

**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
MAY 11, 2020**

The Wendell Town Board of Commissioners held their virtual, regularly-scheduled meeting on Monday, May 11, 2020, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

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

**ABSENT:**

**STAFF PRESENT:** Town Manager Marc Collins, Town Clerk Megan Howard, Town Attorney Jim Cauley (virtually), Assistant to the Manager Stephanie Smith, Assistant Planning Director Bryan Coates, and Police Chief Bill Carter.

**SPECIAL NOTICE**

Due to the Declared State of Emergency in response to the COVID-19 Virus, the Town of Wendell has altered the traditional meeting process to accommodate and encourage positive public health practices. The Town is incorporating virtual meeting practices to continue the work of the Board of Commissioners while taking proactive measures to maintain transparency and provide for public comment.

The public is encouraged to remain home and watch the business meeting on Facebook Live, or after it is posted to the Town website, or by calling (919) 375-6880 and listening to the meeting. No direct access to Town Hall will be allowed.

Public Comment period for the May 11, 2020 Board of Commissioners meeting shall be organized in advance. The public can submit their public comment to the Town Clerk via email to [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com) or submit a request to call in and teleconference during the Board of Commissioners meeting by emailing their name, address, and phone number to the clerk via email by Friday, May 8<sup>th</sup> at 5 p.m.

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

Police Chief Bill Carter led the Pledge of Allegiance.

Pastor Wallace Johnson of the Wendell Council of Churches provided the invocation.

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

**ACTION**

Mover: Commissioner Jon Lutz moved to approve the agenda, as presented.

Ayes: Commissioners Joyner, DeLoach, Lutz, Tarnaski, and Boyette.

Nays: None.

Vote: 5-0

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**2. PUBLIC COMMENT PERIOD**

- The Public Comment period for the May 11, 2020 Board of Commissioners meeting shall be organized in advance. The public can submit their public comment to the Town Clerk via email to [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com) by Friday, May 8<sup>th</sup> at 5 p.m.

or

- Submit a request to speak over the phone during the Board of Commissioners meeting by emailing their name, address, and phone number to the clerk via email by Friday, May 8<sup>th</sup> at 5 p.m. The Clerk will provide the call-in phone number and provide three (3) minutes to speak on any non-public hearing item or topic.
- Questions or comments regarding specific agenda items may be directed to the contact person provided for the individual items on the agenda below for additional information before or after the meeting.

No Public Comments were provided at this meeting.

**3. CONSENT AGENDA**

*The Board of Commissioners uses a Consent Agenda to act on non-controversial items unanimously recommended for approval or have been discussed at previous meetings. The Consent Agenda is acted upon by one motion and vote of the Board. Any individual board member may pull items from the Consent Agenda for further discussion. Items pulled will be handled with the "OTHER BUSINESS" agenda topic.*

- 3a. Ratification of Temporary Personnel Policy related to Covid-19 for Designation of Essential Personnel, Exempt Employees, and Allowance Pay

Staff Contact: Town Manager Marc Collins  
[mcollins@townofwendell.com](mailto:mcollins@townofwendell.com)

- 3b. Approval of the February 10, 2020 Board of Commissioners Meeting Minutes.

Staff Contact: Town Clerk Megan Howard  
[mhoward@townofwendell.com](mailto:mhoward@townofwendell.com)

- 3c. Approval of the February 24, 2020 Board of Commissioners Meeting Minutes.

Staff Contact: Town Clerk Megan Howard  
[mhoward@townofwendell.com](mailto:mhoward@townofwendell.com)

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3d. Approval of the March 9, 2020 Board of Commissioners Meeting Minutes.

Staff Contact: Town Clerk Megan Howard  
[mhoward@townofwendell.com](mailto:mhoward@townofwendell.com)

**ACTION**

Mover: Commissioner Jon Lutz moved to approve the Consent Agenda, as presented.

Ayes: Commissioners Joyner, DeLoach, Lutz, Tarnaski, and Boyette.

Nays: None.

Vote: 5-0

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

4a. Capital Area Metropolitan Planning Organization (CAMPO) Northeast Area Study Update Presentation

Staff Contact: Assistant Planning Director Bryan Coates  
[bcoates@townofwendell.com](mailto:bcoates@townofwendell.com)

Mr. Coates presented the following staff report, below in italics:

**Item Summary:**

*As a new decade begins, an updated Northeast Area Study (NEAS) is needed to lay out a long-term vision for a multi-modal transportation network for the region. This will also include a detailed implementation strategy that includes short-term and mid-term recommendations to further that vision.*

*Previously, in 2014, CAMPO completed the original Northeast Area Study. Designed to be a sustainable transportation strategy for the area, the original study evaluated land use, economic development, and multimodal (freight, highway, transit (bus/rail), bicycle, and pedestrian) issues in the northeastern section of CAMPO's planning area. The Capital Area Metropolitan Planning Organization (CAMPO) conducts area studies in order to achieve more robust public engagement and focus on specific network issues in smaller areas within its planning jurisdiction. Outcomes and recommendations from this NEAS Update will inform the 2050 Metropolitan Transportation Plan, which is a region-wide long-range transportation plan that is updated every 4 years. The current NEAS Update is anticipated to be completed in 2021.*

*The study area includes parts of Franklin and Wake Counties, the City of Raleigh, as well as the Towns of Bunn, Franklinton, Knightdale, Rolesville, Wake Forest, Wendell, Youngsville, and Zebulon.*

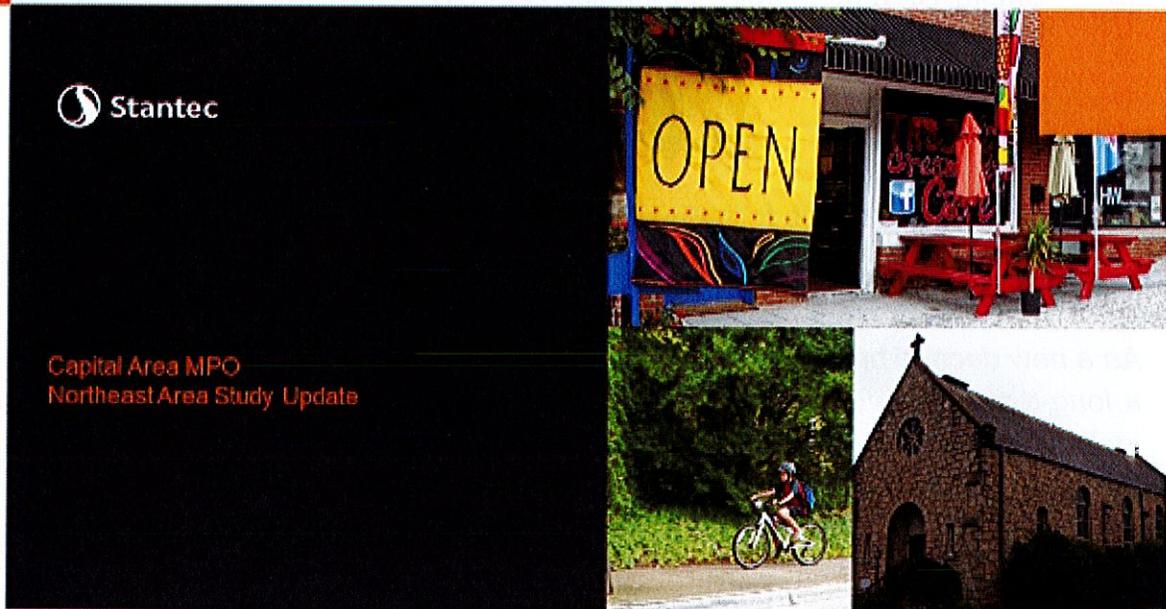
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*The NEAS Update will involve extensive public engagement and an evaluation of transportation projects, policies, and priorities that may have evolved or shifted since the original study in 2014. Public engagement will include stakeholder meetings, community outreach and online activities (posted on this site), municipal board presentations, and more.*

*Save the Dates! NEAS Update Virtual Project Symposium*

*Tuesday, June 9th 2020 at 5:30 PM*

*Saturday, June 13th 2020 at 10:00 AM*



Stantec

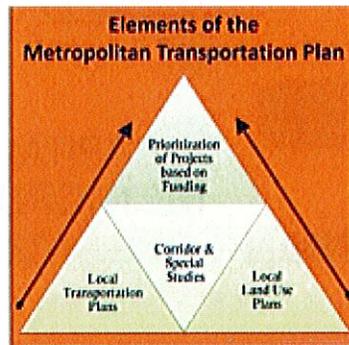
Capital Area MPO  
Northeast Area Study Update

