

**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
OCTOBER 28, 2019**

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, October 28, 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, David Myrick and Ben Carroll

STAFF PRESENT: Town Manager Marc Collins, Town Clerk Megan Howard, Town Attorney Jim Cauley, Finance Director Butch Kay, Planning Director David Bergmark, Parks and Recreation Director Jeff Polaski, Police Chief Bill Carter, Assistant Planning Director Bryan Coates, and Assistant to the Manager Stephanie Smith.

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

Wendell Middle School Student Andrea Cano Moreno led the Pledge of Allegiance.

Errol Briggerman of the Wendell Council of Churches provided the invocation and gave the following announcements:

November 16th, 2019 Wendell Baptist Church will host a Relay for Life Craft Fair called the Jingle Bell Express from 9 am to 2 pm.

The Thanksgiving Sing at Wendell Baptist Church will be held on Sunday, November 24th at 7 pm.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

ACTION

Mover: Mayor Pro Tem Jon Lutz moved to approve the agenda.

Vote: 5-0

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

Katie Akins, 3901 Swift Creek Road, Smithfield NC 27577, spoke about Current Electrical Company and their involvement with Commissioner Ben Carroll's contracting company, Old Oak Construction.

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.

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ACTION

Mover: Commissioner Ben Carroll moved to approve the Consent Agenda as presented.

Vote: 5-0

3a. Wake County Tax Report

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

4a. Recognition of Wendell Middle School Teacher Sarah Claxton
Speaker: Mayor Virginia Gray

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

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.

Mrs. Claxton said this is the longest she's been at a school and that Wendell Middle is very special to her. She said it's a pleasure teaching and thanked the community for the recognition.

Commissioner Jason Joyner said that he wanted to highlight that Mrs. Claxton was a graduate of Appalachian State University.

4b. Snap Shot Monthly Reports
Speaker: Town Manager Marc Collins

Town Manager Marc Collins presented the following staff report, below in italics.

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.

Town Manager Marc Collins offered to answer any questions that the Board might have.

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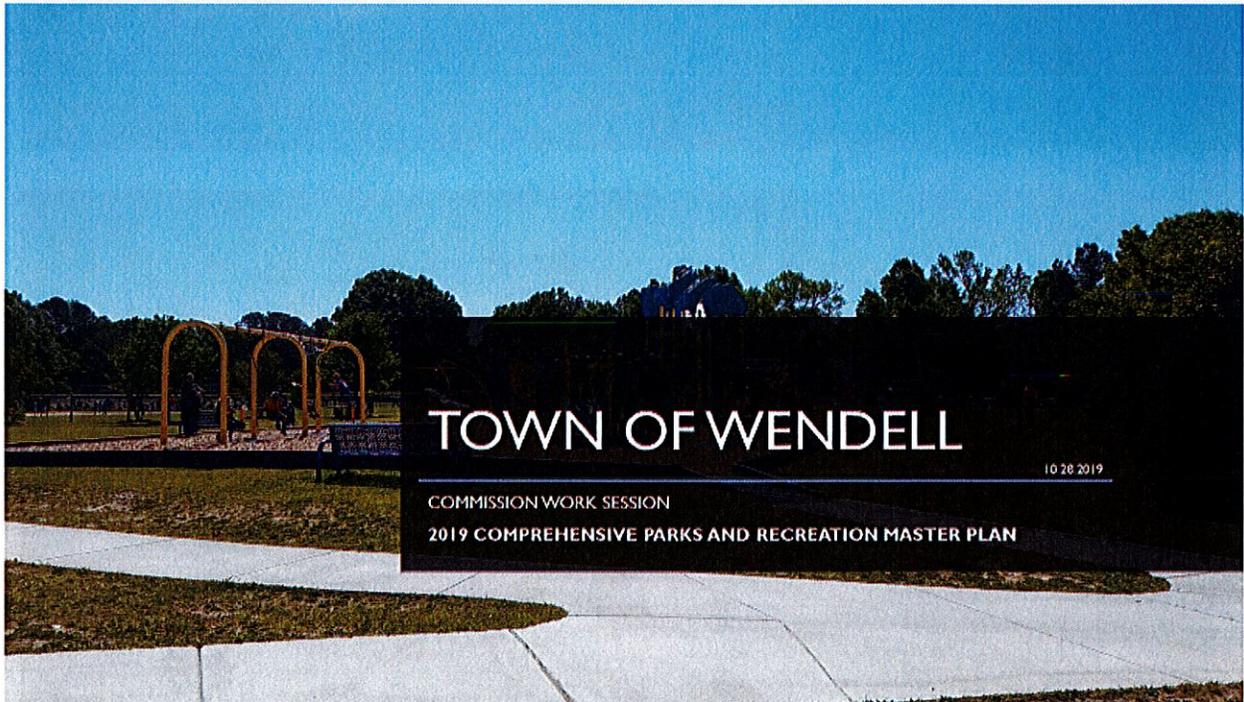
Mayor Gray said that she's very excited to see the new format of the Snap Shot Monthly Reports. She said it's very informative and that she gets excited about all the things that the Town has done and plans to do in the future. Mayor Gray thanked staff for the detail and level of work on it.

- 4c. Parks and Recreation Master Plan
Speakers: Mike Norris and James Ford of McGill Associates

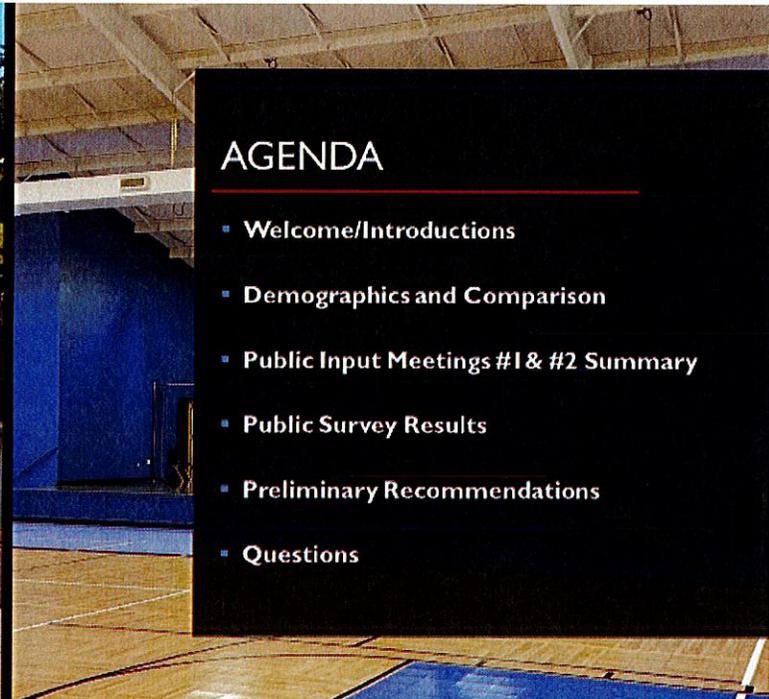
Mike Norris and James Ford of McGill Associates presented the following report, below in italics.

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.

