

**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
MARCH 9, 2020**

Commissioner Jason Joyner said that he would be absent at the March 23, 2020 Town Board Meeting.

Mayor Pro Tem John Boyette said that he's pleased with all of the reports and comments received at this meeting, particularly the Employee Compensation and Classification Study. Mr. Boyette also congratulated the NCSU Women's ACC Championship and the Wrestling Team.

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

Mayor Gray thanked Parks and Recreation for a successful Princesses in the Park event.

Saturday, March 21<sup>st</sup> is ProTown BMX in Downtown Wendell on North Main Street. There will be two exciting BMX shows: one at 11 AM and one at 2 PM. There will be an autograph session and bike clinic to follow each show. This is a free event!

Also, Saturday, March 21<sup>st</sup> is the Community Arbor Day Celebration at 10 AM at Town Square. Learn about the history of Arbor Day, tree games for the kids and help plant a tree in Wendell. All kids who help plant our tree will receive free Kona Ice!

Mayor Gray wished the Town a Happy 117<sup>th</sup> Birthday.

**10. CLOSED SESSION**

*Closed session will be called if necessary.*

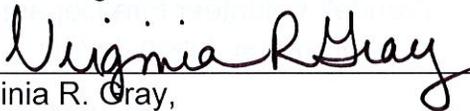
**11. ADJOURN**

**ACTION:**

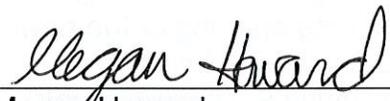
Mover: Mayor Pro Tem John Boyette moved to adjourn at 8:27 p.m.

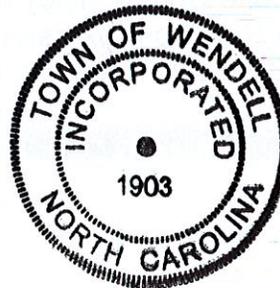
Vote: 5-0

Duly adopted this 11th day of May 2020, while in regular session.

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

**ATTEST:**

  
\_\_\_\_\_  
Megan Howard,  
Town Clerk



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*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. Mr. Ellis 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.*

*Town staff is working closely with Mr. Ellis to appropriately provide staff depending on ticket sales leading up to the event. The closure on Third Street is requested to accommodate a large number of event attendees, and may be adjusted depending on ticket sales.*

Ms. Smith offered to answer any questions that the Board might have.

No questions were asked.

**ACTION**

Mover: Mayor Pro Tem John Boyette moved to approve the requested temporary road closures for the Wendell Wine and Beer Festival and allow alcohol in permitted areas of Town Square.

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:

-  Wendell Volunteer Fire Department Board of Directors
- Commissioner Jason Joyner

Commissioner Jason Joyner said the Wendell Volunteer Fire Department Board of Directors met on Thursday, March 5<sup>th</sup> and discussed the upcoming budget process, which started with Wake County. They also discussed the impending opening of the new fire station on Taylor Road to have its official ribbon cutting ceremony in May. Mr. Joyner said that the fire station is going through the process of hiring 9 new individuals.

**8. COMMISSIONERS' REPORTS / COMMENTS**



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*The Town of Wendell is currently planning its 5th annual Spring into the Arts Walk Event, which will take place on May 2, 2020. Events are scheduled to take place at the Town Square and at the Women's Club lot. As a result, it is staff's desire to close the portion of Cypress Street between these two lots between 8AM and 4PM for general pedestrian safety, as well as for use during the event. Specifically, staff is planning to locate vendors and chalk artists within on-street parking spaces along this section of Cypress Street.*

*Approval by the Board of Commission for the minor street closure is required to facilitate the use of this space. The Town will provide barricades and staff the event to ensure only registered vendors are setting up and using the space provided. Vendors will be responsible for their own tents and tables.*

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

No questions were asked.

**ACTION**

Mover: Commissioner Jon Lutz close Cypress Street between 3<sup>rd</sup> and 2<sup>nd</sup> Street for the Spring into the Arts Walk on May 2<sup>nd</sup>.

Vote: 5-0

- 6b. Wendell Wine and Beer Festival Road Closure and Alcohol Waiver Request for Saturday, April 18, 2020  
Speaker: Assistant to the Manager Stephanie Smith

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

**Item Summary:**

*3<sup>rd</sup> Street Social (Brad Ellis) plans to host a Wendell Wine and Beer Festival event on Saturday, April 18, 2020. The event will be held at the Town Square and Women's Club Lot, and will run from 1:00 p.m. until 6:00 p.m. The set-up in the Town Square will begin at 8:00 a.m. with vendor set-up and clean-up ending at 8:00 p.m. Cypress Street will close at 8:00 a.m., and Third Street will close at 12 p.m. This is a private event not sponsored by the Town and requires the purchase of a ticket to enter.*

Mr. Ellis requests the Town to approve the temporary road closures:

Cypress Street: Second to Third Street  
Third Street: Cypress to Main Street

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*The presentation will review the minor amendments in the attached draft to meet this goal. In the draft, bold text represents new language and strikethroughs are text recommended for deletion. All other text is existing language with no changes proposed or needed.*

*Changes proposed include the following:*

- *Sec. 24-90 (3) – Revise the language for distances from an intersection prohibited for parking to be consistent with State Statute.*
- *Sec. 24-90 (18) – Add language that prohibits parking that blocks trailheads or parking on public greenways.*
- *Sec. 24-90 (19) – Add language that prohibits on-street parking in Wendell Falls except in designated places. Parking for community events can be approved by the Town Manager, or designee. The Commissioners may allow parking during holiday periods. This is consistent with current restrictive covenants and parking practices in Wendell Falls.*

*Staff will place the text amendment for decision on the March 23, 2020 Board of Commission meeting.*

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

No questions were made.

