

**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
SEPTEMBER 23, 2019**

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, September 23, 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

ABSENT:

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

CALL TO ORDER

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

Allyson Smith, student at East Wake High School, led the Pledge of Allegiance.

Errol Briggerman of the Wendell Council of Churches provided the invocation. Mr. Briggerman mentioned that the Wendell Baptist Church would be having its Fall Food Drive, with bags being put out on October 12th.

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]

Ann Stewart, Hollybrook Road in Wendell, spoke about Wendell Middle School and affordable housing.

Lewis Piner of Olde Wendell Subdivision requested the speed limit on Business Highway 64 from Old Selma Road to the Town Limits be increased to 45 mph.

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

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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: 5-0

- 3a. Wake County Tax Report
- 3b. Approval of the Minutes from the August 26 regular Town Board Meeting
- 3c. Zoning Text Amendment to Sections 2.3 and 19.3 of the Unified Development Ordinance (UDO) to establish a Commissary Kitchen use (second reading).
- 3d. Zoning Map Amendment request to Rezone 3 Acres (PIN #1784-90-8357) located at 450 Old Wilson Rd. from Corridor Mixed-Use (CMX) to Highway Commercial (CH)

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

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

Town Manager Marc Collins presented the following report, below:

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Item 4a

2019 Town of Wendell Strategic Plan					
September 23, 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.	In-Progress	7/22/2019	Planning	
3. Downtown parking evaluation/acquisition	Lease agreement approved for Perry site downtown parking. CORPUD completed easement survey and being prepared for recording. Funding requested for FY 20 construction in conjunction with adjoining development.	In-Progress	9/17/2019	Management / Planning	
4. Wendell Water/Sewer Main CORPUD Project	CORPUD completing Third Street area and moving to other areas of project. Parish Court work to begin by 10/2 and repaved following.	In-Progress	9/13/2019	Public Works	
5. NCDOT Third Street milling and resurfacing	NCDOT contractor started project 9/16.	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. Present to ED Commission and Board late Fall.	In-Progress	9/13/2019	Management / Planning	
10. TJCOG Brownfield Coalition Grant Submission	No brownfield grants were awarded in NC in 2019. Staff is meeting with TKCOG Wendell hosted TKCOG task force meeting 9/18 to review data and program.	In-Progress	9/18/2019	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	

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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	NCDOC 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.	In-Process	7/22/2019	Planning

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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 Budget.	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. Staff evaluating project opportunity coordinated with CORPUD in FY20. Engineer to evaluate streets for resurfacing priority and needs for capital budgeting.	In-Process	7/1/2019	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 due in October.	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, TJCOC, 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

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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.	In-Process	7/22/2019	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 Maintenance 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 wiffle ball	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 monitor 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

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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	EWTN 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.	In-Process	9/3/2019	Management	

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Administration

Item 4a

Performance Measures	Aug-19	Year-to-Date
Percentage of agendas/packets distributed Wednesday prior to meeting	100%	80%
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	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	75%	71%
Provide a weekly correspondence from management to the Commission at least 92% of	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	3	7

Work Units	Aug-19	Year-to-Date
Meetings attended	2	5
Minutes drafted	2	4
Agendas developed	2	5
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	5	9
Number of social media posts developed and shared	62	148
Website numbers	4700	10300
Social media numbers	106	224
Total Social Media Posts - Administration	21	52
Total Social Media Posts - Finance	0	0
Total Social Media Posts - Planning	2	2
Total Social Media Posts - Police	18	36
Total Social Media Posts - Public Works	11	23
Total Social Media Posts - Parks and Recreation	1	6
Topic memos and correspondence to the Commission	6	18
Speaking engagements and civic organization participation	2	5
Number of employees	50	50
Leave days taken	65.8	183.2

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Finance

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Performance Measures	Aug-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%	91%	91%
Payroll accuracy of 95%	100%	99%
Legal compliance of \$30,000+ acquisitions of 100%	N/A	N/A
Certificates and courses taken by staff	1	1

Work Units	Aug-19	Year-to-Date
Accounts Payable volume	122	230
Payrolls prepared and processed	126	252
Number of \$30,000+ acquisitions made	0	0

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Planning

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Performance Measures	Aug-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	1
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	67%	63%
Residential trade permits ready to issue within 48 hours of submittal	45%	52%
Commercial trade permits ready to issue within 7 calendar days of submittal	N/A	60%
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	100%	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	Completed	Completed
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)	N/A	N/A
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	0	0
Work Units	Aug-19	Year-to-Date
New home permits issued	24	56
Residential trade permits issued	11	23
Commercial trade permits issued	0	5