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CAMPO Vision

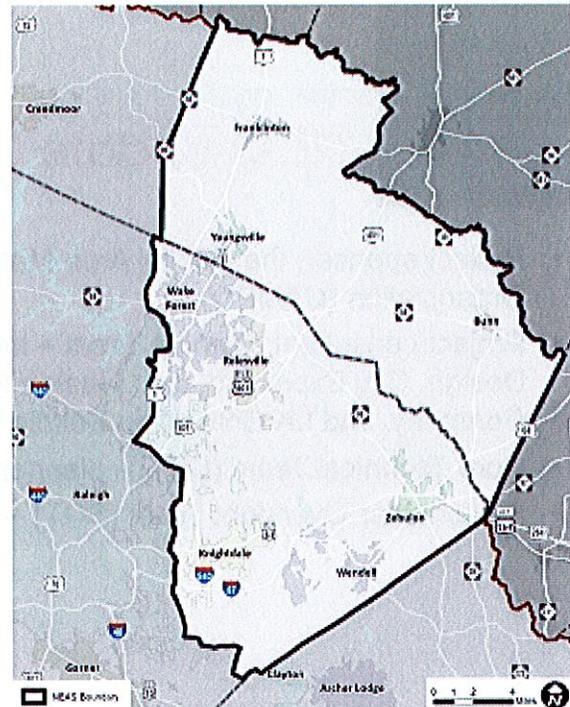
## The CAMPO Vision

- A multi-modal transportation network that is compatible with our growth, sensitive to the environment, improves quality of life and is accessible to all.



## NEAS Update Boundary

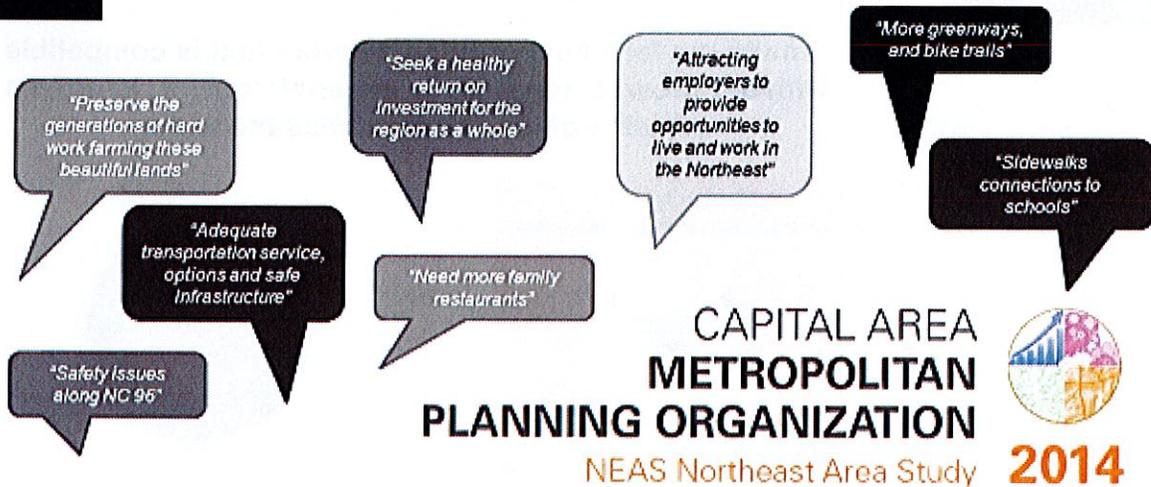
- Update to 2014 NEAS Project
- **Jurisdictions**
- **Municipal:** Bunn, Franklinton, Knightdale, Raleigh, Rolesville, Wake Forest, Wendell, Youngsville, Zebulon
- **County:** Franklin, Wake
- **Major Corridors**
- Interstates: 540, 87
- US Highways: 1, 1-Alt, 64, 64-Bus, 264, 401, 401-Bus
- NC Highways: 39, 56, 96, 97, 98



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2014 NEAS

## Feedback from 2014 Plan



Background

## NEAS Update Overview

- Project sponsor: the Capital Area Metropolitan Planning Organization (CAMPO).
- Project consultant: Stantec Team – including Alta Planning & Design, City Explained, Inc., Nealon Planning, J S Lane Company, and LK Consulting Solutions
- Core Technical Team (CTT) – planners and staff
- Stakeholder Oversight Team (SOT) – decision-makers



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NEAS Update  
Process

## NEAS Update Tasks

- Discovery and Inventory of Existing Conditions
- Development of Vision, Goals, and Objectives
- Land Use Scenario Planning
- Policy Updates
- Exploration and Assessment of Current and Future Needs
- Discussion and Recommendations
- Performance Standards and Implementation
- Review and Adopt Final Documents

Schedule

## Review Project Work Plan

### Project Schedule — CAMPO Northeast Area Study Update

The project schedule below shows the proposed schedule for the completion of the key tasks identified in each phase of our project approach.

PROJECT PHASE	MONTHS															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
PHASE 0: PROJECT MANAGEMENT	[Gantt bar spanning all 16 months]															
PHASE 1: DEVELOPMENT OF VISION, GOALS, OBJECTIVES, POLICY & IMPLEMENTATION	[Gantt bar spanning all 16 months]															
CTE MEETINGS (12)	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]
SOT MEETINGS (4)	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]



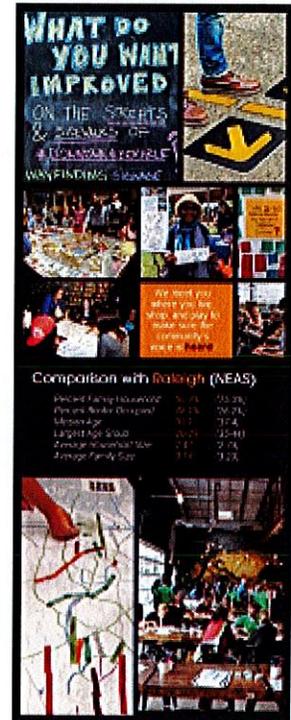
16 month process - Tentative **Completion Date: June 2021**

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Engagement

## Outreach Efforts

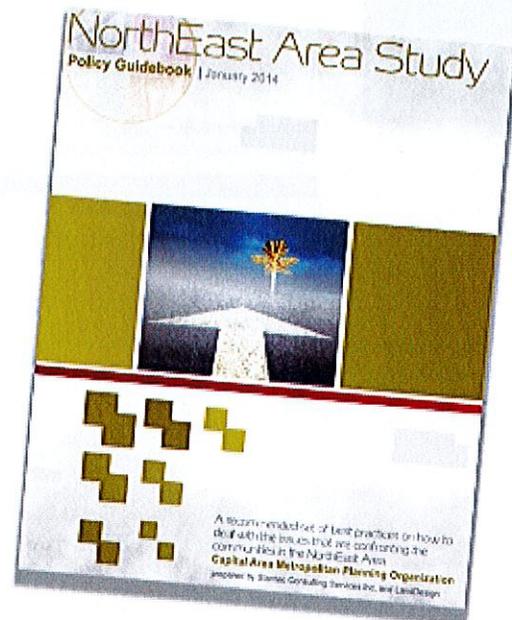
- Project Website
  - Survey (2)
  - Interactive Map (1)
- E-Newsletters (4)
- Virtual Public Project Symposiums
- Stakeholder Interviews (8)
- Traveling Roadshow "Pop-ups" (10)
- Board Briefings (3 phases)
- Project Workshop (1)



Deliverables

## Deliverables

- Project Workbook
- Best Practices/Policy Guidebook
- Public Outreach & Collaboration
- Hot Spots & Concept Designs





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## How can you get involved right now?

- Visit Project Website: [www.NEASUpdate.com](http://www.NEASUpdate.com)
- Take the Online Survey
- Interactive mapping tool
- Encourage others to do the same
- Virtual Public Symposium – Save the Date!
  - Tuesday, June 9<sup>th</sup> at 5:30 PM and Saturday June 13<sup>th</sup> at 10:00 AM



### Contact:

Brandon Watson  
[brandon.watson@campo-nc.us](mailto:brandon.watson@campo-nc.us)  
(919) 996-4397



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

Commissioner Jason Joyner asked Mr. Coates to speak about the timeline of the Town's Comprehensive Plan in addition to the NEAS Update timeline and how the two will work together.