- 4g. Snap Shot Monthly Report for January 2020  
Speaker: Town Manager Marc Collins

Town Manager Marc Collins said that he's available for any questions that the Board might have.

No questions were asked.

## **5. PUBLIC HEARINGS**

No Public Hearings

## **6. ADMINISTRATIVE ITEMS**

- 6a. Minor Street Closing for Spring into the Arts Walk on Cypress Street  
Speaker: Planning Director David Bergmark

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

**Item Summary:**

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

Mayor Pro Tem John Boyette asked what the average attendance was of the Town's Planning Board and if all 9 members usually attended.

Planning Director David Bergmark said that the Planning Board has been down by one member for a little while, but in general the attendance has been pretty good. He said attendance of the Town's Planning Board has been better than the other Citizen Advisory Boards.

Mr. Boyette said that, historically, the reason Town had a larger number on the Planning Board was to ensure a quorum in the case of absences. If absences aren't an issue, the Board should look at trending this number.

Commissioner Jason Joyner asked if there was a perceived benefit of this size planning board.

Ms. Smith said that, looking at the comparative analysis with the other municipalities, Wendell is pretty in line with what other towns in the county are doing. She said that staff wouldn't recommend changing that number at this point.

Mayor Virginia Gray agreed, as the Town was in line with what other municipalities are doing.

Town Manager Marc Collins pointed out that the ETJ seats are prescribed by statute. Even though the Town could reduce ETJ seats given the growth and development pressure outside of the corporate limits of town, that additional representation in the unincorporated areas of the Town's ETJ gives a little more public voice and guidance to people that may not be in the community today that may be coming in. He said that keeping the ETJ representation as it is for participation and inclusion purposes would be recommended by staff.

Mayor Gray said that she would not want to reduce the number of ETJ seats.

4f. Parking Ordinance Amendment Presentation  
Speaker: Town Manager Marc Collins

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

**Item Summary:**

*Staff recommends the amendment of Article III Specific Street Regulations to accommodate the acceptance of recently developed roads with significant restrictive covenants in place regulating parking and to update provisions with State Statute.*

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the budget is this to move them forward and this is the combined impact and will allow employees to have a discussion on everything with staff.

- 4e. Planning Board Comparative Analysis  
Speaker: Assistant to the Manager Stephanie Smith

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

**Item Summary:**

*Staff has prepared a comparative analysis of Planning Boards in Wake County to compare size of boards. This effort is a result of the discussion at the January 25 Organizational Retreat to determine if the current size of the Planning Board is appropriate, or if the Board of Commissioners would like to consider changing the number of seats available.*

<b>Town</b>	<b>Total Number of Board Members</b>	<b>Number of ETJ Seats</b>
<b>Wendell</b>	9	2
<b>Apex</b>	8	1
<b>Cary</b>	10	1
<b>Fuquay-Varina</b>	8	2
<b>Garner</b>	7	2
<b>Holly Springs</b>	9	1
<b>Knightdale</b>	9	3
<b>Morrisville</b>	7	1
<b>Raleigh</b>	10	1
<b>Rolesville</b>	7	3
<b>Wake Forest</b>	6	1
<b>Zebulon</b>	7	3

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Mr. Hill said that the midpoint is that salary is where an employee's salary is expected to be at midpoint by that 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> year. For an employee that's only been with the Town for 3 or 4 years, the salary doesn't necessarily need to be at midpoint, but it needs to at least be moving in that direction. Mr. Hill said that if two employees were in the same position with a difference in years holding that position, the level of performance or competency might be equal, but there should be a differential that create salary range placements based on length of employment or how long employees have been working in their current position.

Commissioner Jason Joyner asked why 11 percent instead of 11.5 percent.

Town Manager Marc Collins said that the 11 percent is spread out among all of the positions, so giving an extra half of a percent wouldn't be equal across. Mr. Collins said that each position has its own breakdown and chain based on the data and where they are. He said that this gets the Town as close to market deviating with some above and some below, within a half percent on average. Mr. Collins said that there's still the question of moving people in range to recognize the value of the work that they do in the coming year. He said that that's an additional incremental adjustment beyond comp and class that would be considered in the budget. Mr. Collins said a market increase isn't something to worry about as a cost of living adjustment, as this is setting it within a half percent of market average. The cost of living is covered, but the Town would still have to look at the workforce that's working into next year and moving them into the range to avoid compression, so that the employees are moving forward in their range to recognize the skills that they've learned and are using in the coming year. He said that that would be a separate adjustment that addresses Mr. Joyner's concern that the Town would have to look at what resources are available in the budget and then make that adjustment.

Mayor Pro Tem John Boyette asked what amount increase an average employee would see as a percentage.