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Police

Performance Measures	Aug-19	Year-to-Date
Maintain a 90th percentile response time from time dispatched until on scene of 7 minutes	No	50%
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)	3.5	3.1
Participate in a minimum of 12 community events per year which are focused on education, understanding, and partnering across the diverse greater Wendell Community	4	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	71%	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%	12%	12%
Work Units	Aug-19	Year-to-Date
Call volume	370	841
90th Percentile Response Time (in Minutes)	7.60	7.20

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Public Works

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Performance Measures	Aug-19	Year-to-Date
Provided weekly leaf/limb removal	Yes	100%
Completed leaf/limb route	100%	100%
Provide monthly street clearing for all Town-maintained roads	Yes	50%
Provide downtown street clearing 2x month	100%	100%
Code Enforcement requests answered within 2 business days	100%	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	Not Started	Not Started
Clean all stormwater catch basins annually 100% of the time	In Progress	In Progress
Complete monthly street light inspections 92% of the time	Yes	50%
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 In Progress	#1 In Progress
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	1	1

Work Units	Aug-19	Year-to-Date
Total yards of debris collected from leaf, limb, and street clearing	1150	2295
Number of code violations	120	195
Number of inspections for driveways, foundations, and final certificates of occupancy	154	298
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	290	289
Total facility work orders	8	8
Total grounds work orders	1	1
Number of vehicles and equipment maintained	34	34
Total cost of vehicle maintenance	\$ 3,636.55	\$ 3,636.55
Total cost of equipment maintenance	\$ 3,094.66	\$ 3,733.31
Number of wrecks and incidents	0	0

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Parks and Recreation

Item 4a

Performance Measures	Aug-19	Year-to-Date
Increase participation by 2%	12%	20%
Demonstrate that program offerings are inclusive and diverse	4	4
Complete checklists for facilities and equipment with appropriate actions taken at least 95% of the time	100%	100%
Complete an evaluation of all special events to establish baseline town resource requirements	Completed	Completed
Increase rough attendance estimates for special events by 3%	67%	233%
Complete the Comprehensive Parks and Recreation Master Plan	Completed	Completed
Identify initial implementation steps for inclusion in future budgets	No	No
Certificates and courses taken by staff	0	0

Work Units	Aug-19	Year-to-Date
Total program registrations	375	1423
Total number of programs	17	30
Total facility and equipment inspections performed	62	112
Number of events managed	1	2
Attendance estimates for events	100	200
Number of community/social media posts	17	45

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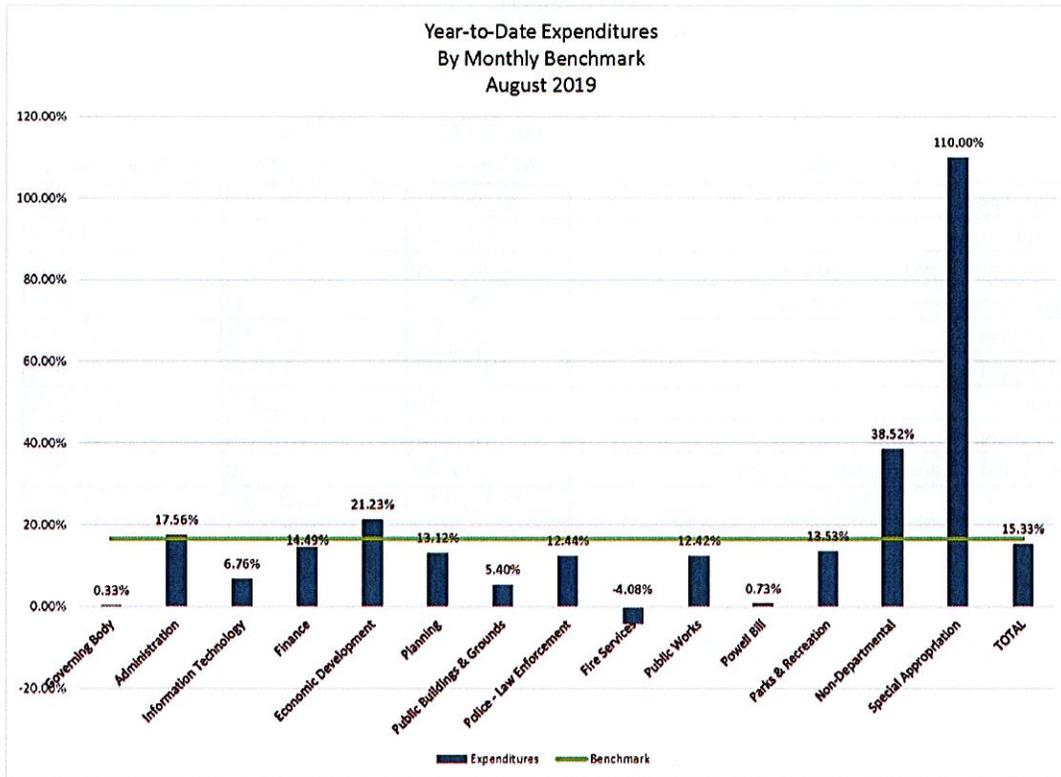
Town Of Wendell
Finance Report
Fiscal Year 2019-2020