Mr. Coates said that the NEAS Update should be completed by June 2021. The Town's Comprehensive Plan is scheduled for February/March 2021. He said that part of CAMPO's consultant team for the larger team is part of the Town's consultant team for the Comprehensive Plan. So, throughout this process, everything that Wendell residents identify as a priority for the Northeast Study the Town has as feedback that it can tie into the Comprehensive Plan as community needs. Mr. Coates gave the example of pulling transportation data that CAMPO has already pulled for the Northeast Study, which the Town doesn't have to conduct since it's already been completed. Another example that Mr. Coates gave is community outreach coordination with CAMPO for the NEAS Update and Comprehensive Plan. He said the NEAS Study plans to delve into the Regional Transit Network, which is also important for the Town's Comprehensive Plan for feedback purposes on bus routes and times. Mr. Coates said that the Town meet with CAMPO staff in November/December of 2019 to make sure that the two processes could work together to benefit both organizations.

- 4b. Proclamation recognizing the Week of May 3<sup>rd</sup> to May 9<sup>th</sup> 2020 as Professional Municipal Clerks Week

Presenter: Mayor Virginia Gray

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Mayor Gray presented the following Proclamation, below in italics:

***PROCLAIMING 51<sup>ST</sup> ANNUAL PROFESSIONAL MUNICIPAL CLERKS  
WEEK, MAY 3-MAY 9, 2020***

*WHEREAS, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and*

*WHEREAS, The Office of the Professional Municipal Clerk is the oldest among public servants, and*

*WHEREAS, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and*

*WHEREAS, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.*

*WHEREAS, The Professional Municipal Clerk serves as the information center on functions of local government and community.*

*WHEREAS, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.*

*WHEREAS, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.*

*NOW THEREFORE, on behalf of the Wendell Town Board of Commissioners, I, Virginia Gray, Mayor of the Town of Wendell, do hereby recognize the week of May 3 through May 9, 2020, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Megan Howard, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

***DULY PROCLAIMED*** this 11<sup>th</sup> day of May, 2020.

4c. Proclamation recognizing the Week of May 10<sup>th</sup> to May 16<sup>th</sup> 2020 as National Police Week

Presenter: Mayor Virginia Gray

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

***PROCLAIMING NATIONAL PUBLIC WORKS WEEK,***

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***MAY 17-MAY 23, 2020***

*WHEREAS, The Congress and President of the United States have designated May 15th as Peace Officers' Memorial Day, and the week in which May 15th falls as National Police week; and,*

*WHEREAS, The members of the law enforcement agency of the Wendell Police Department play an essential role in safeguarding the rights and freedoms of those inside the Town of Wendell; and,*

*WHEREAS, It is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our Wendell Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and*

*WHEREAS, All citizens of Wendell should remember and recognize the men and women who serve and protect them, and keep in mind that there are law enforcement officers working in the Town every hour of every day to ensure that they remain safe.*

*NOW THEREFORE, on behalf of the Wendell Town Board of Commissioners, I, Virginia Gray, Mayor of the Town of Wendell, do recognize the week of May 10-16, 2020, as National Police Week and further recognize May 15th as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty.*

***DULY PROCLAIMED*** this 11<sup>th</sup> day of May, 2020.

4d. Proclamation recognizing the Week of May 17<sup>th</sup> to May 23<sup>rd</sup> as National Public Works Week

Presenter: Mayor Virginia Gray

Mayor Gray presented the following Proclamation, below in italics:

***PROCLAIMING NATIONAL PUBLIC WORKS WEEK,***

***MAY 17-MAY 23, 2020***

*WHEREAS, Public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Wendell; and,*

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*WHEREAS, These infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,*

*WHEREAS, It is in the public interest for the citizens, civic leaders and children in Wendell to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,*

*WHEREAS, The year 2020 marks the 60th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.*

*NOW THEREFORE, on behalf of the Wendell Town Board of Commissioners, I, Virginia Gray, Mayor of the Town of Wendell, do hereby designate the week May 17 – 23, 2020 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.*

*DULY PROCLAIMED this 11<sup>th</sup> day of May, 2020.*

## **5. PUBLIC HEARINGS**

**PLEASE NOTE:** Due to the current State of Emergency and in the interest of public health, the following accommodations will be made to allow public participation in public hearings, but no public attendance at Town Hall will be permitted:

- Public participation for public hearing items on the agenda for the May 11<sup>th</sup>, 2020 Board of Commissioners meeting shall be organized in advance. The public can submit their public hearing comments to the Town Clerk via email to [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com) by Friday, May 8<sup>th</sup> at 5 p.m. Please provide your name, address, and the agenda item number with your comments. Copies of the written comments will be provided to the Board of Commissioners at the meeting, read at the meeting, and included in the minutes of the meeting.

Or

- Submit a request to speak over the phone during the Board of Commissioners meeting by emailing their name, address, phone number, and item number they wish to speak on to the clerk via email by Friday, May 8<sup>th</sup> at 5 p.m. The Clerk will provide the call-in phone number and provide five (5) minutes to speak on any non-public hearing item or topic. Comments made by phone will be recorded and transcribed to maintain the public record.

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- If you have questions regarding an agenda item, please email the staff contact directly in advance of the meeting. If preferred, you may call Town Hall at (919) 365-4450 to be directed to speak with the staff contact for the agenda item(s) of interest. Communications of this type will not be included in the meeting minutes.

5a. PUBLIC HEARING: Budget Hearing for the *Proposed Fiscal Year 2021 Budget*

Staff Contact: Town Manager Marc Collins  
[mcollins@townofwendell.com](mailto:mcollins@townofwendell.com)

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

**Item Summary:**

*Pursuant to Section 159-11 of the North Carolina General Statutes, the Budget Officer submits the Fiscal Year 2020-2021 (FY 2021) budget for the consideration of the Board of Commissioners. The submitted budget is balanced and in compliance with the Local Budget and Fiscal Control Act and the Financial Policies of the Town of Wendell.*

*Staff requests the Board of Commissioners to hold a Budget Hearing on Monday, May 11, 2020 prior to taking action on the recommended budget at the Tuesday, May 26, 2020 Commission Meeting. A copy of the Budget is provided to the Town Clerk and made available to the media. The budget is also provided digitally on the Town website for the public to review in lieu of the library as an accommodation during Covid-19 closings.*

*The FY 2021 budget totals \$19,507,171, which represents a 159.1% increase over FY 2020 due to over \$11 million in planned capital expenses. In response to the Wake County revaluation completed in FY 2020, the Town Budget proposes a reduced property tax rate of \$0.47 per \$100 of taxable values, a reduction of 2 cents from the current rate.*

*While the Raleigh Utilities water and sewer rate increases by 5% as required by the Merger Agreement, the Town will work to complete the Merger in FY 2021 as soon after the first quarter (October 2020) as utility revenues allow for retiring the remaining expenses. This early Merger retains capacity, requires additional payment by the Town, but will reduce rates approximately 40% for residents. The reduced property tax rate and utility merger will result in a net savings for most residents in FY 2021.*

*The solid waste fee remains \$22 per month, but will include the outsourcing of a portion of leaf and limb service for weekly cart pickup by Waste Industries instead of the Town. The fee schedule remains largely unchanged with an increase of the returned check fee from \$25 to \$35 to reflect the bank charge to the Town. Special event fees are simplified to reflect the consolidated process in the special event policy developed in FY 2020.*

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*The following charts provide a highlight of revenues and expenses for FY 2021:*

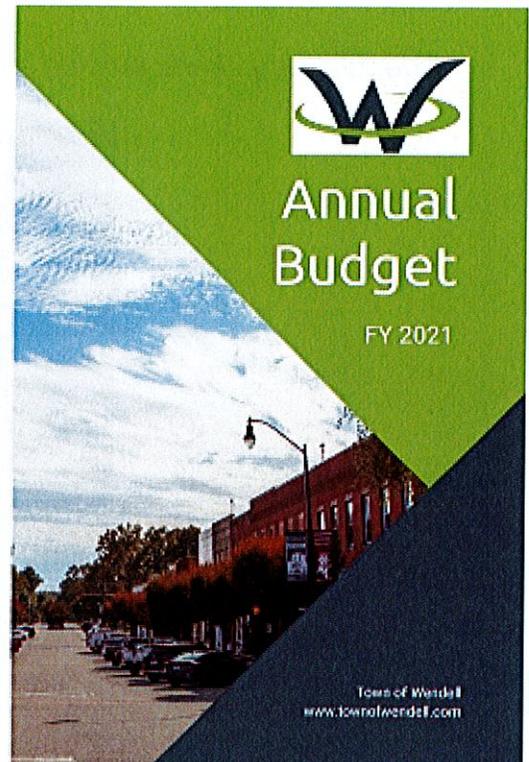
Ad Valorem Taxes	\$ 4,392,196
Licenses & Permits	\$ 451,200
Intergovernmental Revenues - Unrestricted	\$ 1,937,500
Intergovernmental Revenues - Restricted	\$ 2,199,507
Permits & Fees	\$ 189,000
Sales & Services	\$ 914,450
Other Revenues	\$ 3,700
Investment Income	\$ 115,000
Transfers/Fund Balance	\$ 804,618
Loan Proceeds	\$ 8,500,000
	\$ 19,507,171