Town Manager Marc Collins said that it varies based on the position and where they were in the market. Looking at the number of employees that are on the lower end of that scale, that might have a smaller market adjustment as a result of this. If you're at the bottom end of the scale and you're way out of line on market average, you might have a larger percentage increase. Mr. Collins said it's where an individual job classification within the market's deficiency is and getting it updated. Mr. Collins said that he didn't want the workforce to hear that on average, they're getting X percent increase and then they see an increase that's less because their position isn't changing grades. He said that administration will be communicating out to the workforce that the pay and class study and the market rate adjustment is this, and then the proposed recommended increase in

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*study. The Town Manager retained the services of the Piedmont Triad Regional Council through consultation with the TJCOG to conduct the study.*

*The Town of Wendell Personnel Policy provides that the position classification plan provides a complete inventory of all authorized and permanent positions in the Town service and an accurate description and specification for each class of employment. The plan standardizes job titles with a definitive range of duties and responsibilities.*

*The consultants will provide a presentation on the findings of the study. The recommendation of the Manager and the project team will be included in the recommended Budget for implementation in FY 2021.*

Mr. Hill said that the modifications to the job descriptions have been made and are now current for all classifications. He offered to answer any questions that the Board might have.

Commissioner Joe DeLoach said that he had gone through a bank merger in the past and commended Mr. Hill for presenting the material.

Town Manager Marc Collins reminded the Board that no action is being requested at this meeting and that the adoption of the Comp and Class study is a part of their budget approval which is done annually.

Mayor Virginia Gray said that this is something that the Board has been talking about for some time and thanked Mr. Hill for all of his hard work.

Mr. Hill said he and his colleague will continue to implement the study as the Board moves forward.

Commissioner Jason Joyner asked if the range of the actual position affect overall employee realignment.

Mr. Hill said that he used the Police Office position as an example, as it remained in the same pay grade even though the range itself moved up about 2 percent. He said that there were some classifications that moved up one or two pay grades, so for each pay grade that was a 5 percent movement, with a two-grade raise being a 10 percent movement.

Commissioner Joyner said that at the beginning, 11.5 percent obviously with the recommendation being within a half a percent of that, it seemed like a lot of work to have gone through to find the true midpoint. Mr. Joyner said that, with Mr. Hill's analogy on the bell curve and the emphasis on hitting the midpoint, it seemed to him that if the Town is going to spend 11 percent, they could spend 11.5 percent to reach the midpoint.

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ACTIONS TAKEN

All Job Descriptions Reviewed and Updated

DISCUSSION

We Look Forward to Answering Your Questions

**Item Summary:**

*The Board identified an initiative in the 2019 Strategic Plan for Goal 5: Organization Culture and Communication to evaluate human resource policies for compensation and provided funding in the FY 2020 Budget to complete a compensation and classification*

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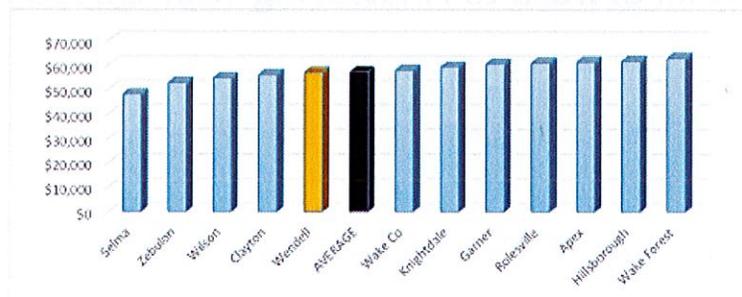
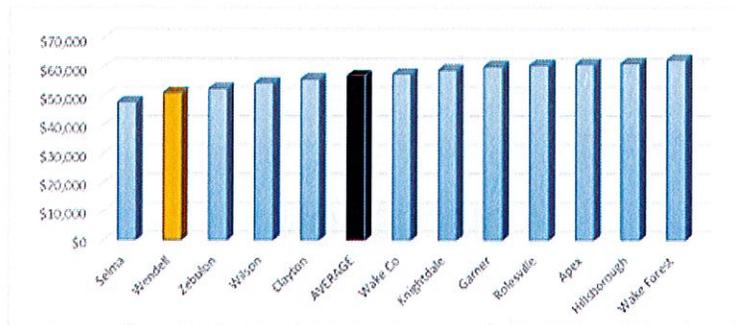
## Implementation Recommendations

Move Classifications to Market Recommended Grade and, Place Employee Salaries on their New Grade Range at the Same Compa-Ratio as they hold on Current Grade Range.

Salaries	\$306,963
FICA/Ret/401(k), etc. (23%)	\$70,602
Required Funding	\$377,565

Note: in the above recommended funding requirement, two proposed new positions will account for \$135,340 (\$110,032 salaries plus \$25,308 FICA, Retirement, 401(k), etc.) of the required amount.

With the adoption of this Implementation Recommendation, the average Wendell employee annual salary will be \$56,664 (10.9% greater than the current \$51,084 average). It also moves the Town's average salary to within .5% of the market average, from the current 11.5% differential.