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<i>DEPARTMENT</i>	<i>ACCOUNT</i>	<i>ADOPTED BUDGET</i>	<i>Y-T-D EXPENSES</i>	<i>PERCENTAGE</i>
Governing Body	10-410	\$100,200	\$334	0.33%
Administration	10-420	\$380,900	\$66,898	17.56%
Information Technology	10-430	\$160,760	\$10,865	6.76%
Finance	10-440	\$333,100	\$48,280	14.49%
Economic Development	10-450	\$48,600	\$10,317	21.23%
Planning	10-490	\$422,200	\$55,392	13.12%
Public Buildings & Grounds	10-500	\$350,840	\$18,945	5.40%
Police - Law Enforcement	10-510	\$1,923,014	\$239,225	12.44%
Fire Services	10-530	\$4,900	-\$200	-4.08%
Public Works	10-560	\$1,906,710	\$236,758	12.42%
Powell Bill	10-570	\$175,000	\$1,278	0.73%
Parks & Recreation	10-620	\$795,377	\$107,633	13.53%
Non-Departmental	10-660	\$923,665	\$355,791	38.52%
Special Appropriation	10-690	\$2,500	\$2,750	110.00%
TOTAL		\$7,527,766	\$1,154,265	15.33%

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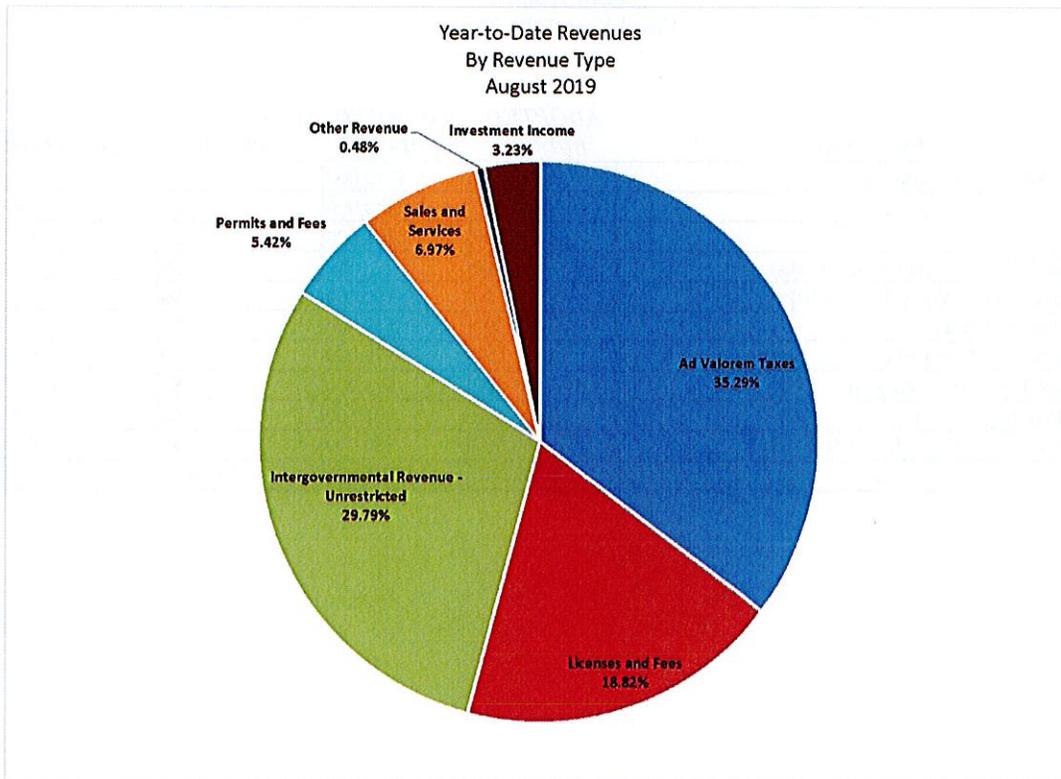
Town Of Wendell
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<i>CATEGORY</i>	<i>ADOPTED BUDGET</i>	<i>Y-T-D REVENUES</i>	<i>PERCENTAGE</i>
Ad Valorem Taxes	\$3,252,300	\$175,098	5.38%
Licenses and Fees	\$426,200	\$93,389	21.91%
Intergovernmental Revenue - Unrestricted	\$1,840,570	\$147,802	8.03%
Intergovernmental Revenue - Restricted	\$184,611	\$0	0.00%
Permits and Fees	\$164,950	\$26,891	16.30%
Sales and Services	\$864,015	\$34,586	4.00%
Other Revenue	\$3,000	\$2,406	80.20%
Investment Income	\$95,620	\$16,016	16.75%
Transfers - Fund Balance - Loan Proceeds	\$696,500	\$0	0.00%
TOTAL	\$7,527,766	\$496,188	6.59%