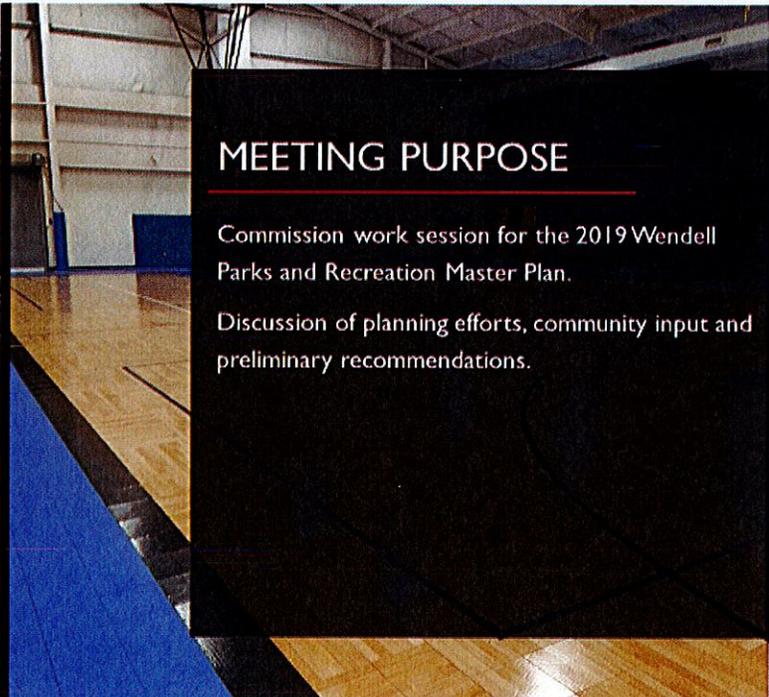


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AGENDA

- Welcome/Introductions
- Demographics and Comparison
- Public Input Meetings #1 & #2 Summary
- Public Survey Results
- Preliminary Recommendations
- Questions

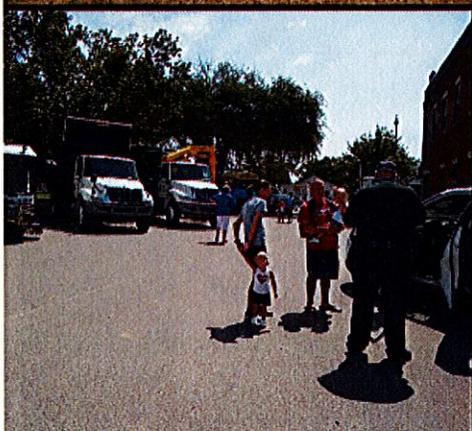


MEETING PURPOSE

Commission work session for the 2019 Wendell Parks and Recreation Master Plan.

Discussion of planning efforts, community input and preliminary recommendations.

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DEMOGRAPHICS (WHO WE ARE)

Total Projected Permanent Population for 2020: 8,500

- 46% Male 54% Female
- <19 Years 32.7%
- 20-34 Years 16.3%
- 35-64 Years 39.6%
- >65 Years 11.7%

DEMOGRAPHICS (WHO WE ARE)

- White: 65.2%
- Black or African American: 19.4%
- Hispanic: 12.9%
- Asian: 1.0%
- Two or More Races: 4.3%

Findings from 2013-2017 ACS 5-year estimates

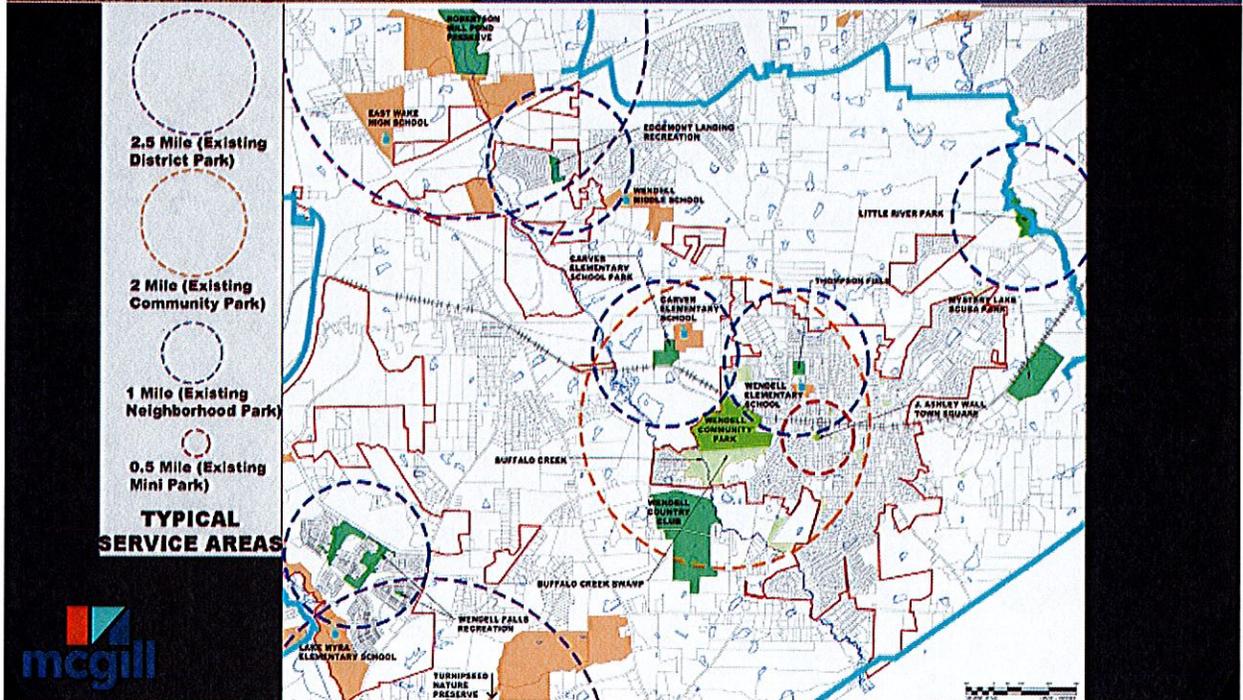
2030 Population Projection: 19,048

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EXISTING PARKS (WHAT WE HAVE)

1. Wendell Community Park & Community Center
2. J. Ashely Wall Town Square
3. Carver Ball Fields (County Owned operated by Town of Wendell Recreation)



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**Table 3.5-2 Town of Wendell Park Types
PARK ACREAGE BY CLASSIFICATION (Based on historic NRPA Guidelines)**

TYPE OF PARK	Existing** Town of Wendell Acreage	Recommended for 2019 Population 8,501	Recommended for 2029 Population 19,048*
REGIONAL PARK (NPS&NC) 1,000 acres or 10 acres/1,000 persons	NA	NA	NA
DISTRICT PARK 200 acres or 5 acres/1,000 persons	NA	NA	NA
COMMUNITY PARK 20-30 acres or 2.5 acres/1,000 persons	82 acres	21 acres	48 acres
NEIGHBORHOOD PARK 7-15 acres or 2 acres/1,000 persons	0 acres	17 acres	38 acres
MINI PARK 1-2 acres or 0.5 acres/1,000 persons	.65 Acres	4 acres	9.5 acres

*Figure represents Town Population Projections **See Chart 3.5-1 for individual park acreage.