	FY 2021	Capital	Net
Governing Body	\$ 93,700	\$ -	\$ 93,700.00
Administration	\$ 561,900	\$ 32,000.00	\$ 529,900.00
Information Technology	\$ 166,760	\$ 25,000.00	\$ 141,760.00
Finance	\$ 448,450	\$ -	\$ 448,450.00
Economic Development	\$ 62,300	\$ -	\$ 62,300.00
Planning	\$ 551,450	\$ -	\$ 551,450.00
Public Buildings & Grounds	\$ 10,872,594	\$ 10,698,224.00	\$ 174,370.00
Police	\$ 2,336,057	\$ 248,000.00	\$ 2,088,057.00
Fire Services	\$ 4,900	\$ -	\$ 4,900.00
Public Works	\$ 2,318,435	\$ 238,500.00	\$ 2,079,935.00
Powell Bill	\$ 180,000	\$ -	\$ 180,000.00
Parks & Recreation	\$ 914,925	\$ 29,000.00	\$ 885,925.00
Non-Departmental	\$ 993,200	\$ -	\$ 993,200.00
Special Appropriations	\$ 2,500	\$ -	\$ 2,500.00
	\$ 19,507,171	\$ 11,270,724.00	\$ 8,236,447.00

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## FY 2021 Budget Document

- Budget recognized by GFOA Distinguished Budget Presentation Award for first time....
- Same layout as FY 2020
- New Cover
- Improvements based on GFOA Review
  - Improve fund structure and relationship descriptions
  - Add long-range projections
  - Add Capital Project impact on operating budget



## FY 2021 Budget challenges (turned to highlights)

Wake County Property Revaluation	Solid Waste Contract Extension	Sustainable Leaf & Limb Service	Growth Impacts on Staffing	Market Salary Comparison
Capital Facility and Infrastructure Needs	Maintain Structural Balance	Uncertainty of COVID-19 Impacts	Complete Merger with Raleigh Utilities	Achieve a Net Savings to Citizens

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## Wake county property revaluation

Data from County Tax Appraiser 1/27/20 Report to Board  
Revenue Neutral rate is \$0.41 per \$100 valuation

Before Revaluation (FY 2020)	After Revaluation (FY 2021)
<ul style="list-style-type: none"><li>Residential Value<ul style="list-style-type: none"><li>\$560,310,000 (81%)</li></ul></li></ul>	<ul style="list-style-type: none"><li>Residential Value (22% Increase)<ul style="list-style-type: none"><li>\$697,775,000 (80%)</li></ul></li></ul>
<ul style="list-style-type: none"><li>Commercial Value<ul style="list-style-type: none"><li>\$129,915,000 (19%)</li></ul></li></ul>	<ul style="list-style-type: none"><li>Commercial Value (40% Increase)<ul style="list-style-type: none"><li>\$169,925,000 (20%)</li></ul></li></ul>
<ul style="list-style-type: none"><li>Total Valuation<ul style="list-style-type: none"><li>\$690,225,000</li></ul></li></ul>	<ul style="list-style-type: none"><li>Total Valuation (26% Increase)<ul style="list-style-type: none"><li>\$867,700,000</li></ul></li></ul>



## Solid waste contract extension

- 5-Year Extension with Waste Industries
- Prices remain same for FY21 and FY22 and 2% CPI increase FY 23, FY 24, & FY 25
- Trash service remains one time per week
- Recycling remains every other week
- Processing fee increases from \$0.75 to \$1.27 (charged to Town)
- Yard waste service at one time per week at \$3.65 per cart (charged to Town)
- Town still pays actual tipping fee (approximately \$25 per ton)
- Waste Industries will provide a direct customer service phone line for Wendell residents
- NO INCREASE IN SOLID WASTE FEE CHARGED TO RESIDENTS IN FY 2021

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## Sustainable leaf & limb service

### **Current Service**

- Town staff provide service
- Requires (4) Staff and Significant Capital Equipment and Vehicles
- Weekly curbside pick-up from ground
- Unreliable weekly service due to added lane miles, equipment failure, and competing priorities
- No commercial debris
- Included in solid waste fee

### **Proposed Service**

- Waste Industries provides service
- Staff assigned to other duties when not leaf season or scheduled service
- Weekly curbside pick-up with 95 gallon cart (different color)
- Reliable service that reduces staffing and capital equipment strain
- No commercial debris
- Cost offsets with Town expenses
- Included in solid waste fee (no increase)



## Growth impacts on staffing

- Added residential growth continues at fast pace necessitating additional staff to maintain current service levels...Proposed budget addresses challenge by:
- Public Safety – Adds two (2) new police officers starting January 1, 2021. Advances goal to increase number of officers per shift to five (5) for 2 of 4 shifts.
- Public Works – Adds Stormwater Manager and Public Works Specialist. Stormwater is to oversee EPA Phase II required program with Engineer. Public Works Specialist is to replace position assigned to Code Enforcement to assist inspections.
- Finance – Adds Accountant I to handle increased accounts payable/receivable transactions and free time of director and senior accountant to assist with procurement and asset management.
- Parks – Reclassifies one Parks Maintenance Technician to Parks Supervisor position to supervise growing park and greenway system.



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## Maintain structural balance

Town of Wendell FY 2021 Budget Projections									
FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 20 Budget	FY 21 Budget	Description	FY 21P Projected	FY 22P Projected	FY 24P Projected	FY 25P Projected
2,367,258	2,577,258	2,996,342	3,252,300	4,391,198	<b>Revenues</b>				
323,038	300,888	450,518	426,200	451,200	Ad Valorem Taxes	4,875,338	5,411,625	6,106,908	6,667,668
1,773,648	1,805,252	1,993,515	1,840,575	1,830,500	Taxes & Licenses	457,968	464,838	471,812	478,580
200,202	473,425	368,253	384,613	2,399,500	Intergovernmental (Unrestricted)	2,024,575	2,126,099	2,242,898	2,355,043
126,323	145,628	156,515	224,952	339,000	Intergovernmental (Restricted)	657,480	640,420	643,480	1,066,400
855,000	857,324	1,302,006	864,015	814,450	Permits & Fees	292,780	296,630	300,568	304,500
6,427	11,843	28,990	3,000	3,700	Sales & Services	860,317	1,027,475	1,080,125	1,244,470
32,227	67,884	368,238	95,620	115,000	Other Revenue	3,700	3,700	3,700	3,700
2,395,853	307,000	0	1,490,500	9,391,618	Investment Income	315,000	315,000	315,000	315,000
					Loan Proceeds and Transfers	400,000	400,000	400,000	400,000
<b>7,868,948</b>	<b>6,966,496</b>	<b>7,841,700</b>	<b>8,327,766</b>	<b>23,907,173</b>	<b>Total Revenues</b>	<b>9,885,968</b>	<b>10,895,856</b>	<b>11,373,491</b>	<b>12,475,832</b>
					<b>Expenses</b>				
					<b>Restricted</b>				
89,124	93,074	79,880	300,200	93,700	Board of Selectmen				
274,105	303,544	360,066	350,900	501,900	Administration	Personnel	4,821,500	5,230,117	5,651,600
311,039	324,940	305,020	260,780	266,780	Information Technology				
254,370	267,705	315,260	333,100	448,490	Finance	Operating	2,570,080	2,660,970	2,773,760
878	1,120	1,630	48,000	62,300	Economic Development				
291,880	323,736	267,940	422,200	520,400	Community Development/Planning	Capital	1,576,800	1,492,635	1,590,512
246,509	600,928	389,700	1,150,800	10,872,590	Public Buildings & Grounds				
1,268,808	1,757,274	1,929,950	1,823,014	2,328,050	Police - Law Enforcement	Debt	1,110,800	887,012	891,008
1,588	870	2,248	4,900	4,900	Fire Services				
1,202,760	1,481,348	1,453,699	1,906,710	2,318,435	Public Works				
1,377,950	155,375	143,650	175,000	180,000	Power (B/E)				
740,100	1,809,020	764,377	795,377	814,928	Parks & Recreation				
806,340	756,108	85,515	223,668	228,200	Non-Departmental				
1,000	2,500	2,500	2,500	2,500	Special Appropriation				
<b>6,442,745</b>	<b>7,398,386</b>	<b>6,419,050</b>	<b>8,327,766</b>	<b>23,907,173</b>	<b>Total Expenses</b>	<b>9,980,988</b>	<b>10,279,740</b>	<b>10,957,041</b>	<b>11,771,011</b>
<b>1,426,198</b>	<b>-251,890</b>	<b>142,650</b>	<b>0</b>	<b>0</b>	<b>Surplus/Deficit</b>	<b>-295,020</b>	<b>216,114</b>	<b>216,448</b>	<b>704,770</b>