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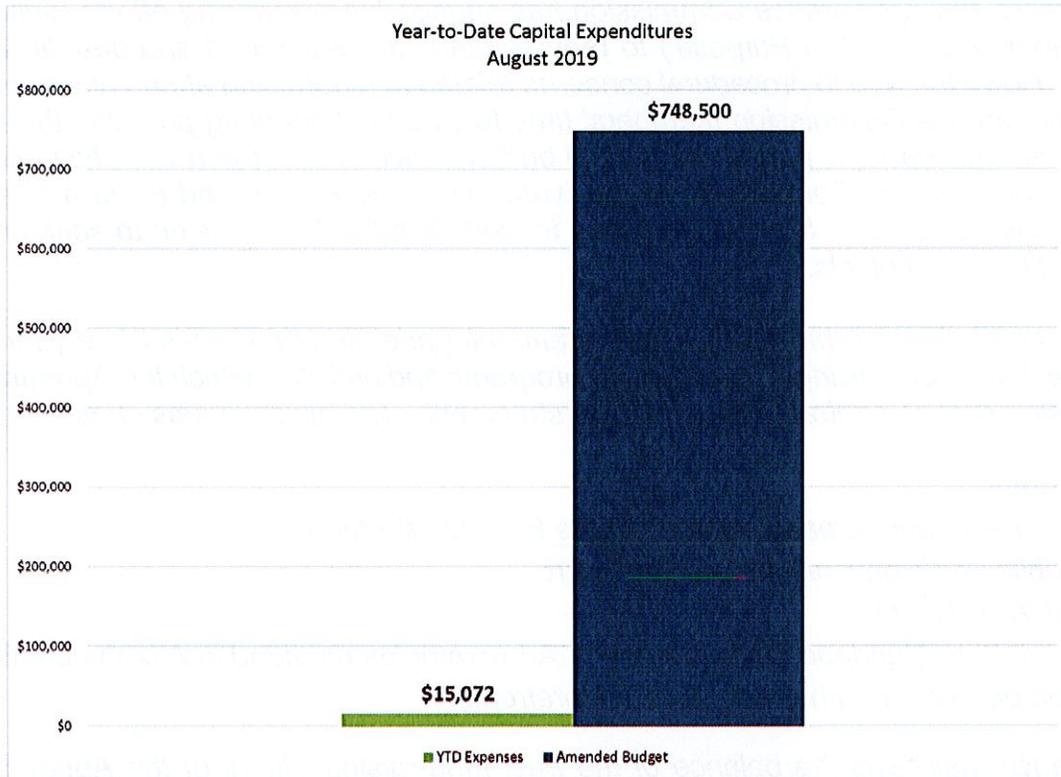
Town Of Wendell
Finance Report
Fiscal Year 2019-2020

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<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)	\$28,000	\$0	\$0	0.00%
Dump Truck (Public Works) [Amended]	\$0	\$60,000	\$0	0.00%
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	\$0	0.00%
Wendell Park Improvements	\$25,500	\$25,500	\$0	0.00%
Comprehensive Land Use Plan Update	\$60,000	\$60,000	\$0	0.00%
TOTAL	\$716,500	\$748,500	\$15,072	2.01%

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Item 4a



Mr. Collins said staff is available to answer any questions that the Board might have.

5. PUBLIC HEARINGS

No Public Hearings Scheduled

6. ITEMS FOR DECISION

- 6a. Appearance Commission FY 2020 Workplan
Speaker: Planning Director David Bergmark

Planning Director David Bergmark presented the following report, below in italics:

Item Summary:

During the Budget hearing in May 2019, the Commission requested staff to work with the Appearance Commission to establish a work plan and budget for the fiscal year and return when established for presentation and consideration. Staff worked with the Appearance Commission to review purpose and goals for the group, evaluate comparative programs,

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and establish the attached workplan for consideration.

In past years, the Appearance Commission has engaged in fundraising efforts (primarily through their 'Party With a Purpose') to provide funds for desired art and beautification projects. However, due to procedural concerns related to fundraising efforts and to better utilize Appearance Commission members' time toward implementing projects, the work plan will be developed as part of the annual budget process to support specific projects. This will transition the Commission to the work they were established to do and away from inefficient practices. Staff will continue to work with the Commission to seek grants and donations for projects.