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## RECOMMENDATIONS

### Recommendations

- Adopt the Recommended Market-Based Pay Plan
- Adopt Salary Administration Philosophy
- Administer Market-Based Salary Administration Practices
  - Focus on Salary Grade Minimum Salaries
  - Focus on Midpoint (Market Value)
  - Continue Current Career Path Progressions
  - Implement Range Progressions (and starting salaries) based on experience, certifications, education and other objectively identified criteria
- Adopt the Implementation Recommendation

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**The Market**

- Apex
- Clayton
- Garner
- Hillsborough
- Knightdale
- Raleigh
- Rolesville
- Selma
- Wake County
- Wake Forest
- Wilson
- Zebulon

**Market Classification Comparisons**

Police Officer I		Min	Midpt	Max	Avg	CR	Range	Compared Classification
Apex		43,193	57,107	71,020	47,475	0.83	64.42%	Police Officer I
Clayton		43,384	55,819	68,254	48,271	0.86	57.32%	Police Officer
Garner		45,038	57,465	69,891	45,351	0.79	55.18%	Police Officer I
Hillsborough		43,914	57,088	70,262	48,335	0.85	60.00%	Police Officer
Knightdale		45,751	56,934	68,117	50,202	0.88	48.89%	Police Officer
Raleigh		42,300	53,987	68,389	46,484	0.86	61.68%	Police Officer
Rolesville		42,484	52,680	62,876	42,909	0.81	48.00%	Police Officer I
Selma		39,067	49,781	60,518	39,526	0.79	54.91%	Police Officer
Wake County		42,000	57,000	72,000	51,540	0.90	71.43%	Deputy Sheriff
Wake Forest		47,360	62,252	77,144	48,583	0.78	62.89%	Police Officer I
Wilson		41,064	53,523	65,982	47,498	0.89	60.68%	Police Officer
Zebulon		41,062	51,327	61,593	44,024	0.86	50.00%	Police Officer
<b>Wendell Patrol Officer</b>	<b>19</b>	<b>42,371</b>	<b>52,964</b>	<b>63,557</b>	<b>42,471</b>	<b>0.80</b>	<b>50.00%</b>	
Average		43,051	55,414	68,004	46,683	0.84	57.96%	
Median (50th pctile)		42,839	56,376	68,321	47,487	0.84	59.49%	
Recommendation	19	43,055	53,819	64,582	43,157	0.80	50.00%	

1.6% Below Market  
Avg Minimum

9.9% Below Market Avg Salary

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**Current Pay Plan Analysis**

Grade	Minimum	Midpoint	Maximum	Range	Diff
9	26,432	33,040	39,648	50%	
10	27,754	34,692	41,630	50%	5.0%
11	29,141	36,427	43,712	50%	5.0%
12	30,458	38,073	45,688	50%	4.5%
13	31,981	39,977	47,972	50%	5.0%
14	33,509	41,886	50,263	50%	4.8%
15	34,980	43,725	52,470	50%	4.4%
16	36,729	45,911	55,093	50%	5.0%
17	38,565	48,207	57,848	50%	5.0%
18	40,353	50,442	60,530	50%	4.6%
19	42,371	52,964	63,557	50%	5.0%
20	44,417	55,522	66,626	50%	4.8%
21	46,567	58,208	69,850	50%	4.8%
22	48,823	61,028	73,234	50%	4.8%
23	51,193	63,991	76,789	50%	4.9%
24	53,680	67,101	80,521	50%	4.9%
25	56,293	70,367	84,440	50%	4.9%
26	58,968	73,710	88,451	50%	4.8%
27	61,916	77,395	92,874	50%	5.0%
28	64,940	81,175	97,410	50%	4.9%
29	68,116	85,145	102,174	50%	4.9%
30	71,450	89,313	107,175	50%	4.9%
31	74,883	93,604	112,325	50%	4.8%
32	78,627	98,284	117,941	50%	5.0%
33	82,558	103,198	123,838	50%	5.0%
34	86,686	108,358	130,030	50%	5.0%
35	91,021	113,776	136,531	50%	5.0%