## Uncertainty of covid-19 impacts

- FY 2021 Proposed Revenues are Fiscally Conservative, but evaluating State actions to withhold local revenues collected and impacts of COVID-19
- For example, Intergovernmental Revenue for the FY 21 Budget (\$1,937,500) is slightly less than FY 19 Actual (\$1,993,515). This is approximately equivalent to a 5% reduction per year from actual. Monitoring, but no change at this time.
- Revenue driven by growth – Development activity continues to be strong (property tax valuation continues to increase). Monitoring activity weekly.
- If needed, the following actions will be taken in FY 2021 if revenues underperform:
  - Delay new position hiring and all associated vehicles, equipment, and expenses.
  - Delay capital projects not tied to bank loan
  - Delay non-capital equipment purchases
  - Limit travel and training (other than to maintain/obtain certifications)
  - Delay maintenance and repairs on non-critical items (no health/safety impact)
  - Suspend façade grant and limit economic development services
  - Freeze filling of non-public safety job openings

**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
MAY 11, 2020**

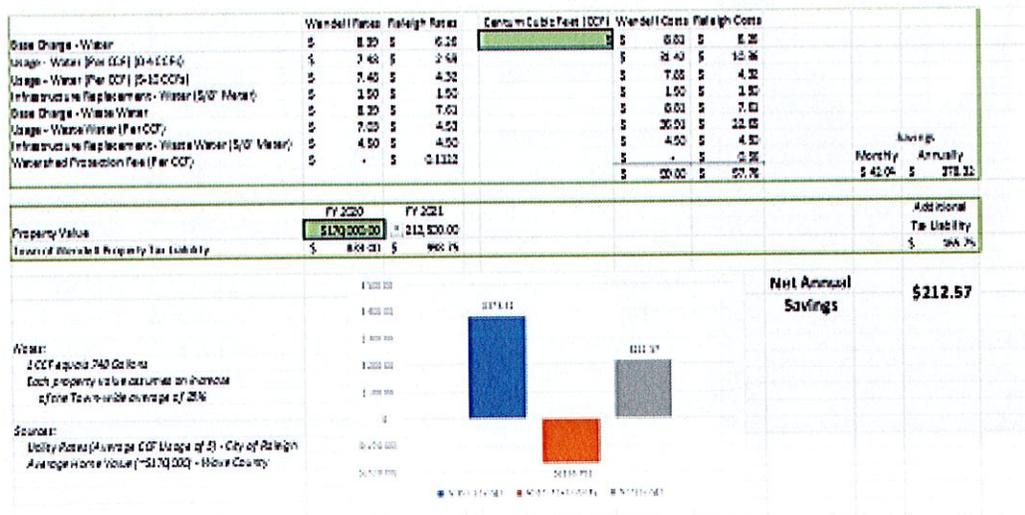


## Complete merger with Raleigh utilities

- Approximate cost to Merge on July 1, 2020 is \$4.7 million
- Staff proposes to complete the Merger effective October 1, 2020 (9 months early) by using the following resources:
  - \$2,000,000 set aside for purchasing additional allocation
  - \$1,000,000 revenue above projection FY 2020 (may be lost due to COVID-19)
  - \$1,700,000 utility revenue collected in 1<sup>st</sup> Quarter of FY 2021 by Raleigh
- Completing the Merger will retire past utility debt and provide a net savings for most residents in FY 2021.



## Achieve a net savings to citizens



**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
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**WENDELL BOARD OF COMMISSIONERS**

**Agenda Item #5a: Public Hearing for the  
proposed Fiscal Year (FY) 2020-2021 Town  
of Wendell Budget**

The following charts provide a highlight of revenues and expenses for FY 2021:

Ad Valorem Taxes	\$ 4,392,196
Licenses & Permits	\$ 451,200
Intergovernmental Revenues - Unrestricted	\$ 1,937,500
Intergovernmental Revenues - Restricted	\$ 2,199,507
Permits & Fees	\$ 189,000
Sales & Services	\$ 914,450
Other Revenues	\$ 3,700
Investment Income	\$ 115,000
Transfers/Fund Balance	\$ 804,618
Loan Proceeds	\$ 8,500,000
	<b>\$19,507,171</b>



**WENDELL BOARD OF COMMISSIONERS**

**Agenda Item #5a: Public Hearing for the  
proposed Fiscal Year (FY) 2020-2021 Town  
of Wendell Budget**

	FY 2021	Capital	Net
Governing Body	\$ 93,700	\$ -	\$ 93,700.00
Administration	\$ 561,900	\$ 32,000.00	\$ 529,900.00
Information Technology	\$ 166,760	\$ 25,000.00	\$ 141,760.00
Finance	\$ 448,450	\$ -	\$ 448,450.00
Economic Development	\$ 62,300	\$ -	\$ 62,300.00
Planning	\$ 551,450	\$ -	\$ 551,450.00
Public Buildings & Grounds	\$10,872,594	\$10,698,224.00	\$ 174,370.00
Police	\$ 2,336,057	\$ 248,000.00	\$ 2,088,057.00
Fire Services	\$ 4,900	\$ -	\$ 4,900.00
Public Works	\$ 2,318,435	\$ 238,500.00	\$ 2,079,935.00
Powell Bill	\$ 180,000	\$ -	\$ 180,000.00
Parks & Recreation	\$ 914,925	\$ 29,000.00	\$ 885,925.00
Non-Departmental	\$ 993,200	\$ -	\$ 993,200.00
Special Appropriations	\$ 2,500	\$ -	\$ 2,500.00
	<b>\$19,507,171</b>	<b>\$11,270,724.00</b>	<b>\$ 8,236,447.00</b>

TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
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## 5-year capital improvement plan FY 2021 Capital Budget

- **Transportation and Infrastructure:**
  - Wendell Boulevard Pedestrian Project \$1,629,164
  - Multi-Purpose Trail Project (Main St. Ext.) \$300,000
  - Neighborhood Improvement Program (Zone 1) \$1,093,540
  - Park Access Road & Repaving Project \$1,100,000
- **Vehicles, Equipment, and Technology:**
  - Light Tower / Generator \$15,000
  - (2) Pick-up Trucks (1 new/1 replace) \$72,000
  - Kioti UTV \$19,000
  - (4) Police Vehicles (2 new / 2 replace) \$248,000
  - Technology Replacement (15 computers) \$25,000
  - Front End Loader \$70,000



## 5-year capital improvement plan FY 2021 Capital Budget

- **Buildings, Grounds, and Land:**
  - Wendell Park Tennis Court Lights \$23,000
  - Park Land Acquisition \$465,520
  - Town Hall Project \$6,100,000
  - ADA Transition Plan \$32,000
  - Neighborhood Park Design \$25,000
- **Economic and Community Development:**
  - Comprehensive Land Use Plan (Year 2) \$90,000
- 16 Projects totaling \$11,317,224

**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
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## Debt Schedule

Annual Debt Service Requirements					
Year Ending June 30	Governmental Activities		Business-type Activities		Total
	Principal	Interest	Principal	Interest	
2020	\$ 391,255	\$ 68,123	\$ 417,048	\$ 39,957	\$ 916,383
2021	\$ 331,035	\$ 59,010	\$ 417,048	\$ 29,572	\$ 836,665
2022	\$ 337,813	\$ 50,906	\$ 417,048	\$ 19,187	\$ 819,954
2023	\$ 215,733	\$ 42,780	\$ 381,866	\$ 8,802	\$ 649,181
2024	\$ 205,500	\$ 36,520	\$ -	\$ -	\$ 242,020
2025-2029	\$ 816,500	\$ 94,188	\$ -	\$ -	\$ 910,688
2030-2031	\$ 200,000	\$ 13,160	\$ -	\$ -	\$ 213,160
	\$ 2,492,836	\$ 364,687	\$ 1,633,010	\$ 97,518	\$ 4,588,051