The attached work plan highlights six program categories to pursue this fiscal year that were selected by prioritizing a master list of programs and activities which the Appearance Commission saw as central to their mission statement. The six programs chosen were:

- 1. Murals*
- 2. Façade Grant (already included in the FY 2020 Budget)*
- 3. Public Participation/Partnerships in Art*
- 4. Art Walk Event*
- 5. Transform Mundane Objects through Art (examples provided in Attachment B)*
- 6. Temporary Art (enhancing vacant storefronts)*

The Finance maintains the balance of the past fund-raising efforts of the Appearance Commission. The current balance is \$11,485.05 and is part of the General Fund Balance. The proposal is to retain the balance and any donation and revenues earned for use for future public art for the Town. The current workplan would be funded by any accrued savings or earnings in the FY 2020 Budget and be accounted for during the end of year Budget Amendment Ordinance. If the Budget does not have sufficient funds at the end of the fiscal year, the General Fund Balance will be used.

As such, the work plan budget would adjust the existing budget lines as follows:

<u>Economic Development</u>	<u>Existing</u>	<u>Proposed</u>
10-450-4500 Façade Grants	\$10,000	\$10,000
10-450-9000 Appearance Committee	\$300	\$10,100

The total work plan budget is \$25,100 that includes the existing \$10,000 facade grant and a \$5,000 grant request from the Arts Council. Additionally, the plan estimates \$1,000 in donations for future art through the sale of art at the Spring into the Arts event. The impact of the proposed workplan to the adopted FY 2020 Budget is \$9,800.

Mr. Bergmark offered to answer any questions that the Board might have.

Mayor Pro Tem Lutz asked if there was still \$11,000 in the General Fund from past fundraisers.

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Mr. Bergmark confirmed.

Mr. Lutz asked what that money was being earmarked for or used for.

Mr. Bergmark said that there is not a specific budget item that specifies Appearance Commission Projects. Technically, it could be used for other projects.

Town Manager Marc Collins clarified the funds are part of the general fund reserve and not appropriated in the operating general fund budget. At the Budget hearing last spring, the Commission asked staff to work with the Appearance Commission to develop the work plan being presented now. He said if there's an interest in funding the work plan, then staff will add the budget amendment at the end of the year. While the \$11,000 in the reserve fund is available, the recommendation is to include the expense in the end of year budget amendment not using reserves. This would enable the funds to be used to continue the Appearance Commission Work Plan in a future year.

ACTION

Mover: Mayor Pro Tem Lutz moved to approve the Appearance Commission FY 2020 Workplan.

Vote: 5-0

- 6b. Harvest Festival Road Closure and Alcohol Waiver Request
Speaker: Wendell Chamber of Commerce Director, President-Elect, Peedie Edwards

Peedie Edwards presented the following report, below in italics:

Item Summary:

The Wendell Chamber of Commerce (Chamber) plans to host the 2019 Harvest Festival event on Saturday, October 5, 2019. This is the 92nd time the special event will be held. The event will run from 10:00 a.m. (with the parade) until 10:00 p.m. The set-up will begin at 6:00 a.m. with vendor set-up and clean-up ends at 12:00 a.m.

The Chamber requests the Town to approve the temporary road closures:

<i>Main Street:</i>	<i>Wendell Boulevard to Second Street</i>
<i>Cypress Street:</i>	<i>Fourth to Second Street</i>
<i>Pine Street:</i>	<i>Fourth to Second Street</i>
<i>Fourth Street:</i>	<i>Cypress to Old Selma</i>
<i>Depot Street:</i>	<i>Cypress to Pine</i>
<i>Campen Street:</i>	<i>Cypress to Pine</i>
<i>Third Street:</i>	<i>Cypress to Pine</i>
<i>Second Street:</i>	<i>Cypress to Pine</i>

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Please note that the impacted streets and parade route differ than past years (see attached parade and event maps). Streets impacted by the parade will be re-opened following the parade. Also, note that Main Street will be used for vendors and the farmers market will be open during the day on Campen. Not all of the sections of streets will need to be closed the entire event and the Police Department and Public Works Department will re-open areas as they become available.

Town of Wendell Code of Ordinances Section 14-21 prohibits the consumption of alcoholic beverages "on or within the rights-of-way of any municipal street, public vehicular area, alley, or any public property owned or occupied by the town..... or as otherwise approved by the Wendell Board of Commissioners. The applicant seeks approval for the sale and consumption of beer within the previously defined event area of the "beer garden" on the Town Square property during the event (see Attachment A). The serving of alcohol requires security to ensure compliance. The Chamber will hire necessary staffing from off-duty law enforcement officers or a licensed and insured security firm to assist compliance with alcohol regulations. The request to allow alcohol is limited to a designated area that will be permitted and compliant with legal requirements and regulations.

As an informational item, Town staff expenses required to manage the normal components of a downtown event are donated to the event consistent with past practice. The Town Manager has authorized overtime pay or compensatory leave for Police and Public Works personnel consistent with the Personnel Policy at the request of the departments.

ACTION

Mover: Mayor Pro Tem Lutz moved to approve the Harvest Festival Road Closure and Alcohol Waiver Request as presented.