Table 3.6- 1: Existing and Projected Demand for Public Facilities

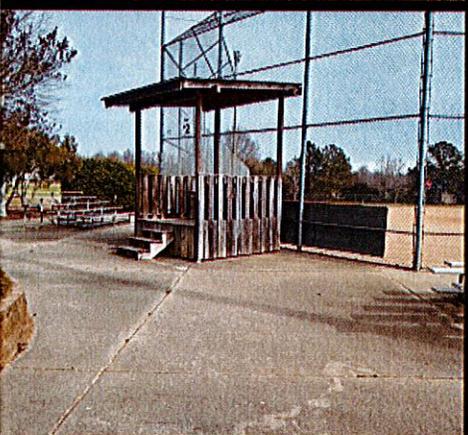
Facility	Recommended Standards	Existing Facilities*	2019 Recommended per Population	2029 Recommended per Population
Town of Wendell owned facilities*			Population: 8,501	Projected Population: 19,048
Fields				
Adult Baseball	1/5,000	1	2	4
Youth Baseball	1/5,000	5, (5)	2	4
Softball	1/5,000	5, (5)	2	4
Football	1/10,000	2	1	2
Soccer	1/5,000	2	2	4
Lacrosse	1/5,000	2	2	4
Courts				
Basketball	1/5,000	2, (4)	2	4
Tennis	1/2,000	2, (6)	4	10
Volleyball	1/5,000	3	2	4
Pickleball	1/5,000	4	2	4
Horseshoes	1/2,000	1	4	10
Outdoor Areas				
Picnic Shelter	1/3,000	2	3	6
Playground	1/2,500	2, (4)	3	8
Amphitheater	1/20,000	0	0	0

Table 3.6- 1: Existing and Projected Demand for Public Facilities

Facility	Recommended Standards	Existing Facilities*	2019 Recommended per Population	2029 Recommended per Population
Town of Wendell owned facilities*			Population: 8,501	Projected Population: 19,048
Other Activities				
Walking Trails	0.25 mi./1,000	2.5 miles	2.13 miles	4.76 miles
Specialized				
Community Center	1/20,000	1	0	0
Swimming Pool	1/20,000	0	0	0
Golf Courses	1/25,000	1 (private)	0	0
Auditorium	1/20,000	0	0	0
Canoeing/Boating/Water Access				
Streams/Lakes	0.2 mi./1,000	0.9 miles	1.7 miles	3.81

*Existing Facilities include only the facilities owned by Town of Wendell Parks & Recreation. Additional quasi-public facilities (i.e. school facilities) are in parentheses.

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**EXISTING FACILITIES
(PRIVATE – AROUND TOWN)**

1. The Athletic Zone
2. Wendell Falls Development
3. Edgemont Landing Development
4. Mystery Lake Scuba Park
5. Five County Stadium
6. YMCA at Knightdale Station

**COMPARED TO OTHER COMMUNITIES
(RECREATION PER CAPITA EXPENDITURE)**

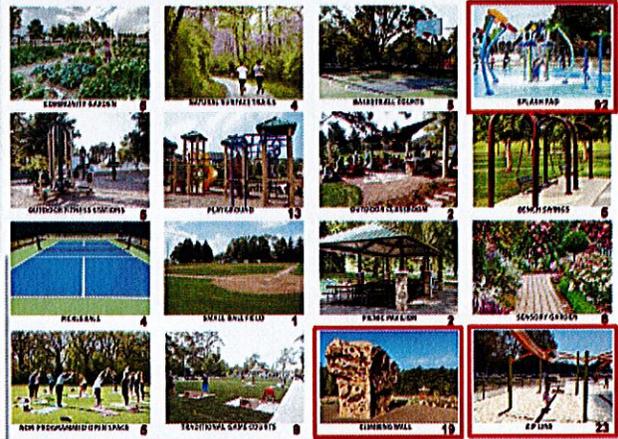
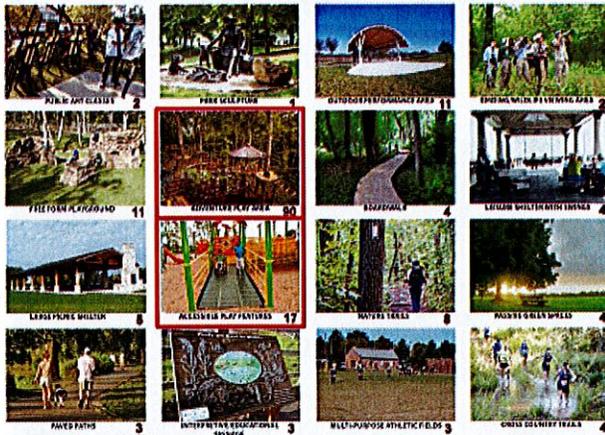
Boiling Springs Lakes	5,694	\$55.65
Carolina Beach	5,819	\$74.79
Wendell	6,093	\$86.57
Selma	6,119	\$49.85
Hamlet	6,511	\$50.50
Rolesville	4,137	\$119.36
Wake Forest	31,785	\$80.94
Garner	19,373	\$96.86
Knightdale	12,340	\$582.49
Zebulon	4,526	\$277.76

Findings from North Carolina Municipal and County Parks and Recreation Services Study, Fiscal Year 2014-2015 (based on population as of 2012-2013)

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**PREFERENCE BOARD
 COMMUNITY INPUT**
 SESSION 1 APRIL 27, 2019
 SESSION 2 JUNE 22, 2019
 187 TOTAL PARTICIPANTS



Come Share With Us

TOWN OF WENDELL
 PARKS & RECREATION IMPROVEMENTS



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PREFERENCE EXERCISE RESULTS TOP 5

- Splash Pad – 92 votes
- Adventure Play Area – 90 votes
- Zip-line Amenity – 23 votes
- Accessible Play Features – 17 votes
- Climbing Wall – 19 votes

SUMMARY OF SURVEY RESULTS



Help Improve Recreation in Wendell!
Community Survey
Please visit the link or use the QR code below:
<https://www.surveymonkey.com/r/WendellRec>
This effort will help inform the Town of Wendell's planning efforts for Parks and Recreation in the community. Thanks for your participation!

Survey Says...

- The number one priority for the Town of Wendell Parks & Recreation Department is to provide more recreational opportunities for the community.
- The number two priority is to provide more recreational opportunities for the community.
- The number three priority is to provide more recreational opportunities for the community.

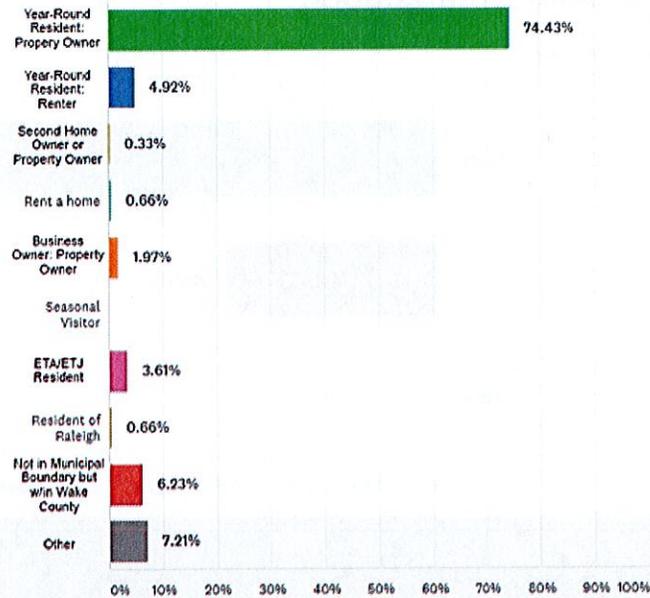
306 Completed household surveys representing approximately 701 individuals

Survey's advertised via Town Web Page, P&R Department Facebook Page, during public meetings, via survey marketing cards that were distributed at Community Center, at public meetings and passed out Downtown.

