.

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.

ACTION

Mover: Mayor Pro Tem Jon Lutz moved to approve the Consent Agenda as presented.
Vote: 4-0

3a. Wake County Tax Report

**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
NOVEMBER 25, 2019**

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

- 4a. Recognition of Lake Myra Elementary School Teacher, Erica Drapeau
Speaker: Mayor Virginia Gray

Mayor Gray presented the following teacher recognition, below in italics:

Erica Drapeau has been teaching young people for the last 20 years. Her first several years of teaching were in Title One preschool. While teaching Pre-K in Wake county, she took every opportunity to soak up knowledge and experiences about building healthy family-school partnerships, fostering social-emotional learning, nurturing foundational skills in literacy and math, and becoming an advocate for purposeful play. After teaching several years in pre-k, she made the exciting move to Kindergarten, which is where she has been teaching and learning for the last 10 years.

Her goal is to provide an experience where students feel safe, loved and respected. She truly loves guiding students in collecting new experiences in academic learning, building friendships, and developing a healthy sense of self. She has dedicated her adult life to two major things...to take care of her school family and her home family with all her heart. She continues to use a reflective eye in always remembering to learn and grow and be better day after day. She is Lake Myra's Teacher of the Year and models high expectations daily. She is truly among the top teachers Lake Myra has ever had the privilege to employ. The Lake Myra family is so grateful for her and everything she brings to the Lake.

Erica Drapeau thanked the community for the recognition and asked people to volunteer to help Lake Myra Elementary School.

- 4b. Presentation of the Town of Wendell Communications Plan
Speaker: Assistant to the Manager Stephanie Smith

Assistant to the Manager Stephanie Smith presented the following staff report, below in italics:

Item Summary:

Staff has completed the Town of Wendell Communications Plan to be shared with the Board of Commissioners. The purpose of the Communications Plan is to provide guidelines and expectations for the Town of Wendell employees and their work on behalf of the organization. The plan addresses how to handle day-to-day communications as well as guidance on how crisis communications are handled on a staff level.

The Plan includes current and proposed strategies and actions as well as communications tools. Crisis communications are addressed, as well as a public information and media relations policy. As part of this plan, a social media policy is

**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
NOVEMBER 25, 2019**

included as an appendix, which addresses the handling of current and future Town social media accounts. A news release template is incorporated, and the statutes speaking to North Carolina Public Records Law are included.

The implementation of the plan addresses one of the Initiatives of Goal 5 of the Town of Wendell Strategic Plan. Goal 5: Organization Culture and Communication includes a Strategic Initiative, “develop a communication plan to market Wendell to external interests and increase communication for internal interests.”

Staff is working on updating the Personnel Policy to incorporate language used in the Communications Plan so that there is consistency across all organization policies and plans. A Personnel Policy update will be brought to the Board for approval at a future meeting.

The next step of the Communications Plan will be implementation, where all departments and staff will be trained to follow the procedures and expectations outlined in the plan. Implementation will kick off in January.

Special thanks to Amber Langston with EWTV for kicking off this process. Part of the implementation of the Communications Plan will be utilizing the communications staff hours we have as part of our agreement with EWTV for video development.

Stephanie Smith offered to answer any questions the Board might have. No questions or comments were made.

4c. Snap Shot

Item Summary:

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

5. PUBLIC HEARINGS

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*
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**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
NOVEMBER 25, 2019**

- 5a. **PUBLIC HEARING:** Consider the permanent closure of public right-of-way known as the alley located between East Campen Street and Third Street.
Speaker: Assistant Planning Director Bryan Coates

Assistant Planning Director Bryan Coates presented the following staff report, below in italics:

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 (Attachment D). 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 (Attachment E)

Bryan Coates offered to answer any questions that the Board might have.

Shusheel Narla, of 10 N. Main Street, asked about the use of the alleyway and access for Mad Sports business after the project is complete.

Staff responded and confirmed that access would remain.