Vote: 5-0

- 6c. Ordinance to Amend the Fiscal Year 2020 Budget to revise Capital Project Schedules for Town Hall Design and Downtown Parking and Event Space
Speaker: Town Manager Marc Collins

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

Item Summary:

The proposed budget amendment is to appropriate Fund Balance for two (2) capital projects planned in the Capital Improvement Plan (CIP) to be started earlier than scheduled due to facility need, cost efficiencies and to coordinate with private investment.

Town Hall Capital Project

The amendment requests to appropriate the \$500,000 originally planned for FY 2021

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(next budget year) for project design into the current budget year. The project timeline is changing to capture savings in construction costs of 5% to 10% annually based on current trends as reported by the consultant from Cummings at the July 31, 2019 Commission Work Session. The cost of construction will be considered in the development of the FY 2021 Budget.

Further, starting the project to replace the existing Town Hall constructed in 1963 is necessary due to the continued maintenance costs, regulatory compliance concerns, and no remaining space for staff offices or work areas. The amendment will provide for starting the construction management and design of the new Town Hall at the end of Third Street to the left of the pecan grove at the Wendell Park entrance. See Attachment B for project description from FY 2020 Budget.

Downtown Parking and Event Space Project

The amendment requests to appropriate \$300,000 originally planned for FY 2022 for project design and construction in FY 2020. The original project description in the current budget indicates that "the timing of the project is variable depending on the timing and design needs of adjoining buildings and uses". With the approval of the special use permit for the micro-brewery at 23-A Main Street (Old Campen Stable), the need for the improvement of the public space is necessary to coordinate public area improvements with private investment.

The Commission approved the lease of the Perry property adjoining Town leased and owned rights-of-way on Campen Street to obtain the property rights to improve the project. The City of Raleigh has installed new water and sewer lines in the area and will resurface the area above the lines. An easement is prepared to be recorded with the lease in the coming month. The current schedule of the micro-brewery is to have an opening in May 2020. This schedule necessitates the advancement of the project into the current year. See Attachment C for project description from FY 2020 Budget. The Ordinance provides for the following amendment to existing budget lines:

Revenues (Transfers):

<u>Code</u>	<u>General Fund</u>	<u>Existing</u>	<u>Proposed</u>	<u>Change</u>
10-398-0000	Fund Balance Appropriation	\$695,000	\$1,495,000	\$800,000

Expenses (Building and Grounds):

<u>Code</u>	<u>General Fund</u>	<u>Existing</u>	<u>Proposed</u>	<u>Change</u>
10-500-7600	Capital Outlay – Facilities	\$185,000	\$985,000	\$800,000

The Fund Balance (unassigned) in the adopted budget was \$6,030,012. This represented 88.5% of the operating budget. This exceeded the 40% policy of the Town. If the amendment is approved, the unassigned fund balance for the budget would be 76.8% and remain well above policy. Further, the expenses were planned in the 5-year Capital Improvement Plan. As such, the 5-year plan remains consistent with policy. No borrowing is planned at this time for FY 2020. The planned borrowing to construct

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the Town Hall project and other capital needs remains in a future fiscal year (FY 2022 in the adopted Budget). Prior to expending any of the funds from the proposed amendment for the Town Hall project, the Town will consider a resolution to reimburse project expenses once the borrowing occurs. As such, no additional debt service will be incurred in the FY 2020 Budget.

Mr. Collins offered to answer any questions that the Board might have.

Commissioner Jason Joyner asked that with the amendment being approved, did Mr. Collins anticipate a reshuffling of projects in the next year.

Mr. Collins said no. In the following budget item, Mr. Collins said that the Commission would consider authorizing the owner's project manager item. The use of an OPM will reduce Town staff commitment for a larger complex time-consuming project like the construction of a Town Hall. Mr. Collins said the projects are accounted for in the 5-Year Capital Improvement Plan, so the balances will remain consistent with the Fund Balance Policy.

Mr. Joyner said that the Commission recalls sitting in the gymnasium and they were considering at that point whether they had to change a 40% policy in order to spend \$50,000 in that first year's budget because it would have initially dropped the Town below, at one point. He said he's happy to see that the Commission is seeing growth all over Town that makes projects possible now. Mr. Joyner thanked staff for trying to capture both an opportunity with utilities that were going to be costly to Wendell with the City of Raleigh in the event space parking as well as trying to go ahead and capture interest rates and avoiding inflation costs, versus waiting until they go back up.

ACTION

Mover: Mayor Pro Tem Lutz moved to approve the Ordinance to Amend the Fiscal Year 2020 Budget to revise Capital Project Schedules for Town Hall Design and Downtown Parking and Event Space

Vote: 5-0

- 6d. Downtown Parking and Event Space Capital Improvement Project
Speaker: Assistant Planning Director Bryan Coates

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

Item Summary:

Staff requests to release a request for proposals (RFP) for design-build services to design and construct the Downtown Parking and Event Space project in the publicly leased areas of East Campen Street and the adjoining Perry property. The appropriated project budget is \$300,000.