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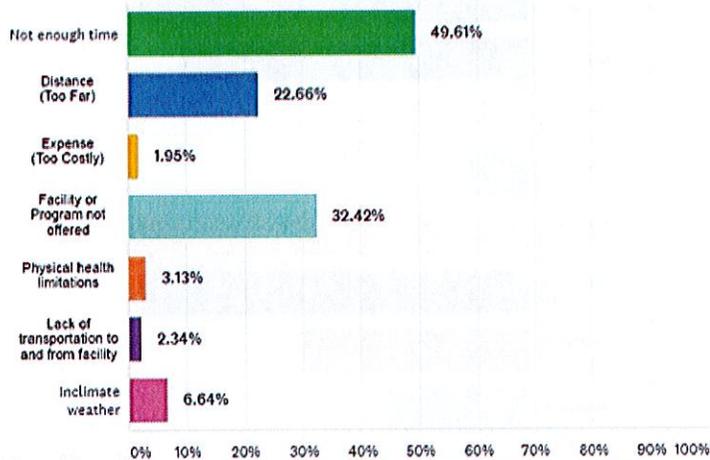
Which statements describes your relationship to the Town of Wendell?

Answered: 305 Skipped: 1



What is the greatest barrier to your households regular use of public parks or recreational facilities?

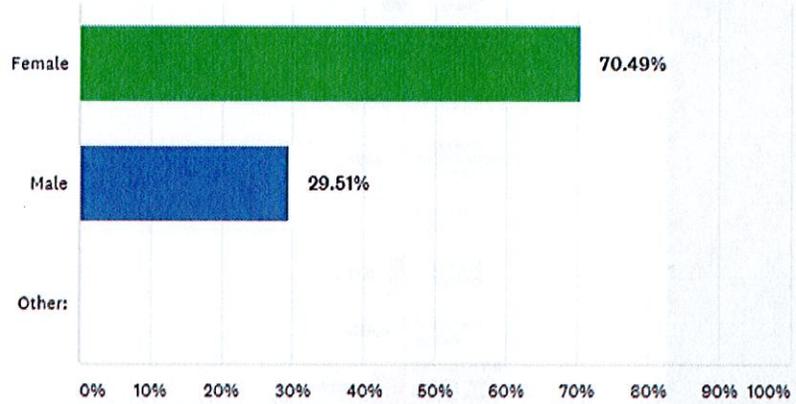
Answered: 256 Skipped: 60



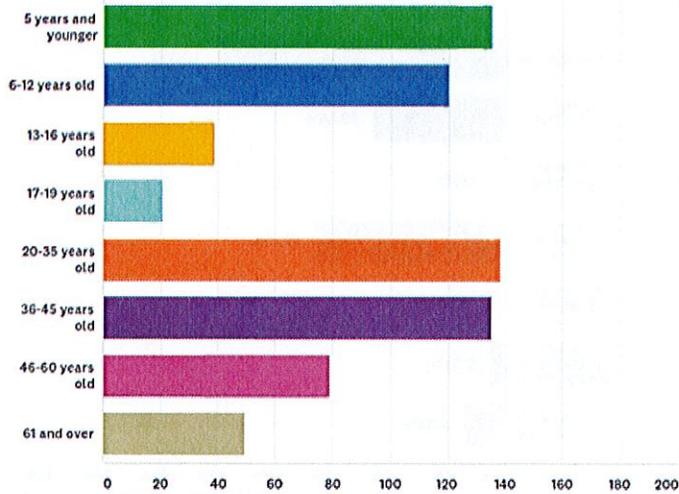
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Please provide your gender:

Answered: 305 Skipped: 1



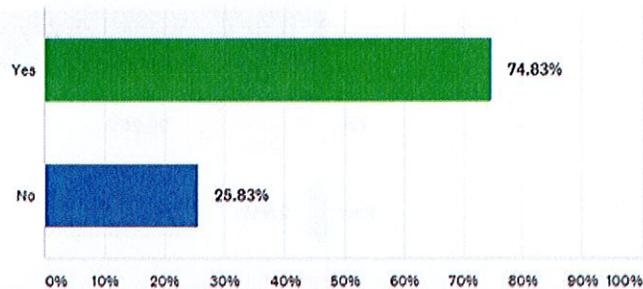
Select the number of persons in your household including yourself who are in the age brackets below:



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Within the last year have you traveled out of the Town of Wendell to use a recreation facility or program?

Answered: 302 Skipped: 4



Check below how frequently you, or others in your household have visited the following facilities in the past year.

The top 10 facilities used were:

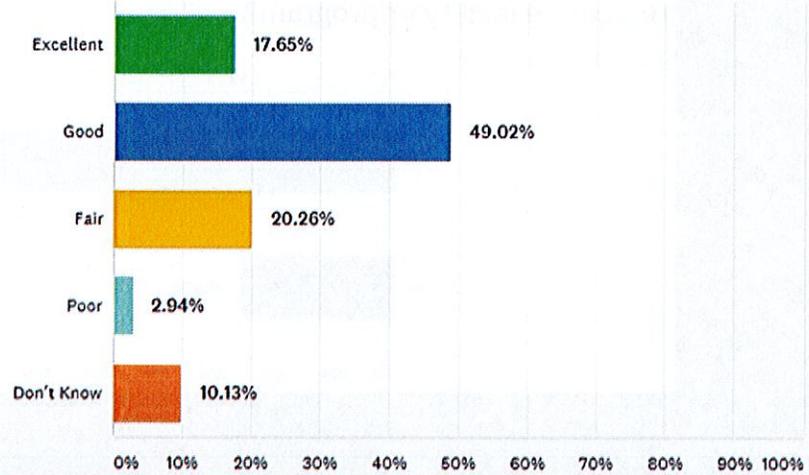
1. Wendell's Playgrounds
2. Wendell's Ball Fields
3. Wendell Recreation Center Programming
4. Wendell's Walking Paths/Trails
5. Carver Park Ball Fields
6. Wendell's Multi-Purpose Fields
7. Wendell's Gym/Fitness
8. Other Uses
9. Wendell's Dog Park
10. School Facilities (in Wendell)



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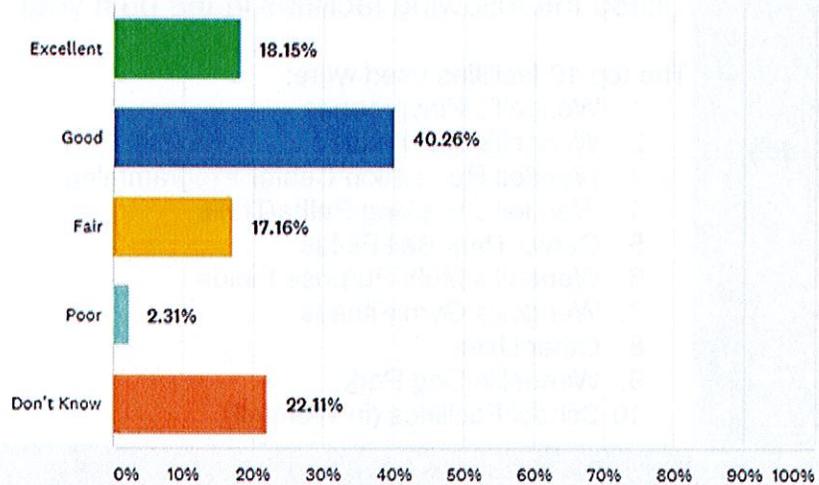
Overall, how would you rate the existing Wendell Park?

Answered: 306 Skipped: 0



Overall, how would you rate the Town playground?

Answered: 303 Skipped: 3



Commissioner Jason Joyner asked if these questions were asked in this order and if the results were from the answers that people clicked on.