Computation of Legal Debt Margin	
Estimated Assessed Value - FY 2020	\$ 750,097,606
Debt Limit (at 8% of assessed value)	\$ 60,007,808
Net Debt	\$ 10,508,100
<b>Legal Debt Margin</b>	<b>\$ 49,499,708</b>

FY 2021 Estimated Changes in Long-Term Debt				
	Estimated Balance June 30, 2020	Estimated Additions	Estimated Retirements	Estimated Balance June 30, 2021
General Fund Debt	\$ 2,398,145	\$8,500,000	\$ 390,045	\$ 10,508,100
Water and Sewer Fund Debt	\$ 1,273,523	\$ -	\$ 1,273,523	\$ -
<b>Total Debt</b>	<b>\$ 3,671,668</b>	<b>\$8,500,000</b>	<b>\$ 1,663,568</b>	<b>\$ 10,508,100</b>



General fund reser

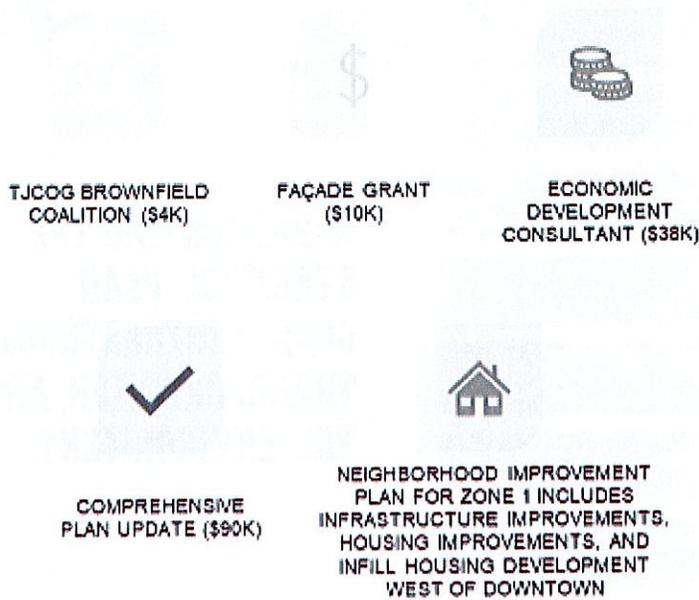
	Fiscal Year									
	2011	2012	2013	2014	2015	2016	2017*	2018	2019	
Restricted	\$ 441,449	\$ 555,157	\$ 310,202	\$ 416,973	\$ 229,137	\$ 374,024	\$ 1,364,711	\$ 362,791	\$ 450,652	
Committed	\$ 1,239,884	\$ 1,249,178	\$ 386,131	\$ 263,203	\$ -	\$ -	\$ -	\$ -	\$ -	
Assigned	\$ -	\$ -	\$ 222,889	\$ 125,000	\$ 891,450	\$ 18,000	\$ 176,970	\$ 245,800	\$ 696,500	
Unassigned	\$ 2,755,351	\$ 2,833,622	\$ 3,400,310	\$ 3,952,032	\$ 3,862,539	\$ 5,052,270	\$ 5,328,810	\$ 6,000,012	\$ 6,336,576	
<b>Total</b>	<b>\$ 4,436,684</b>	<b>\$ 4,637,957</b>	<b>\$ 4,319,512</b>	<b>\$ 4,757,208</b>	<b>\$ 4,983,125</b>	<b>\$ 5,444,294</b>	<b>\$ 6,870,491</b>	<b>\$ 6,638,603</b>	<b>\$ 7,483,728</b>	
Change in Total Fund Balance	\$ 391,553	\$ 201,273	\$ (318,445)	\$ 437,696	\$ 225,917	\$ 461,169	\$ 1,426,197	\$ (231,888)	\$ 845,125	
Change in Assigned/Unassigned Fund Balance	\$ 78,271	\$ 789,557	\$ 453,853	\$ 676,956	\$ 316,282	\$ 435,510	\$ 770,037	\$ 757,264		

Assigned Fund Balance is designated fund balance appropriation for succeeding budget year.  
\* Reporting loan proceeds to spend in FY 2018

### • BUDGETARY FUND BALANCE CALCULATION

- FY 2021 Operating Budget:
  - \$19,507,171 Total - \$11,317,224 Capital = \$8,189,947 Operating
- 2019 Unassigned Fund Balance / 2021 Operating Budget \* 100% = FY 21 Budgetary Fund Balance
- \$7,483,728 / \$8,189,947 \* 100% = **91.4%**
- Exceeds Town Policy (40%) and Local Government Commission minimum (8%)

TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
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Implementing the strategic plan goal 1: downtown vibrancy, economic growth, and community character

- CALEA Manager position funded full-year
- Two (2) new positions will add capacity for community engagement and department training
- Department supplies, uniforms, and training increased
- Employee wellness program continued
- Wendell Blvd Pedestrian project increases safety in Wendell Elementary area
- Neighborhood Improvement Program for area west of Downtown to improve infrastructure and housing



**IMPLEMENTING THE STRATEGIC PLAN GOAL 2: PUBLIC SAFETY & NEIGHBORHOOD IMPROVEMENT**



TOWN OF WENDELL  
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-  Stormwater Manager Position and curb and gutter improvements
-  Road improvements in Neighborhood Improvement Program area and access to park
-  Sidewalk improvements in neighborhoods, access to park, and Wendell Blvd.
-  Utility Merger planned for October
-  Intersection improvements at Wendell Blvd and Wendell Falls Pkwy
-  Wendell Blvd Pedestrian Project funded
-  Solid Waste contract resolves inefficiencies in leaf & limb service

-  Design for "first" neighborhood park from Master Plan for PARTF submission to build in FY 22
-  Design and construction of "first" greenway segment to connect Downtown to Park and Wendell Falls
-  Open Space acquisition for passive recreation, greenway, and road connection
-  Tennis Court lights and repaving at Wendell Park



**IMPLEMENTING THE  
STRATEGIC PLAN  
GOAL 3: INFRASTRUCTURE,  
TRANSPORTATION, AND  
THE ENVIRONMENT**

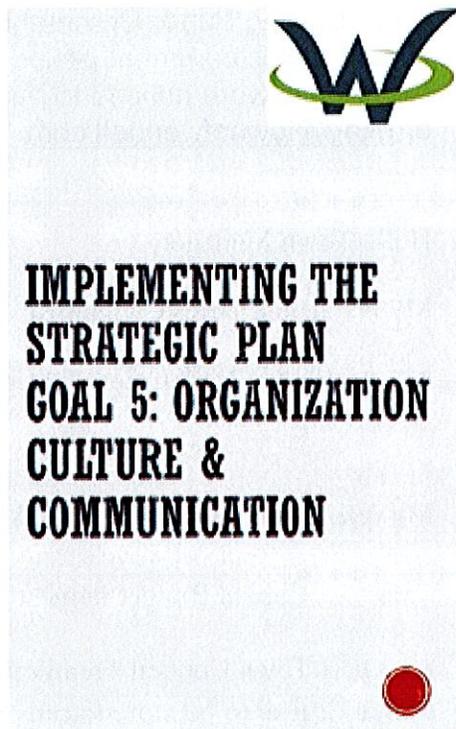


**IMPLEMENTING THE  
STRATEGIC PLAN  
GOAL 4: PARKS,  
RECREATION, SPECIAL  
EVENTS, AND CULTURE**



TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
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-  Budget maintains fiscally conservative approach by reducing tax rate 2-cents and providing a net savings to residents
-  ADA Transition Plan (\$32k)
-  New Town Hall (\$6.1M)
-  Implements Compensation and Classification Study and provides 3% in-range adjustment for compression
-  Continues technology replacement for 18 laptops with docking stations
-  Funds IT consulting, security, and 24/7 support service



## BUDGET SCHEDULE – NEXT STEPS

- January Review of financial policies and initial budget materials provided to departments
- January Board Organizational Retreat presentation on the Strategic Plan
- February Merger Evaluation with Raleigh Utilities
- February Board Budget Retreat
- March Department budget requests submitted to Budget Officer
- April 27 Board Budget Work Session
- May 6 Presentation of Manager's Recommended Budget
- **May 11 Budget Hearing**
- May 26 Budget, Levy Tax Rate, and Fee Schedule Adoption
- August – November FY 22/FY 23 Strategic Plan Development and Adoption

Mr. Collins said that the Town will continue to accept Public Comment on the Budget Hearing item for the next 24 hours, which would be provided to the Board in advance of the Board taking action at the next Board meeting, as required by statute.