**Current Pay Plan Analysis**

Grade	Minimum	Midpoint	Maximum	Range	Diff	19-20 Grade	19-20 Minimum	19-20 Midpoint	19-20 Maximum	Range	Diff
9	26,432	33,040	39,648	50%		9	26,432	33,040	39,648	50.0%	
10	27,754	34,692	41,630	50%	5.0%	10	27,753	34,692	41,630	50.0%	5.0%
11	29,141	36,427	43,712	50%	5.0%	11	29,141	36,427	43,712	50.0%	5.0%
12	30,458	38,073	45,688	50%	4.5%	12	30,598	38,248	45,898	50.0%	5.0%
13	31,981	39,977	47,972	50%	5.0%	13	32,128	40,161	48,192	50.0%	5.0%
14	33,509	41,886	50,263	50%	4.8%	14	33,734	42,169	50,602	50.0%	5.0%
15	34,980	43,725	52,470	50%	4.4%	15	35,421	44,277	53,132	50.0%	5.0%
16	36,729	45,911	55,093	50%	5.0%	16	37,192	46,491	55,789	50.0%	5.0%
17	38,565	48,207	57,848	50%	5.0%	17	39,052	48,816	58,578	50.0%	5.0%
18	40,353	50,442	60,530	50%	4.6%	18	41,004	51,256	61,507	50.0%	5.0%
19	42,371	52,964	63,557	50%	5.0%	19	43,055	53,819	64,583	50.0%	5.0%
20	44,417	55,522	66,626	50%	4.8%	20	45,207	56,510	67,812	50.0%	5.0%
21	46,567	58,208	69,850	50%	4.8%	21	47,468	59,336	71,202	50.0%	5.0%
22	48,823	61,028	73,234	50%	4.8%	22	49,841	62,303	74,762	50.0%	5.0%
23	51,193	63,991	76,789	50%	4.9%	23	52,333	65,418	78,500	50.0%	5.0%
24	53,680	67,101	80,521	50%	4.9%	24	54,950	68,689	82,425	50.0%	5.0%
25	56,293	70,367	84,440	50%	4.9%	25	57,697	72,123	86,547	50.0%	5.0%
26	58,968	73,710	88,451	50%	4.8%	26	60,582	75,729	90,874	50.0%	5.0%
27	61,916	77,395	92,874	50%	5.0%	27	63,611	79,516	95,418	50.0%	5.0%
28	64,940	81,175	97,410	50%	4.9%	28	66,792	83,491	100,189	50.0%	5.0%
29	68,116	85,145	102,174	50%	4.9%	29	70,131	87,666	105,198	50.0%	5.0%
30	71,450	89,313	107,175	50%	4.9%	30	73,638	92,049	110,458	50.0%	5.0%
31	74,883	93,604	112,325	50%	4.8%	31	77,320	96,652	115,981	50.0%	5.0%
32	78,627	98,284	117,941	50%	5.0%	32	81,186	101,484	121,780	50.0%	5.0%
33	82,558	103,198	123,838	50%	5.0%	33	85,245	106,558	127,869	50.0%	5.0%
34	86,686	108,358	130,030	50%	5.0%	34	89,507	111,886	134,262	50.0%	5.0%
35	91,021	113,776	136,531	50%	5.0%	35	93,983	117,481	140,976	50.0%	5.0%

+1.8%

+3.2%

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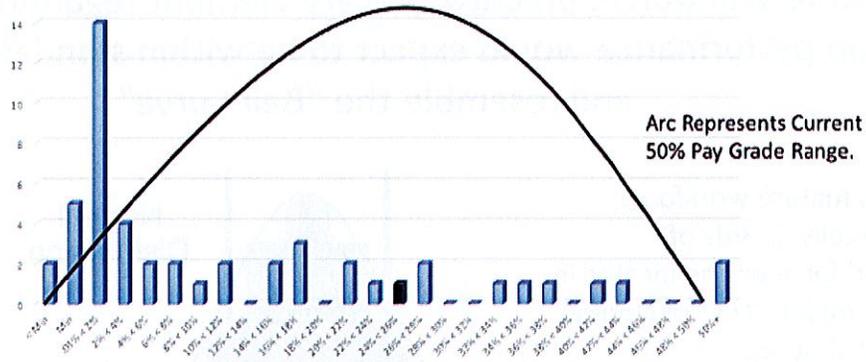
## Pay and Classification Study

### Pay Plan and Position Classification Study Methodology

- Employee “Kick-Off” Sessions
- Employees Completed 12 Page Position Description Questionnaire
- On-Site Employee Interviews
- Collection and Analysis of Internal Data
- Collection and Comparative Analysis of Market Data
- Preliminary Findings and Recommendations Developed
- Reviewed with Management Team
- Report to Manager
- Board of Commissioners’ Presentation

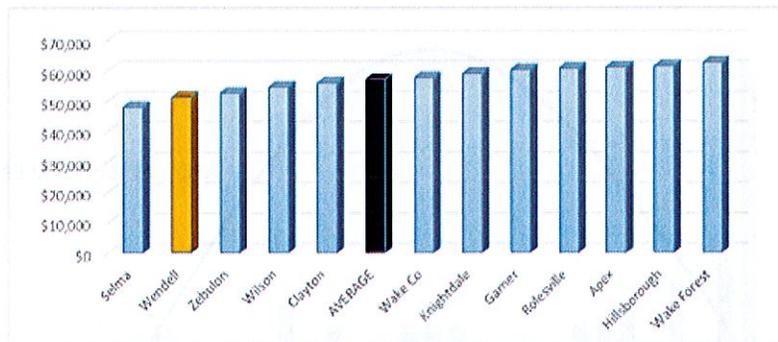
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### Employee Salaries as Percent Above Grade Minimum



**52.8%: Salaries Less Than 5% Above Minimum  
58.5%: Salaries Less Than 10% Above Minimum  
83%: Salaries Less Than Midpoint**

### Market Salary Comparisons



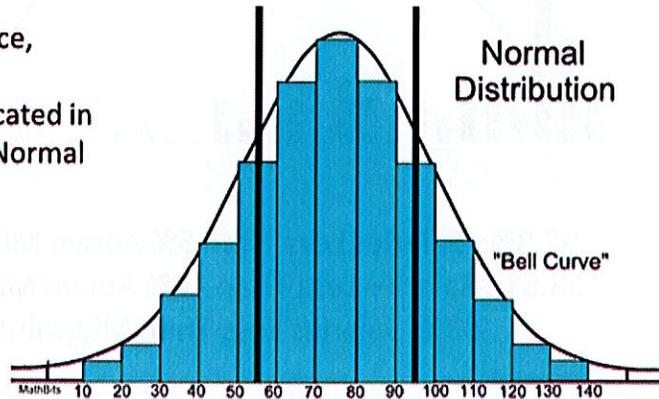
**Wendell's Average Salary of \$51,084 is 11.5% Below \$56,940 Market Average**