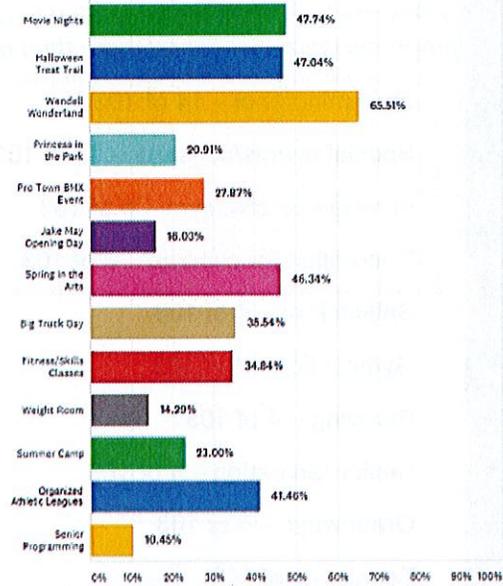
Mr. Ford responded in the affirmative.

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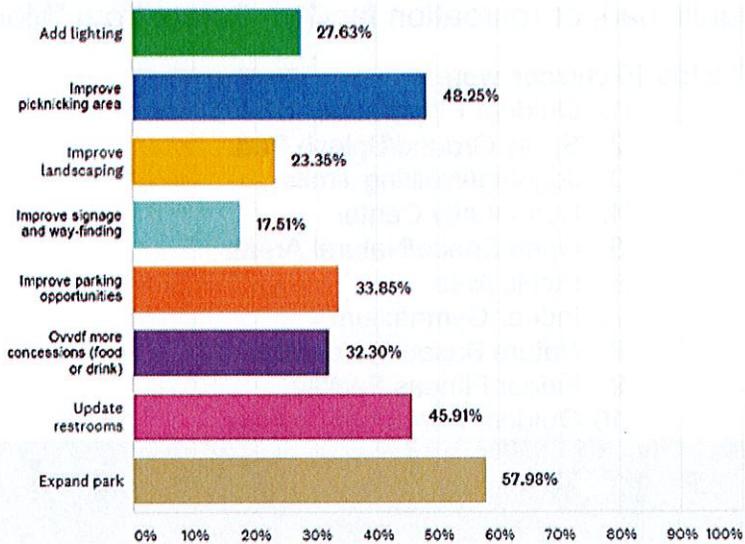
In which of the following recreation programs and special events would you or others in your household participate on a regular basis?

Answered: 297 Skipped: 19



Check below improvements that could be made to the EXISTING Wendell Park.

Answered: 257 Skipped: 49



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Please list below, any recreation programs or special events that you would like to see offered within the Wendell recreation system:

Below are how often topics related to adding or improving recreational amenities or programs were mentioned more than once out of the total 103 comments:

Swimming/pool – 14 of 103

Dancing – 4 of 103

Special events/concerts – 12 of 103

Art opportunities – 3 of 103

Fitness/exercise/gym – 8 of 103

BMX events – 2 positive and 1 negative of 103

Recreation for children – 6 of 103

Playground – 2 of 103

Splash Pad – 4 of 103

Skate Park – 2 of 103

Gymnastics – 4 of 103

Bicycling – 4 of 103

Senior recreation – 4 of 103

Greenways – 4 of 103

Tennis – 4 of 103



The following is a list of recreation activities that could be offered at a public park or recreation facility. Select from “Most” to Least”

The top 10 choices were:

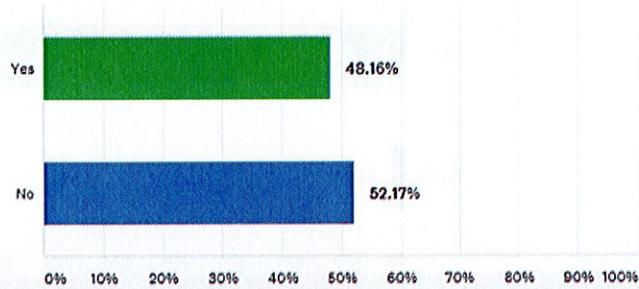
1. Outdoor Playground
2. Spray Ground/Splash Pad
3. Jogging/Walking Trails
4. Community Center
5. Open Space/Natural Areas
6. Picnic Area
7. Indoor Gymnasium
8. Nature Based Recreation
9. Indoor Fitness Facility
10. Outdoor Performance Area



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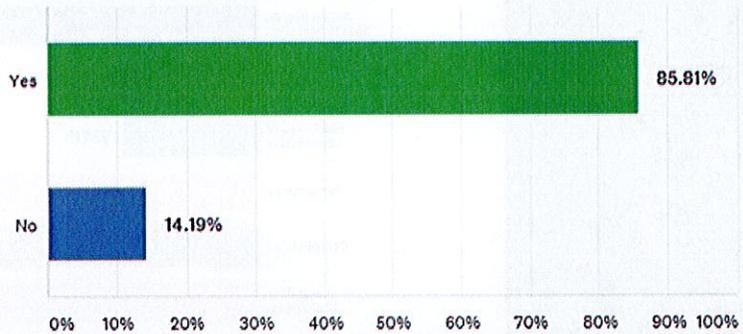
Do you use any school or private facilities (Knightdale Station YMCA, private fitness clubs, etc.) for recreation or leisure activities?

Answered: 299 Skipped: 7



Do you feel there is a need for additional park space in Wendell?

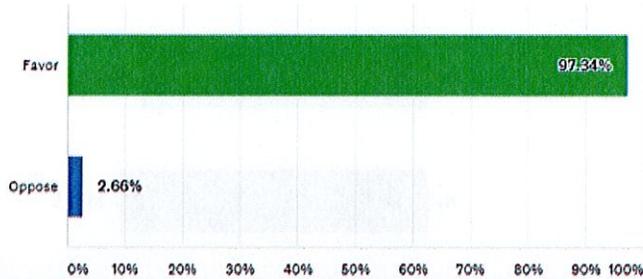
Answered: 296 Skipped: 10



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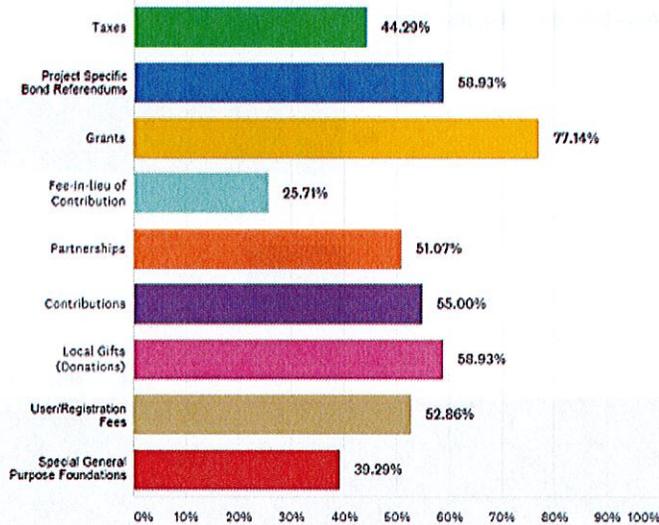
Would you favor or oppose expanding recreational opportunities in Wendell?

Answered: 301 Skipped: 5



What, if any, sources of funding are you willing to support in order to make improvements, build new facilities, and create programs? Check all that apply.