**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
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The following Public Comments and responses were provided during the 24-hour written public comment period after May 11<sup>th</sup> according to NC G.S. 166A-19.2. Comments were noticed to be sent to the town clerk at [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com) or [bkay@townofwendell.com](mailto:bkay@townofwendell.com)

Hello Town Manager,

My Name is Charles Cangialosi

My Address is 1808 Colonial Berry Drive.

My question is focused on the FY 20/21 Budget.

- Capital Budget request for 4 Police Vehicles- 2 new /2 replacements \$248,000

As a past Town Council Member/Town Commissioner in another state, I have found that leasing Police Cruiser to be more fiscally prudent than purchasing said vehicles. This is especially true in small towns that lack the necessary infrastructure to maintain these vehicles which experience demanding conditions that lead to frequent mechanical breakdowns. This can lead to costly operating costs requiring the town to outsource repairs & maintenance that they surely will incur.

I am wondering if the Commissioners and or Town Manager have investigated this option which in the long run over time would be less expensive when you consider the **operational costs** too. This is will only grown exponentially as your long term plans forecast a larger police presents.

Thanks,

Charles Cangialosi

To which Town Manager Marc Collins responded:

Hi Mr. Cangialosi:

Thank you for your input on the potential to lease police vehicles versus purchase as a budget comment. I will forward your comment to the Board of Commissioners with this response for awareness.

Yes, the Town does evaluate lease versus purchase for vehicles and equipment. For example, the RAVO street sweeper used by the Town is an example of an equipment lease.

**TOWN OF WENDELL  
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The Town evaluated fleet leasing options earlier this year and determined that our current fleet size does not provide sufficient efficiencies to lease at this time. We will continue to evaluate such options regularly as the Town continues to grow.

Thank you again for your input.

Marc

Marc Collins, ICMA-CM  
Town Manager

The Town also received the following correspondence:

Hello,

There seems to be a mistake on Public Buildings and Grounds explanation section. see attached

**Public Buildings and Grounds**



**Description of Service:**

Public Buildings and Grounds is a budget cost-center used to track expenses for buildings and grounds used or owned by the Town of Wendell.

**Revenues:**

No revenues are directly attributed to Public Buildings and Grounds.

**Expenditures:**

	FY 2020	FY 2021	% Change
Personnel	0	0	0
Operating	\$165,840	\$174,370	5.1
Capital	\$185,000	\$10,513,224	5,682.8
Total	\$350,840	\$10,872,594	2,999

*\$10,698,224*

**Summary of Department Budget:**

Reductions in operations in no non-capital equipment (-\$7,000) and senior center scheduled maintenance (-\$1,200). Operations highlights include increased maintenance and repair for building and grounds (\$7,500), landscaping contract (\$5,000), and facility and equipment rental (\$4,200). Significant capital projects are included in the budget though the Town Hall (\$6,100,000), Park Access Road and Repaving Project (\$1,100,000), and Wendell Boulevard Pedestrian Project (\$1,629,164) will extend beyond FY 2021. Additional capital projects in FY 2021 in Building and Grounds include the Neighborhood Improvement Program for Zone 1 west of Downtown (\$1,093,540), Main Street Extension Multi-Use Trail (\$300,000), and the Buffalo Creek Open Space Acquisition Project (\$465,520).

*10.0K?*

Thanks,

Charlie

To which Mr. Collins responded with the following emails:

**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
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Thanks! We will double check those numbers and make corrections needed.

Marvin "Marc" Collins, ICMA-CM

Town Manager

Town of Wendell

[Nickvs11@yahoo.com](mailto:Nickvs11@yahoo.com):

Thanks again, the number \$10,698,224, is correct. It also matches the number in the line item budget preceding the department section. I likely pulled the number from an older spreadsheet version and failed to correct the dated "typo" after updating the open space land acquisition number based on grant request numbers.

Appreciate the sharp eye again!

Yours in service,

Marc

Marvin "Marc" Collins, ICMA-CM

Town Manager

Town of Wendell

To which Charlie replied:

Hello Mr. Collins,

No worries it looked like the FY 2021 figure was the difference between the proposed 2021- FY 2020. I am glad you received this as a curiosity gesture not a criticism.

Thanks,

Charlie

Mayor Gray opened the public hearing. No comments were submitted. Mayor Gray closed the public hearing. This item will be voted upon at the May 26, 2020 Town Board

**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
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meeting.

**6. ADMINISTRATIVE ITEMS**

- 6a. Amendment of *Article VII Holidays and Leaves of Absence of the Town of Wendell Personnel Policy* related to Sick Leave and compliance with the Family Medical Leave Act (FMLA).

Staff Contact: Town Manager Marc Collins  
[mcollins@townofwendell.com](mailto:mcollins@townofwendell.com)

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

**Item Summary:**

*The Family Medical Leave Act (FMLA) are Federal requirements that guide rights for employees in the use of leave for medical reasons or the care of others. The requirements change dependent on the type of business (public versus private) and the size of business. The Town of Wendell passed such a size threshold for Federal regulatory compliance when its number of employees exceeded 50 in FY 2019.*

*The attached policy amends the Town of Wendell Personnel Policy to maintain compliance with FMLA requirements as it relates to sick leave. The amendment removes language that refers to pre-FMLA Town policy and replaces it with Federal requirements and practices under FMLA.*

Mr. Collins offered to answer any questions that the board might have. No questions were asked.

**ACTION**

Mover: Commissioner Lutz moved to approve the Amendment of Article VII Holidays and Leaves of Absence of the Town of Wendell Personnel Policy related to Sick Leave and compliance with the Family Medical Leave Act (FMLA).

Ayes: Commissioners Joyner, DeLoach, Lutz, Tarnaski, and Boyette.

Nays: None.

Vote: 5-0

- 6b. Resolution Declaring Official Intent for the Reimbursement of Capital Expenditures and to Finance the Cost of the Projects through the Issuance of Debt pursuant to United States Treasury Regulations Section 1.1 50-2

Staff Contact: Town Manager Marc Collins  
[mcollins@townofwendell.com](mailto:mcollins@townofwendell.com)

**TOWN OF WENDELL  
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Mr. Collins presented the following staff report, below in italics:

**Item Summary:**

*During the budget process, the Board of Commissioners authorized staff to incur expenditures related to undertake site improvements and construction of a new Town Hall facility. Staff met with the Local Government Commission (LGC) on February 19, 2020 to discuss the financing of the new Town Hall facility. At the meeting, it was recommended by the LGC that the Town adopt a resolution with the intent to reimburse the Town with the debt proceeds at the time of debt issuance. As a result, staff is requesting that the Resolution declaring official intent to reimburse the expenditures to undertake site improvements and construction of a new Town Hall facility in addition to expenditures for construction of a new park access road and resurfacing of existing park access roads, repaving of West Academy Street as part of a neighborhood improvement program, installation of sidewalks on Wendell Boulevard (from Wendell Elementary School to the Food Lion shopping center) and expansion of the Wendell Boulevard-Wendell Falls Parkway intersection as part of a pedestrian project, acquire land designated for future park use, and installation of a multi-purpose trail be adopted.*

Mr. Collins offered to answer any questions that the Board might have. No questions were asked.

**ACTION**

Mover: Commissioner Boyette moved to adopt the Resolution Declaring Official Intent for the Reimbursement of Capital Expenditures and to Finance the Cost of the Projects through the Issuance of Debt pursuant to United States Treasury Regulations Section 1.1 50-2  
Ayes: Commissioners Joyner, DeLoach, Lutz, Tarnaski, and Boyette.  
Nays: None.  
Vote: 5-0

- 6c. Amendment to the Solid Waste Services Contract between the Town of Wendell and Waste Industries LLC (dba GFL Environmental) to Extend the Contract Five (5) Years effective July 1, 2020.