Attorney Jim Cauley said that he would like to recommend additional, stronger wording on reservation of utility easements. He said that, at the end of the paragraph on the second page of the order that says, "it is further ordered..." and continues on for 6-8 lines, he would recommend adding to the end of that paragraph after 160A 299c. Mr. Cauley said it should say "but expressly subject to the reservation by the Town of Wendell all utility easements therein."

**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
NOVEMBER 25, 2019**

Mayor Gray closed the public hearing and asked if there were any questions from the Board.

ACTION

Mover: Mayor Pro Tem Jon Lutz moved to adopt the order for closing the public right-of-way known as the alley located between East Campen Street and Third Street, with the attorney's added language in section c.

Vote: 4-0

6. ADMINISTRATIVE ITEMS

6a. Request for temporary street closure(s) for Wendell Wonderland in Downtown Wendell on Friday, December 6, 2019.

Speaker: Parks and Recreation Director Jeff Polaski

Parks and Recreation Director Jeff Polaski presented the following staff report, below in italics:

Item Summary:

The Town of Wendell will host the 2019 Wendell Wonderland event on Friday, December 6 from 5:00 pm to 9:00 pm. The special event necessitates the closure of First Street at approximately 12:45 pm to start stage and vendor set-up. Cypress and Third Streets may be kept open until approximately 3:00 or 4:00 pm. All streets will be re-opened by 11:00 pm at the latest, though most streets will re-open earlier.

Last year's Wendell Wonderland was very well attended. The evening included performances throughout Downtown, Santa and Mrs. Clause at the Town Square, the Light Show at the Woman's Club Lot, a trolley ride around Downtown, open Downtown businesses, food trucks, Craft Market, a cookie walk and live nativity scene – just to name a few of the many activities available to the public.

The safety of those attending the event necessitates the temporary closing of public streets. Staff evaluated the locations of last year's performances and made revisions to prevent people enjoying the activities from entering open streets with vehicles. To minimize conflicts between vehicles and pedestrians, the event will feature performances at J Ashley Wall Town Square and Main Street, the craft market is moved to Main Street, and the trolley route is adjusted to circle Town Hall.

Staff is requesting the following temporary street closure(s):

- Cypress Street between Third and Second Streets*
- Third Street between Cypress and Pine Streets*
- Main Street between Fourth and Second Streets*

**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
NOVEMBER 25, 2019**

Mayor Gray said she was glad that Main Street would be closed for safety, this year.

ACTION

Mover: Mayor Pro Tem Jon Lutz moved to approve the request for temporary street closure(s) for Wendell Wonderland in Downtown on Friday, December 6, 2019.

Vote: 4-0

6b. Request for the Town Board to authorize the Town Manager to enter negotiations with RFQ respondents for design build services related to East Campen Street Parking & Event Space.

Speaker: Assistant Planning Director Bryan Coates

Assistant Planning Director Bryan Coates presented the following staff report, below in italics:

Item Summary:

On October 8, 2019, The Town of Wendell issued a request for qualifications (RFQ) for design build services for the East Campen Street Parking & Events Space project. The goal of the RFQ was to identify firms that could deliver a public parking and event space capital improvement project by May of 2020 within budget. The scope of work for the selected firm could include:

Parking that can accommodate vehicle, golf cart, and bike parking as well as pedestrian connections, food truck pads with electric hookups, lighting, landscaping and be able to address stormwater runoff and function as a community event space as needed.

The RFQ required interested firms to submit their letter of interest and qualifications by November 1, 2019. A total of two vendors submitted proposals by the deadline. Town staff readvertised the RFQ and received no additional submittals.

Copies of the submitted qualifications were distributed to key Wendell staff members for independent review and evaluation utilizing the selection criteria included in the RFQ and necessary to satisfy the goals of the RFQ. Staff reviewing the proposals included Assistant Planning Director Bryan Coates, Assistant to the Town Manager Stephanie Smith, Public Works Director Brian Bray, and Planning Director David Bergmark. Upon completion of the independent review, a meeting was held with the selection team to establish a consensus ranking of the submittals to ultimately recommend the top firm to the Town Manager pursuant to the requirements of the RFQ.