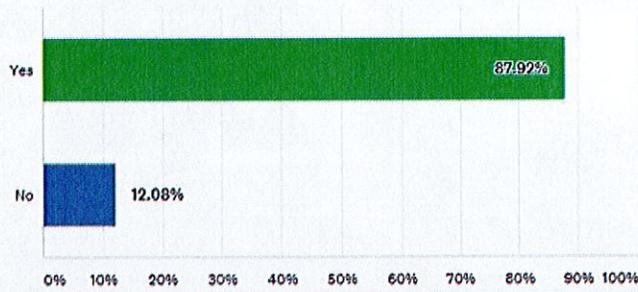
Answered: 280 Skipped: 26



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Would you be willing to pay a nominal fee to attend an event or use a special facility?

Answered: 298 Skipped: 8



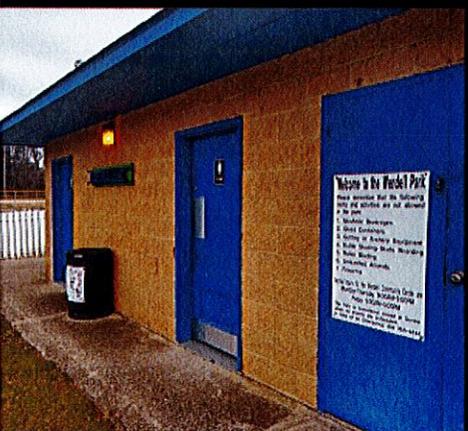
Open-ended general comments provided by survey participants.

Topics mentioned more than once out of 46 comments included:

- Desire for Splash Pad – 5 of 46
- Expanding Opportunities in Sports – 4 of 46
- More Neighborhood Parks – 3 of 46
- Better Connectivity - 3 of 46
- Additional Greenways – 3 of 46
- New Pool – 2 of 46
- Better Accessibility – 2 of 46
- More Bike/Cycling Opportunities – 2 of 46
- More Camps/Day Camp – 2 of 46



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FACILITY RECOMMENDATIONS

- Need to expand recreation service areas to improve resident access.
- Plan proposes 2 new Community parks, 3 new Neighborhood parks and updates to both J. Ashely Town Square and Wendell Park.

FACILITY RECOMMENDATIONS

Wendell Park (Community Park)

- Improve existing restroom/concession building
- Multi-generational & adventure play amenities
- Expand trails to Wendell Falls Parkway
- Path from Town Park to existing sidewalk on West 3rd Street
- Distance signage all paved trails
- Jake May Field erosion improvements
- Fitness improvements at Community Center Gymnasium
- Repave entry drive and parking areas
- Landscaping improvements

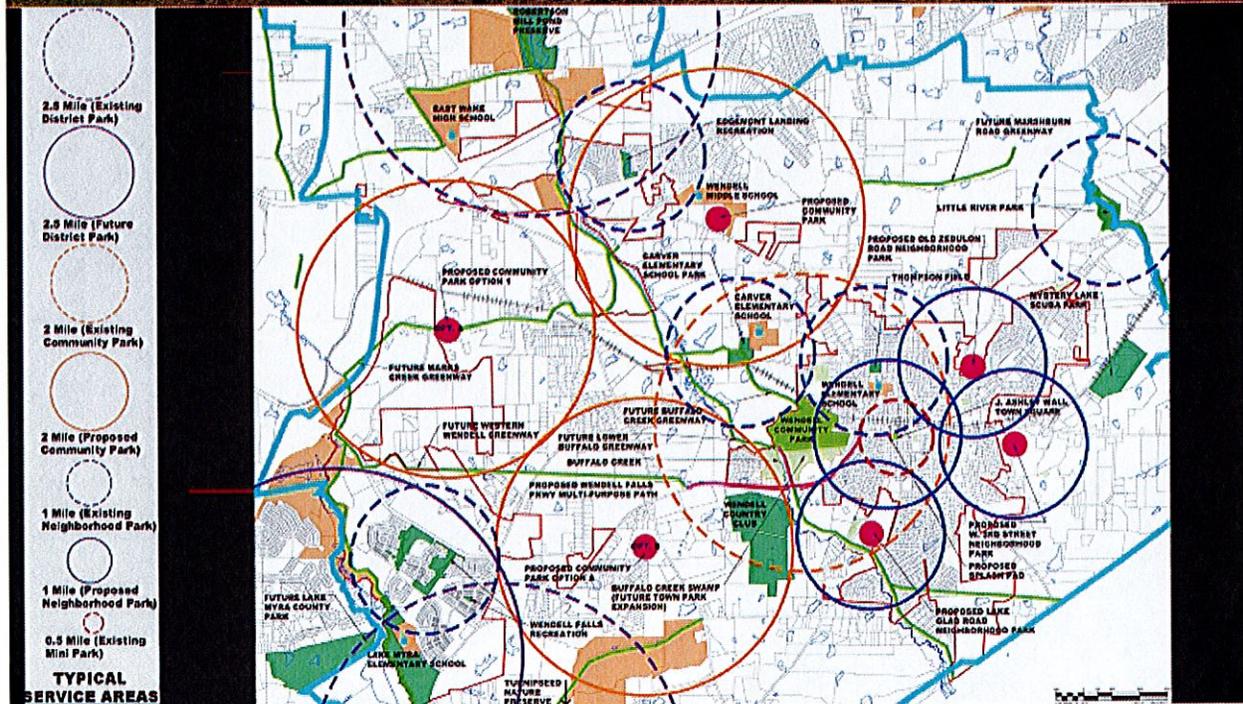
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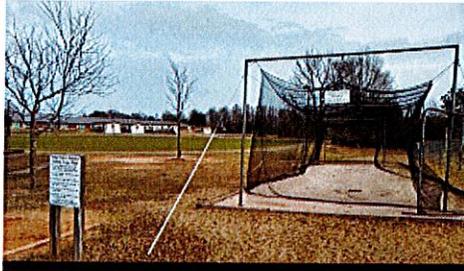
FACILITY RECOMMENDATIONS

J. Ashely Town Square (Mini Park)

- Splash Pad on adjacent parcel
- Pedestrian improvements around Town Square
- Restore/Replace stage structure to address structure integrity
- Accessible paths
- Add additional seating opportunities
- Landscaping improvements



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GENERAL RECOMMENDATIONS

- Facility and Program Accessibility
- Design and Daily Maintenance
- Walkable Communities
- Contiguous Property Acquisition
- Greenways/Multi-use Trails
- Greenway Funding
- Bicycle Facilities
- Way finding
- Intergovernmental Cooperation
- Developers
- Partnership Agreements
- Interpretive Signage
- Educational and Stewardship Programming
- Green Building
- Acceptance of Fee Simple land donation
- Natural and Cultural heritage Inventory

STAFFING RECOMMENDATIONS

Existing Staffing Levels:

Full-time Positions

- Director of Parks and Recreation (1)
- Athletics Program Supervisor (2)
- Park Maintenance Technician (2)
- Program Supervisor (1)
- Customer Service/ Administration (1)

Proposed Additional Staffing Positions

Full-time Positions

- As needed per scale of additional park facilities to be constructed.
- Consider additional maintenance technician

Part-time/Seasonal Positions

- As needed to properly staff programming events

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RECOMMENDED PRIORITY PROJECTS

2020-2025 Short-Term

1. J. Ashley Wall Square.
 1. Construct new splash pad on adjacent property
 2. Stage repairs
 3. ADA Accessibility
2. Town Park Improvements
 1. Update play equipment to include adventure type play features
 2. Repave entry drive and parking areas
 3. Landscaping and lighting
 4. Repair erosion/runoff
 5. Trail improvements
3. Implement feasibility/planning/land acquisition/design for three new Neighborhood parks. Construct first neighborhood park.
4. Implement feasibility/planning/land acquisition/design for two new Community parks.
5. Planning and Design for a 1.4-mile paved multipurpose path on one side of the street west of the Poole Road/Jake May Drive intersection.
6. Greenway trail location and design. Construct first phase of Wendell Falls to Downtown connector trail.
7. Analyze opportunities to partner with neighboring Recreation Departments on shared programming (facilities and programming)