Staff Contact: Town Manager Marc Collins  
[mcollins@townofwendell.com](mailto:mcollins@townofwendell.com)

Mr. Collins presented the following staff report, below in italics:

**Item Summary:**

**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
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*The Town of Wendell contracts with Waste Industries for the provision of solid waste services. The current contract is scheduled to expire on June 30, 2020. The proposed contract amends the costs, services, and length of the contract to extend the service provision for an additional five (5) years with an effective date of July 1, 2020.*

*The proposed contract provides for the following:*

- *Extends the length of contract for an additional five (5) year period.*
- *Adds weekly, curb-side yard waste service for residential customers by 96-gallon rollout container. (No additional cost. The Town will cover in the existing Solid Waste Fee that remains the same in FY 2022).*
- *Sets rates for services. The current rates remain the same for FY 2021 and FY 2022. The following three (3) years, rates will increase by 2% per year to cover cost of living increases. (This reflects the 20-year average of the consumer price index (CPI) for the industry in this area).*
- *The Town pays for actual disposal costs for yard waste going to the City of Raleigh Yard Waste Facility. (The Town currently pays for this cost. The current rate is \$25 per ton.).*
- *Recycle processing cost for FY 2021 will be \$1.27. It will be reviewed annually and based on actual charges. (This has been an increasing cost for haulers due to increased recycling content standards by material receivers).*
- *Addition of a dedicated customer service line for Wendell customers. (Currently the Town is responsible for receiving the concern and entering the information in the Waste Industries online portal).*
- *All other terms and conditions of the contract remain the same.*

*The contract provides a continuation of existing service levels for trash and recycling with known costs for the duration of the contract. The additional services for yard waste and customer service line provide significant efficiencies in cost and time for the Town, while maintaining the weekly service to residents. The yard waste service change will provide for the following:*

- *Residents will place any vegetative yard waste in the 96 gallon roll out can for curbside pickup on a set day each week (as needed).*
- *Waste Industries will have dedicated trucks to pick up yard waste (not comingled with trash and/or recycling).*
- *The Town will discontinue its weekly yard waste route and only provide occasional scheduled or leaf season service. Residents will not leave loose yard waste at the curb, but use the rollout cans instead. This benefits the town stormwater program as well.*
- *The Town will establish a large yard waste pickup service for residents that have too much waste to fit in the can over several weeks. The large waste pickup will be available a couple times per year at no additional charge, but must be scheduled in advance.*

**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
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- *The Town will establish a “leaf season” pickup schedule to remove leaves from curbside by zones during “leaf season”. This will be provided at no additional charge to residents and will be in addition to the weekly rollout service provided by Waste Industries.*

*The cost increases in the FY 2021 service level do not require an increase to the Town solid waste fee of \$22 per month. As such, the residents will not experience a rate increase this year. Future years will be evaluated during the annual budget process.*

*Once approved, staff will work with Waste Industries to develop a service change communication plan and schedule for delivery and use of the yard waste cans and customer service line.*

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

Mayor Gray stressed the importance of effective communications during this transitional period.

Mr. Collins said that calls received to Town Hall would have a dedicated line that would connect callers with Waste Industries directly. He said that there is a tremendous amount of communications and helping people through the change.

Commissioner Joyner thanked Mr. Collins for this cost savings in the budget and the reorganization in providing better service. He said that the phone line will be of a huge help to town staff. He asked if Waste Industries would be providing the Town with a report on yard waste collected and calls received.

Mr. Collins said that within the contract, public works staff will have a performance portal that will show how many calls Waste Industries has taken, the location of those calls and what the nature of the calls are. Outsourcing this service will not prevent the town for holding the agent accountable for holding the terms of the contract.

**ACTION**

Mover: Commissioner Lutz moved to approve the Amendment to the Solid Waste Services Contract between the Town of Wendell and Waste Industries LLC (dba GFL Environmental) to Extend the Contract Five (5) Years effective July 1, 2020.

Ayes: Commissioners Joyner, DeLoach, Lutz, Tarnaski, and Boyette.

Nays: None.

Vote: 5-0

- 6d. Update to the Pay Plan and Position Classifications to reflect the Piedmont Triad Regional Council Study completed in January 2020.

Staff Contact: Town Manager Marc Collins

**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
MAY 11, 2020**

[mcollins@townofwendell.com](mailto:mcollins@townofwendell.com)

Mr. Collins presented the following staff report, below in italics:

***Item Summary:***

*The Town of Wendell Personnel Policy defines the Pay Plan as the salary schedule and the Assignment of Classes to Grades adopted by the Board of Commissioners. The salary schedule consists of minimum salary, maximum salary, and midpoint of the salary range for all classifications authorized by the Town. The Personnel Policy provides that the Town Manager and Human Resources Officer are responsible for administering and maintaining the Pay Plan. Each year, if appropriate, the Manager is responsible for recommending a market adjustment amount based on a variety of factors including the Pay Plans of comparative local governments. The Board of Commissioners is responsible for the adoption of any changes to the assignment of classes to the grades.*

*The Town contracted with human resource consultants from the Piedmont Triad Regional Council to conduct the Town of Wendell Pay Plan and Position Classification Study which was completed in January 2020 and presented to the Board of Commissioners at the March 9, 2020 meeting. The findings of the Study are incorporated into the FY 2021 Budget with an additional 3% in-range adjustment in grade to address compression and maintaining market competitiveness through next fiscal year.*

*There are two (2) changes to the Pay Plan from the consultant presentation in March; the addition of a Parks Maintenance Supervisor (Grade 19) and a Stormwater Program Manager (Grade 25). While included in the presentation and recommended plan by the consultant, it is also worth noting that the proposed Pay Plan includes adding the Town Manager position (Grade 43) to the plan for the first time.*

*The proposed Pay Plan and implementation sets the grades and salaries at the market average and corrects the variances in the grades as presented by the consultants in March*

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

Commissioner Joyner thanked Mr. Collins for his work on this and said that this is important to keep and support good talent.

**ACTION**

Mover: Commissioner Joyner moved to Update to the Pay Plan and Position Classifications to reflect the Piedmont Triad Regional Council Study completed in January 2020.  
Ayes: Commissioners Joyner, DeLoach, Lutz, Tarnaski, and Boyette.  
Nays: None.  
Vote: 5-0

**TOWN OF WENDELL**  
**BOARD OF COMMISSIONER MEETING MINUTES**  
**MAY 11, 2020**

**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:

- Commissioner Jason Joyner – Wendell Volunteer Fire Department Board of Directors  
Commissioner Joyner said County Budget is being processed and the Fire Commission is doing the same. The new Wendell Fire Station has taken on a 30% increase in staff. Mr. Joyner said that Wake County is a leader in Cardiac Arrest Management and said that the county acknowledges the code safe ceremony. He said there were a lot of code saves this year, and the ceremony is postponed. However, he wanted to highlight that one of the Code Saves was done by Commissioner Boyette, whom he thanked for his service to the community.

**8. COMMISSIONERS' REPORTS / COMMENTS**

Commissioner DeLoach encouraged residents to look at the Wendell budget and reminded them of the 24-hour period to give public comment. Mr. DeLoach reminded residents of the Citizen Advisory Board vacancies and application process being closed. He encouraged those interested to reach out to him and encouraged people to shop local. Mr. DeLoach wished his wife a happy anniversary and thanked her for all that she does for the community.

Commissioner Lutz encouraged citizens to give their thoughts on the budget. He said those who have applied to Citizen Advisory Boards can reach out to Commissioners. Mr. Lutz thanked town staff for working on the budget, which is exciting to read through.

Commissioner Tarnaski said he's glad that the Town is in Stage 1 and he is looking forward to everything being reopened in Wendell.

Commissioner Boyette thanked Commissioner Joyner for his kind words. He said he's been with the fire department for 20 years and this is his second or third code save, making it a rare occurrence that he takes seriously. He said he's much happier for the person that got to see their family again. He thanked town staff for all the work they put in on the budget during the pandemic. Mr. Boyette said that it's a great budget and being able to pull 2 cents off the tax rate means the town has worked hard on recognizing opportunities where they exist, and that Wendell is a growing community with increasing property values.

Commissioner Joyner thanked town staff on the budget and encouraged citizens to reach out to the Board with questions or concerns.

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

**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
MAY 11, 2020**

Mayor Gray thanked the finance director and town manager for their hard work on the budget. She thanked all citizens for their patience while the town figures out its technology in holding public meetings. She said that everything the town does now takes extra steps and reminded citizens to be patient with staff. She reminded residents that the Farmer's Market begins Saturday, May 16<sup>th</sup> and goes until October every Saturday from 9 a.m. to 1 p.m. She said that there are 8 members expected at the grand opening.

**10. CLOSED SESSION**

*Closed session will be called if necessary.*

**11. ADJOURN**

**ACTION:**

Mover: Commissioner Joyner moved to adjourn at 8:29 p.m.

Vote: 5-0

Duly adopted this 13th day of July 2020, while in regular session.

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

**ATTEST:**

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