Staff hereby requests the Board to authorize the Town Manager to enter negotiations with RFQ respondents in the following rank order:

1) J.M. Thompson (JMT)

2) Muter Construction

Following successful negotiations with the selected firm, an agreement will be prepared and signed by both parties.

**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
NOVEMBER 25, 2019**

Assistant Planning Director Bryan Coates offered to answer any questions that the Board might have.

Mayor Pro Tem Jon Lutz asked if there were any differences between proposals that were made.

Mr. Coates said that both companies submitted solid proposals and experience, with the approach being the point of variance. Staff is comfortable with both firms, with JFT ranking a little higher.

ACTION

Mover: Mayor Pro Tem Jon Lutz moved to approve the request for the Town Board to authorize the Town Manager to enter negotiations with RFQ respondents for design build services related to East Campen Street Parking & Event Space.

Vote: 4-0

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]

Mayor Gray said that CAMPO approved the 2020 Wake Transit Work Plan, held a public hearing and approved the FY 2018-2027 tip amendment #10, heard a report from Triangle J Council of Government on the Triangle Regional Transportation Demand Management Plan, heard the red priority bus lane study update from CAMPO staff, heard a report from the Mobility Coordination Committee, received a report and update from CAMPO staff on the Greater Triangle Commuter Rail Alternatives Analysis, had a Wake Transit Plan update and received a Federal Rescission Update and the FY 2019 Year-End Report and received information on the CAMPO bonus allocation methodology.

-  East Wake Senior Center [Commissioner David Myrick]

Commissioner Myrick was not in attendance at this meeting.

- 7b. Recognition of Outgoing Elected Officials
Speaker: Mayor Virginia Gray

Mayor Gray recognized Commissioner Ben Carroll for his service on the Town Council of Wendell and presented a Proclamation to him in thanks for his public service.

Mayor Gray recognized Commissioner David Myrick for his service on the Town Council of Wendell and read the Proclamation in thanks for his public service. His proclamation

**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
NOVEMBER 25, 2019**

was presented to him at a later date, as he was not in attendance at this meeting.

8. COMMISSIONERS' REPORTS / COMMENTS

Commissioner Jason Joyner said that Wendell Wonderland's Cookie Walk will be accepting toys for Eastern Regional Center. Mr. Joyner said the past four years on council has been great and he recognized Ben Carroll for his service on the Board. He thanked him for his service and said he appreciated him and David Myrick's service to the Board.

Commissioner John Boyette thanked Commissioners Ben Carroll and David Myrick for their four years of service to the Town.

Commissioner Jon Lutz said he enjoyed serving with both Commissioners Myrick and Carroll. Mr. Lutz said he's had the pleasure of serving on the Board for six years now and each member of council works very hard. He said that land is a valuable commodity that the Town has and once it is used, it is gone. With this blessing, comes responsibility and Mr. Lutz said that the Town has regarding development. Mr. Lutz said that he attended a Planning Board meeting that was full of concerned citizens regarding a topic of land and a rezoning issue.

9. MAYOR'S REPORTS / COMMENTS

10. CLOSED SESSION

Closed session will be called if necessary.

11. ADJOURN

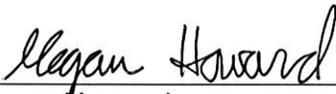
ACTION:

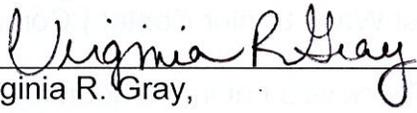
Mover: Mayor Pro Tem Jon Lutz moved to adjourn at 7:41 p.m.

Vote: 4-0

Duly adopted this 13 day of January, while in regular session.

ATTEST:


Megan Howard,
Town Clerk


Virginia R. Gray,
Mayor