2025-2030 Mid-Term

1. Implement park improvements at J. Ashley Wall Square
2. Town Park Renovation
 1. Construct additional picnic pavilion
 2. Install additional small court games
 3. Assess location and/or expand fitness area
3. Construct two (2) new neighborhood parks
4. Construct new Community Parks on the north end of Town and on West side of Town
5. Continue development of greenway trails per previous planning efforts
6. Add wayfinding/mileage and informational signage at all Town Park trails

SAMPLE RECREATION CAPITAL IMPROVEMENTS

Table B.5.1. Town of Wendell - PARKS AND RECREATION MASTER PLAN 2019-2029
10 Year Capital Improvements Plan Summary

CATEGORY / IMPROVEMENT	COST*	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10	FUTURE
		2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
Wendell Park and Community Center												
Update or replace existing restroom/season building	\$205,000		\$205,000									
Update playground equipment with multi-generational playground	\$200,000				\$200,000							
Expand trail network from park through Buffalo Creek Swamp area with connection to Wendell Falls Parkway	\$400,000			\$200,000			\$200,000					
Add sidewalk or multi-purpose path from Town Park to existing sidewalk on W. 3rd Street	\$40,000	\$40,000										
Add signage with distance demarcations on all paved trails	\$18,000		\$18,000									
Assess and repair erosion on Jake May Field	\$18,000	\$18,000										
Update/expand fitness area in Community Center Gymnasium	\$168,000								\$168,000			
Repave entry drive and parking areas	\$20,000					\$20,000					\$20,000	
Update aesthetic landscaping and lighting at entry drive	\$20,000		\$20,000								\$20,000	
Sub-total	\$1,518,000		\$283,000	\$200,000	\$200,000	\$220,000	\$220,000		\$168,000		\$20,000	
J. Ashley Wall Town Square												
Consider development of splash pad on adjacent parcel (S. Cross St & E 3rd St)	\$268,000		\$268,000									
Consider pedestrian improvements in areas near Town Square as part of any future splash pad development	\$60,000		\$60,000									
Restroom/season building structure to address structure integrity	\$130,000				\$130,000							
Accessible sidewalk from stage structure to recently paved path to garage and parking area	\$18,000	\$18,000										
Add additional seating opportunities	\$10,000	\$10,000		\$2,000		\$2,000		\$2,000		\$2,000		
Update aesthetic landscaping and lighting to match Town Park	\$30,000	\$30,000				\$15,000						
Sub-total	\$498,000	\$48,000	\$298,000	\$2,000	\$130,000	\$17,000		\$4,000		\$2,000		

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CATEGORY / IMPROVEMENT	COST		
Wendell Park and Community Center		Proposed W. 3rd St Neighborhood Park	
Update or replace existing restroom/concession building	\$200,000	Outdoor Basketball Courts (1)	\$250,000
Update playground equipment with multi-generational playground	\$150,000	Multi-Purpose Field	\$10,000
Expand trail network from park through Buffalo Creek Swamp area with connection to Wendell Falls Parkway	\$400,000	Playground	\$120,000
Add sidewalk or multi-purpose path from Town Park to existing sidewalk on W. 3rd Street	\$40,000	Picnic Shelter	\$150,000
Add signage with distance demarcations on all paved trails	\$15,000	Horseshoe Pits (2)	\$3,000
Access and repair erosion at Jake May Field	\$10,000	Sub-total	\$533,000
Update/expand fitness area in Community Center Gymnasium	\$165,000	Proposed Old Zebulon Rd. Neighborhood Park	
Repave entry drive and parking areas	\$250,000	Outdoor Basketball Courts (1)	\$250,000
Update aesthetic landscaping and lighting at entry drive	\$30,000	Tennis Courts (2)	\$15,000
Sub-total	\$1,260,000	Playground	\$120,000
J. Ashley Wall Town Square		Picnic Shelter	\$150,000
Consider development of splash pad on adjacent parcel (S. Cypress St & E 3rd St)	\$250,000	Horseshoe Pits (2)	\$3,000
Consider pedestrian improvements in areas near Town Square as part of any future splash pad development	\$60,000	Sub-total	\$538,000
Restor/replace stage structure to address structure integrity	\$130,000	Proposed Community Park	
Accessible sidewalk from stage structure to recently paved path to gazebo and parking area	\$15,000	Tennis Courts (4)	\$30,000
Add additional seating opportunities	\$10,000	Volleyball Courts (2)	\$8,000
Install aesthetic landscaping and lighting to match Town Park	\$20,000	Horseshoe Pits (4)	\$6,000
Sub-total	\$485,000	Playground	\$120,000
Proposed Lake Glad Rd. Neighborhood Park		Picnic Shelter	\$150,000
Outdoor Basketball Courts (1)	\$250,000	Multi-purpose field (2)	\$20,000
Tennis Courts (2)	\$15,000	Sub-total	\$334,000
Playground	\$120,000	Future Development	
Picnic Shelter	\$150,000	Facility with tournament opportunities for baseball	\$2,000,000
Horseshoe Pits (2)	\$3,000	Concrete cornhole courts	\$4,500
Sub-total	\$538,000	Four square	\$1,000
		GoGo Ball pit	\$4,000
		Walking Paths (2.28 miles)	\$900,000
		Multi-use pathway along Wendell Falls Pkwy	\$1,100,000
		Sub-total	\$4,009,500
		Grand Total*	
		\$7,697,500	

QUESTION OR
COMMENTS?



Mike Norris asked how the Board thought about the proposed amendments.

Mayor Pro Tem Jon Lutz asked if there were any locations in mind for the two proposed neighborhood parks.

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Mike Norris replied that the proposed solid circles on the maps represented the proposed park locations. He said that the dash-lined circles represented existing parks. The bronze-colored circles represent community parks. With the proposed parks, there's flexibility on the location. Mr. Norris said the proposed locations are strategically placed where the Town has service gaps given the anticipated growth in these areas. A part of this plan is finding the appropriate land of the right size that is amenable to what the Town wants to do with a combination of athletic fields, parking, and facilities. Mr. Norris said that one proposed park is in the vicinity of Wendell Middle School, one is closer to the east with a greenway connection, and one is towards the central south of the Town. He said that he wants to keep this document flexible with locations so that when land opportunities become available, the Town can look at those different areas and evaluate if it meets recreational needs.

Commissioner Jason Joyner asked how the Parks and Rec Master Plan fits into the Capital Improvement Plan and the Town's budget.

Town Manager Marc Collins said that the Plan is designed around the capital improvement plan and anticipated funding sources that will be available over the duration of the plan (approximately 10 to 15 years). Wake County will release a RFP in November for its bond funds and how municipalities approach that. They will be emphasizing land acquisition and trail construction. The grant resources match current Town needs for connectivity (trails) and park land acquisition. Mr. Collins said that more of the hardened structure costs of part development are on the back-end of the plan because that's when the population will be present to necessitate the new facilities. Mr. Collins said that the borrowing for the Town Hall project provides the to construct high-demand projects like the splash pad or an adventure playground, and sidewalk connectivity and signage. This implements projects within the first couple of years in coordination with that funding that's already programmed in the Town's Capital Improvement Plan. The State is considering allowing the Land, Water, and Conservation Fund (LWCF), which originally funded the Wendell Community Park, to renovate and repurpose old projects. This will allow for mid-range plan implementation by updating and improving the current Wendell Park. The Parks and Recreation Trust Fund could be used to construct an initial town neighborhood park that might put playground and open space closer to families in neighborhoods in town. Future parks will require planning in the CIP over time as resources and population demands.