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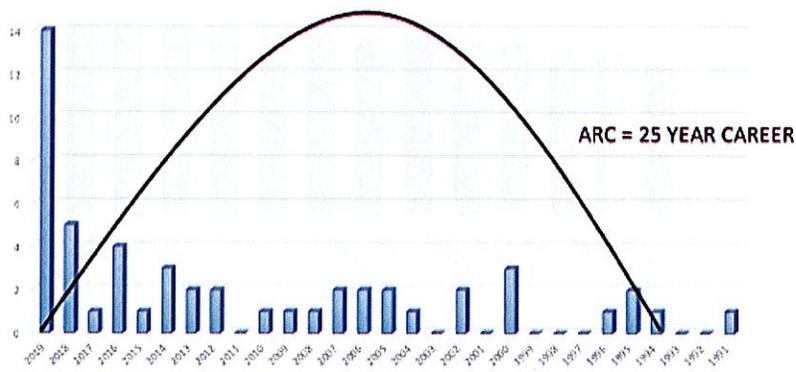
## Standard Deviation "Bell" Curve

In a mature workforce, practically every element regarding employees' pay and performance would expect to be within standard deviations and resemble the "Bell Curve"

In a mature workforce, typically, 2/3rds of workforce will be located in the middle 1/3<sup>rd</sup> of Normal Distribution.



## Employees By Year of Employment



**Employed Less Than 2 Years: 39.6%**  
**Employed Less Than 5 Years: 49.1%**  
**Employed Less Than 10 Years: 64.2%**  
**Average Years Employed: 8.1**

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**TOWN OF WENDELL PAY PLAN AND POSITION CLASSIFICATION  
STUDY PRESENTATION**



**MONDAY, MARCH 9, 2020**

**Initial Workforce Analysis**

**A Snapshot of Wendell's Workforce at Beginning of Study**

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## TIMELINE FOR CENSUS 2020

On or Between	You Will Receive
<b>March 12-20</b>	An invitation to respond online to the 2020 Census. <i>(Some households will also receive paper questionnaires.)</i>
<b>March 16-24</b>	A reminder letter.
<b>April 1</b>	National Census Day
<b>If you haven't responded yet:</b>	
<b>March 26 - April 3</b>	A reminder postcard.
<b>April 8 - 16</b>	A reminder letter and paper questionnaire.
<b>April 20 - 27</b>	Final reminder postcard before Census Bureau follows up in person.

Jeannine Ngwira offered to answer any questions that the Board might have.

No questions or comments were made.

- 4d. Compensation & Classification Study Implementation  
Speakers: David Hill and Bob Carder, Management Analysts at Piedmont Triad Regional Council

Town Manager Marc Collins said that the Comp and Class study has been a goal of the Board as a personnel policy to update regularly to see how the Town's Compensation and Classification system compares to the market. Mr. Collins said that it was listed as goal five under organizational goals within the Board's Strategic Plan that was adopted in 2019.

David Hill and Bob Carder presented the following report, below in italics:

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*nine questions and will be available in 12 languages. Invitations to participate will start going out the week of March 12<sup>th</sup>-20<sup>th</sup>.*

*The Census is important because it provides a basis for distributing more than \$675 billion dollars in federal funds annually to states and local communities which means distribution of \$16 billion annually to NC. It is key in funding programs which impact housing, education, transportation, employment, health care and public policy. Also, the information gained from the census is vitally important to community planning and economic development and also provides a basis for reapportioning congressional seats.*

*For the first time ever, the 2020 Census will have an option for online self-response. Toll-free and traditional questionnaires, which will only be sent to households that have not responded by April 8<sup>th</sup>, are secondary options and enumeration (census worker showing up at the door) is the non-response follow-up plan.*

*All people living in the United States are required by law to be counted, and the Census Bureau is bound by law to protect responses for 72 years and will be kept confidential. Individual responses are combined with information from other households to produce statistics on the community. Many communities have historically been undercounted in the census. That means that the census data used to ensure fair political representation and provide funding that supports community services is skewed.*

*There are four main reasons why a population might be undercounted:*

- 1. They might be hard to locate, like people who live off the grid, are very mobile or don't wish to be found.*
- 2. They might be hard to contact, like people who live in gated communities or are younger than 5 (young children were the largest undercounted group in 2010).*
- 3. They might be hard to interview, meaning they might have low literacy or English is not their primary language.*
- 4. They might be hard to persuade, meaning they are suspicious of the government or don't see a benefit to participating in the Census.*

*In 2010 The Town of Wendell was at a 76% participation rate which was under the Wake County rate of 78%. As a whole, Wake County has a goal of 82% participation rate for 2020. Town staff has been working toward achieving this goal through regular postings on Town of Wendell social media, setting up information tables at Town events and being invited by HOAs and other community groups to speak to people and hand out census information in English and in Spanish.*

*The Census 2020 Timeline will be as follows:*

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accomplishments.