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The RFP would be developed and released by early October and staff anticipates receiving responses by the end of October or early November. Staff would return to the Commission for award of bid and contract approval following this process.

Once a design-build firm is selected the project schedule would be to complete design and public input by the end of December to early January and complete construction by June 2020. This timeline is coordinated with the proposed microbrewery construction schedule on the adjoining property.

Project components could include; parking (vehicle, golf cart, and bike), landscaping, lighting, stormwater, pedestrian improvements, food truck parking, and public art. The final design components will be subject to public input, fiscal constraints, and timing. It is anticipated that the Appearance Commission will assist with murals as part of the project.

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

Commissioner John Boyette asked that if the Town is requesting proposals, why is it advertising how much is in the Town's budget.

Town Manager Marc Collins said that it is an "up to" amount that was reflected in the adopted Capital Budget. He said that staff will truth the cost versus market expenses and make sure people aren't just putting in money to the budget.

Mayor Gray said that she was very excited about this project.

ACTION

Mover: Mayor Pro Tem Lutz moved to request permission to release the RFP for Downtown parking and event space Capital Improvements Project.

Vote: 5-0

- 6e. Request for Qualifications (RFQ) for Owner's Project Manager (OPM) for the Town Hall and related Capital Improvement Projects
Speaker: Public Works Director Brian Bray

Public Works Director Brian Bray presented the following staff report, below in italics:

Item Summary:

Staff requests to release a request for qualifications (RFQ) to select a consultant to provide Owner's Project Management (OPM) services for the Town Hall capital project and related capital improvements that may occur in coordination with the project.

The OPM provides overall project management services in concert and coordination

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with other project professionals (including but not limited to architects, engineers, contractors, and Town staff assigned to the project). The OPM oversees and guides the interests of the Town in the construction of and provides budget control related to new facilities construction projects. The principal capital project anticipated is the Town Hall project. Related projects could include road and infrastructure projects needed to access the site. Additionally, the OPM could provide oversight to additional capital needs occurring in coordination with the project (for example: a parking area paving or new amenity at the Town Park).

An OPM is necessary for large scale projects like the Town Hall project due to the complexity, scale, and time commitment of the project. As such, the OPM serves as the manager, facilitator, and communicator working closely with the Town's consultant on the project. The OPM will coordinate project design meetings.

A scope of services for the OPM is attached to list services typically provided.

The cost of the OPM services is included in the \$500,000 for design services considered for appropriation in the Budget Amendment earlier on the agenda. If approved, staff will release the RFQ by early October for review of submissions by November. The selection of the OPM and contract approval will be returned to the Commission in November 2019.

Mr. Bray offered to answer any questions that the Commissioners might have.

Commissioner David Myrick asked if Mr. Bray knew how much of that \$500,000 would be dedicated to the OPM.

Mr. Bray said he did not know.

Mr. Myrick said that for a Town Wendell's size it would be a great idea to have somebody making sure the Town is getting what it's paying for.

Town Manager Marc Collins said that in his experience in using them is that you get your value either in value cost reduction, alternatives, or avoiding project delays. He said that the Town has to put the total design cost out there, but the Town doesn't necessarily have to break it all down.

Mayor Pro Tem Lutz asked if the OPM is tied in any way to these particular building construction companies or if this was a separate entity.

Mr. Bray confirmed that they would be a separate entity.

Mr. Collins confirmed that OPM companies only represent local governments and do not represent any of the design professionals or contractors.

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ACTION

Mover: Mayor Pro Tem Lutz moved grant permission to release the Request for Qualifications (RFQ) for Owner's Project Manager (OPM) for the Town Hall and related Capital Improvement Projects.

Vote: 5-0

- 6f. Information Technology (IT) Recommendation for Award of Bid and Request to Negotiate a Contract and Master Service Agreement.
Speaker: Police Chief Bill Carter

Chief Carter presented the following report, below in italics:

Item Summary:

On Monday, May 13, 2019, The Town of Wendell Board of Commissioners authorized the Finance Department to issue a joint request for proposal (RFP) for information technology support services with the Town of Rolesville. The goal of the RFP was to identify a vendor that could provide services which would:

- Achieve efficiencies in service and cost through the economy of scale offered by a joint solicitation;*
- Improve IT effectiveness in all areas for the growing towns;*
- Enhance the quality of service to departments and employees, and through the citizens;*
- Minimize downtime and technical support costs while providing an option for full-time on-site IT staff;*
- Provide IT consultation for the towns in negotiation with outside agencies and vendors;*
- Ensure the security of data and build resilient systems compliant with NC Records Retention requirements; and*
- Maximize the return on investment in IT hardware and software.*

The RFP, issued on Thursday May 16, 2019, required interested vendors to attend a mandatory walk-thru of both Towns' facilities which was held on Thursday, June 6, 2019. A total of nine vendors attended in order to gain a better understanding of existing systems and facilities. Subsequent to that vendors could submit written questions which were assembled, responded to and communicated to all vendors to provide them the best information from which to develop proposals. A total of seven vendors submitted proposals by the deadline which was 3 pm on Wednesday, July 17, 2019.