Chana Bouie at 7233 Bobue Drive in Wendell asked if there was any recreation planned that's geared toward teenagers. She said that she's been a resident of Wendell for some time with her children. Now that her kids are older, there's not as many options for them, recreationally. Her kids are into BMX bike riding and robotics programs at the YMCA in Knightdale.

Mayor Gray asked if Mrs. Bouie wanted the Board to consider more options that are teenager-appropriate and that teenagers would enjoy more by expanding programming to accommodate that, like a mountain bike trail.

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Mrs. Bouie confirmed that her kids did mountain biking at summer camp and they loved it.

Mayor Gray thanked Mrs. Bouie for her input.

Mike Norris confirmed that active outdoor recreation uses were trending for teenage park users and the plan accommodated the need.

Commissioner Jason Joyner said that connectivity is always difficult to talk about because it doesn't have a swing attached to it or a recreational program. Mr. Joyner emphasized the importance of walkability and the ability to get to and from the amenities and events the Town offers. He asked how the plan coordinated with other plans that provide for connectivity (like the Transportation Plan and Pedestrian Plan).

Town Manager Marc Collins confirmed that the pedestrian plan, transportation plan, and Parks and Recreation Plan connectivity portions are all coordinated.

Mayor Gray thanked McGill Associates for their presentation.

Town Manager Marc Collins said that staff will make the final adjustments to the draft plan with the consultants and then will bring back the final plan for report and adoption next month.

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

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

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),

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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.

Assistant to the Manager Stephanie Smith offered to answer any questions that the Board might have.

Commissioner Jason Joyner asked if this was just a policy that the Town hasn't had.

Town Manager Marc Collins said that, in the past, the logo had been trademarked by the previous Town Clerk in 2016, but there wasn't a policy for use adopted at that time. Mr. Collins said that the Town gets requests occasionally from local nonprofits about using it, and the proposed policy will clarify process. He said it also helps if the logo is inappropriately used for enforcement and protection of the Town brand.

Commissioner Jason Joyner said that in the example of a fundraiser event using the logo, the Town could charge a fee because the fundraiser is using it for their own purposes. He said that he understands that the Town gives waivers to nonprofits and that putting a policy in place clearly defines a lot of this. Mr. Joyner asked if there has been thought given to the instance where someone would use the logo for profit and the Town should be compensated for its use.

Assistant to the Manager Stephanie Smith said that sounds more in line with a special event partnership and the Town is currently working on a special event policy now to bring back to the Board at a later date. She said that, in terms of profitability, that's not currently addressed in this policy, but it's something that staff can look into and bring back an amendment.

Town Manager Marc Collins said such a request would be brought to the Board for approval. He said that's consistent with what he's seen in the past. Mr. Collins said that it also goes back to the question that is there a benefit to the overall community. He said you would want to make sure that a product in that case would represent the Town well and not lessen the Town in some manner. A denial or some form of commercial use would probably be brought with an agreement that the Board would need to approve.

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Mayor Gray said that it's been her recollection that up until this time, the way that the former clerk handled it involved receiving requests and she brought it to the Board. Mayor Gray said that she liked this policy and she thinks it should be a task that staff handles.

ACTION

Mover: Mayor Pro Tem Lutz moved to approve the Town of Wendell Logo Use Policy
Vote: 5-0

- 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

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. 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.

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

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ACTION

Mover: Mayor Pro Tem Lutz moved to approve the Resolution of Intent to formally close right-of-way known as the alley located between East Campen Street and 3rd Street

Vote: 5-0

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 she had a last-minute emergency conflict and was unable to attend, but she requested and received report of the minutes. She said that CAMPO held a public hearing on the 2020-2029 Transportation Improvement Program, received a Federal Rescission Update, they received information on the 2018-2027 Transportation Improvement Program Amendment #10, received the 2050 MTP data inputs and heard a series of project updates, which are always presented at these meetings.

 East Wake Senior Center [Commissioner Myrick]

Mayor Gray said that the Board would hear from Commissioner Myrick at the next Board Meeting, regarding the East Wake Senior Center.

8. COMMISSIONERS' REPORTS / COMMENTS

Commissioner Jason Joyner said, in response to the public comment period heard earlier, this is what he had already intended on talking about. Mr. Joyner spoke to the need for civility at all levels of government. Mr. Joyner said that he'd be happy to talk to anybody. He said that he was looking forward to having a conversation of public comments similar to the ones with most people that show up that have a public comment.

Commissioner John Boyette said that he needs to preemptively apologize to the Manager and the Police Chief, but it's going to be a sorry-not-sorry for bringing an empty bottle of Boots Vodka to Town Hall. Mr. Boyette said that he bought it at the Town's local ABC store. He said it is made by Oakley Distilling here in Wendell and he's very proud to say that he was able to find it. Mr. Boyette said that he appreciates them being here and anyone can find it in the Town's local ABC store.

Commissioner Myrick said that, the next time Mr. Boyette brings a liquor bottle to a Board Meeting, it had better be full and that he doesn't have any further comment.

Mayor Pro Tem Jon Jutz had no comments.

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Commissioner Ben Carroll had no comments.

9. MAYOR'S REPORTS / COMMENTS

Mayor Virginia Gray said that this past week, the Town had the Wendell Elementary School Annual 3rd Grade Field Trip to Town Hall, where students have a civics lesson and then they host a mock board meeting. Mayor Gray said that the children were well-mannered and inquisitive. She said their questions and comments were on-point and related to the topics that were discussed. During the mock board meeting, students did not pass the budget that was submitted, they approved a mixed-use development that would allow three-story buildings in downtown, they did not approve the mural request, they approved a backyard chicken keeping ordinance, and they passed a leash law for dogs and cats. Mayor Gray said that one young man in the audience made the comment that he was opposed to the three-story buildings because it would take away from Wendell's small-town charm and that three-story buildings were too tall. Then, another young lady said that she strongly disagreed with cats on the leash because cats don't like that and that owners won't or can't get them on the leash and it would be too difficult to make people do it and how would the Town enforce it. Mayor Gray said that she was struck by how the Town Board has these very same conversations at the dais and the Third Graders get it. Mayor Gray said she found it very interesting and very timely under the current circumstances of some of the comments that they made. Mayor Gray said that she is confident that our future is very bright with those young men and women at the helm.

Mayor Gray thanked Parks and Recreation for a successful Treat Trail that is very safe and now copied all over the state. Mayor Gray said that she thinks Parks and Recreation Director Jeff Polaski invented it here in Wendell, first. She said that it showcases local businesses and the Town's park and is a great activity for residents and visitors. Mayor Gray thanked staff for all of their hard work and said that it's always nice and well-attended.

Mayor Gray said that the next Town Board Meeting would be Tuesday, November 12, 2019 at 7 PM, as Monday November 11 is Veteran's Day and Town Hall will be closed.

10. CLOSED SESSION

Closed session will be called if necessary.

11. ADJOURN

ACTION:

Mover: Mayor Pro Tem Jon Lutz moved to adjourn at 8:13 p.m.

Vote: 5-0

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Duly adopted this 12 day of November 2019, while in regular session.

Virginia R. Gray
Virginia R. Gray,
Mayor

ATTEST:

Megan Howard
Megan Howard,
Town Clerk