- 4b. Presentation of GFOA Distinguished Budget Award  
Speaker: Senior Accountant Garrett Johnson

Senior Accountant Garrett Johnson presented the following staff report, below in italics:

**Item Summary:**

*The Town of Wendell has been awarded its first Distinguished Budget Presentation Award by the Governmental Finance Officers Association (GFOA) for its Fiscal Year 2020 budget.*

*While a balanced budget is required by North Carolina General Statute, the Town has chosen to participate in the GFOA's budget award program by going above and beyond general statute requirements. Similar to the Comprehensive Annual Financial Report that the Town submits to the GFOA, Budget Award submittals are evaluated by a panel of outside reviewers with experience in public-sector budgeting.*

Garrett Johnson showed Executive Director of the GFOA, Chris Morel, congratulating the Town of Wendell in a short video. Mr. Johnson said that the Strategic Initiatives and Goals were one of the highlights of the budget document. He offered to answer any questions that the Board might have.

Commissioner Jason Joyner asked if things have changed in the budget document since he started working here.

Mr. Johnson confirmed.

Commissioner Joyner praised the budget document as a communications tool to the Town on how tax dollars are spent.

Mayor Gray congratulated the Finance Department on its accomplishment.

- 4c. Census 2020 Presentation  
Speaker: Planner I Jeannine Ngwira

Planner I Jeannine Ngwira presented the following staff report, below in italics:

**Item Summary:**

*The Census is a counting of every person residing in the United States every 10 years and is conducted by the United States Census Bureau. The 2020 Census will consist of*

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Mayor Gray asked Mrs. Voronsky to give her residential address.

Mrs. Voronsky said she resided at 45161 Chelsea St in Raleigh.

**3. CONSENT AGENDA**

No Consent Agenda items were presented.

**4. RECOGNITIONS, REPORTS, AND PRESENTATIONS**

- 4a. Recognition of East Wake High School Teacher, Jonathan Hasbrouck  
Speaker: Mayor Virginia Gray

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

*Jonathan Hasbrouck began his career at Brick Township High School in Brick, New Jersey in 1986. Coach Hasbrouck has been the Athletic Director at East Wake High School since 2008, and he has worked at several Wake County Public Schools dating back to 1991. Coach Hasbrouck is a long-time Wendell resident that has achieved numerous coaching recognitions such as:*

- *Greater Neuse River Conference 4A Men's Soccer Coach of the year – 2 times*
- *Greater Neuse River Conference 4A Women's Soccer Coach of the year – 1 time*
- *North Carolina East/West All-Star Soccer Coach in 2005*
- *TAAC Men's Soccer Coach of the Year – 1 time*
- *TAAC Women's Soccer Coach of the Year – 1 time*
- *North Carolina 4A Women's Soccer Coach of the Year in 2004*
- *North Carolina Region 5 Women's Soccer Coach of the Year in 1998, 2002, and 2004*
- *Cap 8 Women's Soccer Coach of the Year – 1 time*

*Through these accolades, Coach Hasbrouck has won numerous championships over his coaching career from 1988 to the present. In May of 2020, Coach Hasbrouck will be retiring from the Wake County Public School System where he has dedicated his time to teach, coach, and inspire students. East Wake High School wants to thank Coach Hasbrouck for his dedication to education and the East Wake High School Community.*

Coach Hasbrouck thanked the Town for the recognition and said he and his family moved to Wendell in 1994. He said he's very proud of his two sons who represented Wendell in sports at East Wake High School and are now in college. Mr. Hasbrouck said he and his family love Wendell and he congratulated Braelin Yarborough on his