Copies of the submitted proposals were distributed to staff from Rolesville and Wendell for independent review and evaluation utilizing the selection criteria included in the RFP and necessary to satisfy the goal of the RFP. Town of Wendell Staff reviewing the proposals included Finance Director Butch Kay and Police Chief Bill Carter. Upon

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completion of the independent review, a meeting was held with Town of Rolesville Finance Director Amy Stevens and the group established a consensus ranking of the proposals to ultimately recommend the top three vendors to the Town Manager pursuant to the requirements of the RFP. The vendors recommended to the Town Managers for future consideration and presentations were:

- Carolinas IT
- Internetwork Engineering
- VC3

Presentations were conducted by the three finalists on Monday, August 5, 2019. The following staff were present from both communities: Town Managers, Finance Directors and Police Chiefs.

Upon review of all supplied materials, information received in the presentations, reference check results and other due diligence efforts, it is the consensus recommendation of the participants that Carolina's IT be selected to provide the services to the Town of Wendell as its proposal ranked most suitable to the needs of the towns in terms of the criteria established in the RFP:

1. *Technical Expertise and Qualifications*
2. *Service Approach and Methodology*
3. *Project Staffing and Experience*
4. *Satisfaction of Clients and End Users*

The proposal provides for 12-month pricing and falls within authorized funds in the FY20 budget. The solicitation for proposal for information technology goods and services was conducted in a manner consistent with North Carolina General Statute 143-129.8.

Staff is requesting authorization to enter final negotiations to establish a master services agreement or contract with Carolina IT to provide managed services. If authorized to proceed, staff will continue to negotiate with the vendor to secure the best value while meeting the goals of the RFP and needs of the town.

Chief Carter offered to answer any questions that the Board might have.

ACTION

Mover: Mayor Pro Tem Lutz moved to authorize staff to negotiate a master service agreement with Carolina IT to provide IT services.

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]

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Mayor Gray provided an update of the items on the CAMPO agenda covered at the last meeting.

8. COMMISSIONERS' REPORTS / COMMENTS

Commissioner Joyner said that Meet on Main was a great success and thanked staff. He said that he's happy about getting a new IT consultant and that he agreed with Mr. Piner's request to raise the speed limit to 45 mph. He said after a visit to Washington D.C., he saw a toxic style of politics and asked the community to avoid the toxicity and pray for the country.

Commissioner Boyette said that the Meet on Main event was a great success and he looks forward to seeing more being done. He said that the speed limit being raised to 45 mph wouldn't be safe due to the lack of sidewalks and bike lanes, as he has biked on that road before. He said a resident from the rest home had been hit by a car before and he said that it wasn't important enough to put people at risk, especially when there was not proper pedestrian infrastructure in place.

Commissioner Lutz said that he thought the committee that organized Meet on Main did a great job and he thanked staff for those that worked the event.

Commissioners Myrick and Carroll didn't have comments.

9. MAYOR'S REPORTS / COMMENTS

Mayor Gray said that St. Eugene's International Food and Music Festival was on Saturday, September 21st.

The Harvest Festival is on Saturday, October 5th with a parade and vendors.

Mayor Gray said that Meet on Main was a tremendous success and thanked Joe and Sherry Pino, Lisa Mckenzie, Gene Brady, Paul White and Bruce Gray for being on the committee and putting in months of work to organize the event. She said that Kevin Bedingfield donated the band and the sponsors and volunteers were an integral part of the event and she encouraged others to volunteer and that there was a wrap-up meeting coming up. The event would start back up in the Spring on the third Friday of the month.

10. CLOSED SESSION

Closed session will be called if necessary.

11. ADJOURN

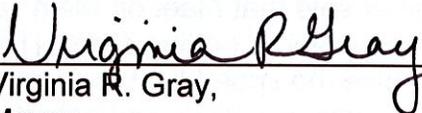
**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
SEPTEMBER 23, 2019**

ACTION:

Mover: Mayor Pro Tem Lutz moved to adjourn at 8:00 p.m.

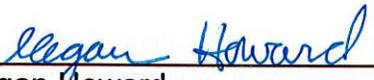
Vote: 5-0

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



Virginia R. Gray,
Mayor

ATTEST:



Megan Howard,
Town Clerk