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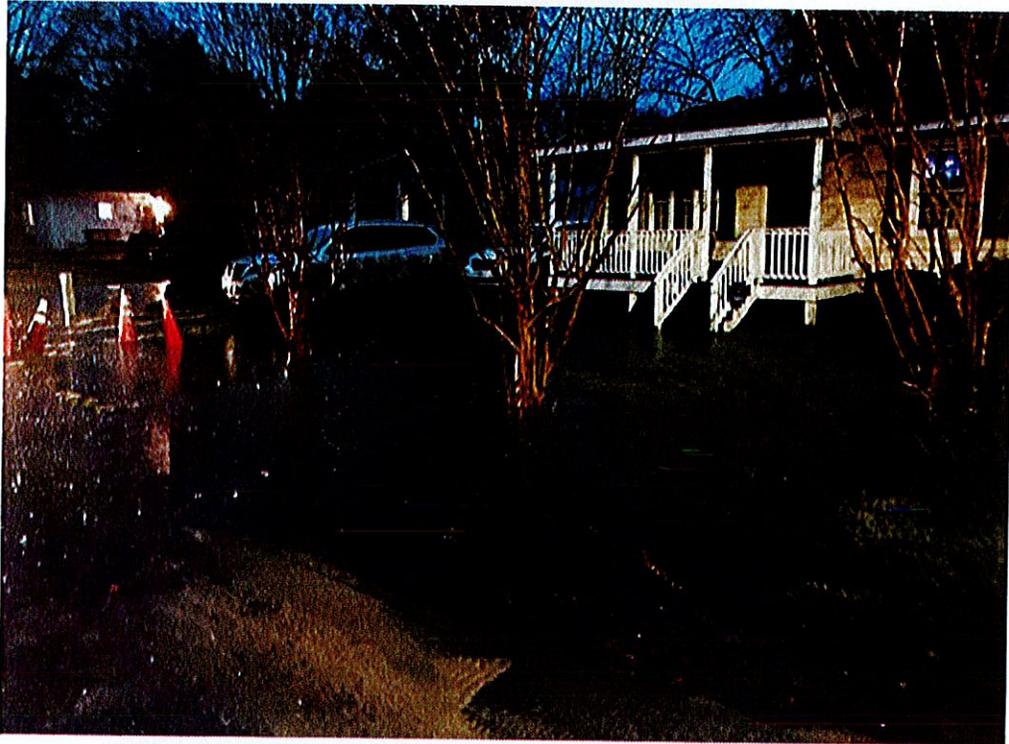
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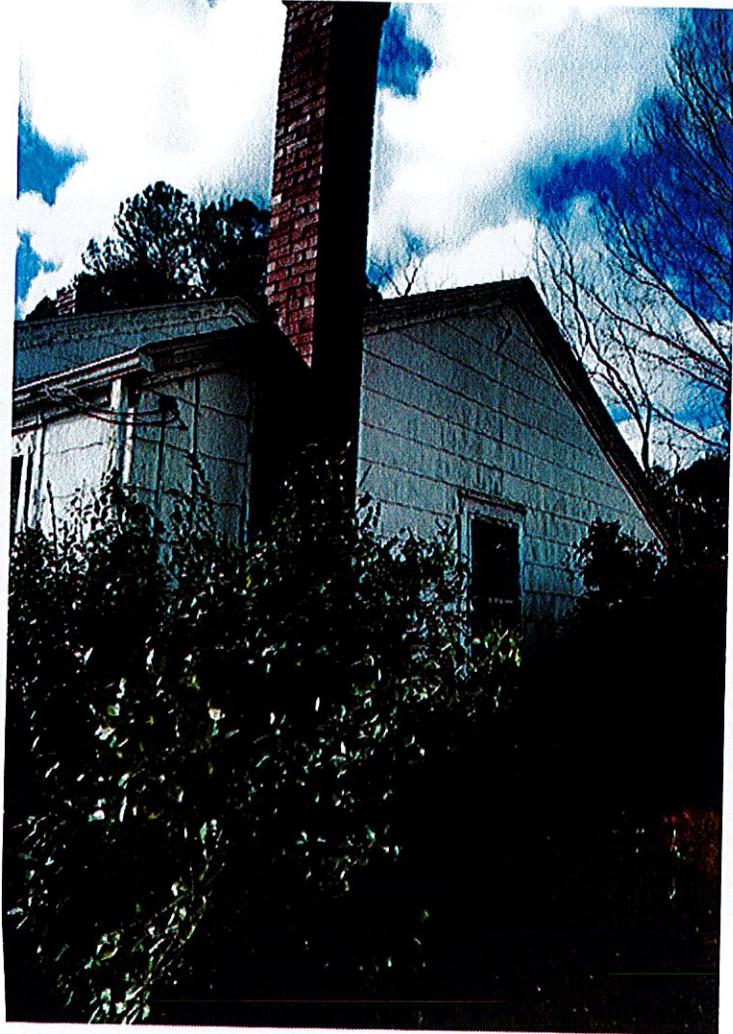
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- *Be concise and limit your comments to three minutes or less. Designate a spokesperson for large groups. Direct comments to the full Town Board and not to an individual Town Board member.*

Sergey Kesel, 235 Short Street, spoke about water drainage issues flooding his property. Mr. Kessel asked to speak to the Mayor in a meeting. He also spoke about road and landscaping issues in his neighborhood.

Polina Voronsky, 235 Short Street, spoke about sidewalks in the lot next to her driveway that disperses water from the street into her driveway. Mrs. Voronsky discussed water drainage issues flooding her property and piping from the inlet leading into lot 1 from Wendell Crossing directing water into the middle of her lot. She said she would resort to inverse condemnation on the Town if her property is ruined. Mrs. Voronsky submitted the following photographs to the Board:

**TOWN OF WENDELL  
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The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, March 9, 2020, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

**PRESENT:** Mayor Virginia Gray; Mayor Pro Tem John Boyette; Commissioners: Jon Lutz, Jason Joyner, Joe DeLoach, and Philip Tarnaski

**ABSENT:**

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

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

East Wake High School Student Braelin Yarborough led the Pledge of Allegiance

Karen Marsh of Covenant Presbyterian Church led the Invocation.

Mrs. Marsh said that the Wendell Council of Churches would be sponsoring a food drive on Saturday, March 28<sup>th</sup> when bags would be disbursed to the community for donations. She said that donation bags would be picked up the following Saturday, April 4<sup>th</sup>.

**1. ADJUSTMENT AND APPROVAL OF THE AGENDA**

**ACTION**

Mover: Mayor Pro Tem John Boyette moved to approve the Agenda, as presented.  
Vote: 5-0

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

*The Public Comment Period is your opportunity to share comments with the Town Board on any topic as long as it is not an item scheduled for public hearing. During Public Comment, the Town Board receives comments and refrains from speaking.*

*Thanks to everyone in the audience for respecting the business meeting by abstaining from speaking from the audience, applauding speakers, or other actions that distract from the meeting.*

*Anyone wanting to speak during Public Comment Period should do the following:*

- *Sign up prior to the beginning of the meeting. The sign-up period will begin 20 minutes prior to the start of the meeting and will end when the meeting begins.*
- *When the Public Comment Period is announced, come to the podium and state your name and address for the record.*