



Wendell Town Board of Commissioners

Board Room

15 E. Fourth Street, Wendell, NC 27591

Town Board Meeting Agenda

Monday, October 11, 2021 @ 7:00 PM

SPECIAL NOTICE

The Town of Wendell has altered the traditional meeting process to accommodate and encourage positive public participation. 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 welcome to attend in-person or 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. If you have tested positive for COVID-19 or have been showing symptoms, please watch the meeting remotely. Masks are welcome and recommended, but not required.

Public Comment period for the October 11, 2021 Board of Commissioners meeting may be organized in advance. The public may either provide public comment at the meeting, or may submit their written public comment to the Town Clerk via email to mhoward@townofwendell.com or may submit a request to call in and teleconference during the Board of Commissioners meeting by emailing their name, address, and phone number to the Town Clerk via email by Friday, October 8th at 5 p.m.

CALL TO ORDER

- Welcome – Mayor Virginia Gray
- Pledge of Allegiance – Police Chief Bill Carter
- Invocation – Wendell Council of Churches

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

2. PUBLIC COMMENT PERIOD

- The Public Comment period for the October 11th, 2021 Board of Commissioners meeting may be organized in advance. The public may provide public comment in person the night of the meeting, or may submit their written public comment to the Town Clerk via email to mhoward@townofwendell.com by Friday, October 8th at 5 p.m.

Or, the public may:

- Submit a request to speak over the phone during the Board of Commissioners meeting by emailing their name, address, and phone number to the Town Clerk via email at mhoward@townofwendell.com by Friday, October 8th 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.

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. Minutes from the September 27, 2021 Town Board of Commissioners Meeting

Staff Contact: Town Clerk Megan Howard
mhoward@townofwendell.com

3b. A21-06: Approval of resolution directing the clerk to investigate a contiguous annexation for 1 parcel totaling 42.38 acres [39.49 acres for PIN 1783569875, 1.76 acres for Lake Glad Road/W. Haywood Street right-of-way and 1.13 acres for S. Main Street right-of-way] located at 0 Lake Glad Road.

Staff Contact: Planning Director Bryan Coates
bcoates@townofwendell.com

3c. Approval of Truist Bank Loan Agreement

Staff Contact: Assistant Finance Director Garrett Johnson
gjohnson@townofwendell.com

3d. Acceptance of Donations Policy

Staff Contact: Assistant to the Manager Stephanie Smith
ssmith@townofwendell.com

- 3e. A21-05: Approval of resolution directing the clerk to investigate a non-contiguous annexation for 4 parcels totaling approximately 76.9 acres [3.26 acres for PIN 1774457283, 21.80 acres for PIN 1774544526, 18.15 acres for PIN 1774731848 and 33.69 acres for PIN 1774733510] located at 813 Eagle Rock Road, 313 Old Battle Bridge Road, 0 Old Battle Bridge Road and 0 Eagle Rock Road.

Staff Contact: Planning Director Bryan Coates
bcoates@townofwendell.com

- 3f. Approval of Resolution Setting the Date of the Public Hearing of a non-contiguous annexation for 2 parcels totaling approximately 121.3311 acres [29.2017 acres for PIN 1783420133 and 92.1294 acres for PIN 1783410646] located at 0 Lake Glad Road and 1005 Lake Glad Road.

Staff Contact: Planning Director Bryan Coates
bcoates@townofwendell.com

- 3g. A21-07: Approval of resolution directing the clerk to investigate a non-contiguous annexation for 2 parcels totaling approximately 33.84 acres [33.03 acres for PIN 1773987402, 0.81 acres for PIN 1773972966] located at 1032 and 1116 Wendell Falls Parkway.

Staff Contact: Planning Director Bryan Coates
bcoates@townofwendell.com

- 3h. Authorization to enter into Task Order 12 with WithersRavenel for Construction Observation Services for the Neighborhood Improvement Program (Zone 1) Infrastructure Project

Staff Contact: Planning Director Bryan Coates
bcoates@townofwendell.com

- 3i. A21-08: Approval of resolution directing the clerk to investigate a non-contiguous annexation for 1 parcel of approximately 40.24 acres for PIN 1773676175, located at 0 Wendell Falls Parkway.

Staff Contact: Planning Director Bryan Coates
bcoates@townofwendell.com

- 3j. Town of Wendell Personnel Policy for Tuition Assistance Program and Professional Development Payments Article VI., Section 9.

Staff Contact: Town Manager Marc Collins
mcollins@townofwendell.com

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

- 4a. Presentation of an Ordinance to add Chapter 16, Article 1, Section 16-11 in the Unified Development Ordinance to eliminate Alcohol in the Community Center.

Staff Contact: Parks and Recreation Director Jeff Polaski
jpolaski@townofwendell.com

- 4b. Presentation of an Ordinance to add Chapter 16, Article 1, Section 16-15 in the Unified Development Ordinance for the Naming of Town Parks, Recreation Areas and Facilities

Staff Contact: Parks and Recreation Director Jeff Polaski
jpolaski@townofwendell.com

5. PUBLIC HEARINGS

- 5a. Public Hearing to rezone approximately 0.791 acres from Residential-2 (R2) to Residential-3 (R3) Conditional District to construct two homes on East Academy Street.

Staff Contact: Planner II Jeannine Ngwira
jngwira@townofwendell.com

- 5b. Public Hearing on zoning text amendments (ZTA21-08) to Section 11.10 – Street Lighting, and Appendix E – Official Zoning Map of the Unified Development Ordinance.

Staff Contact: Planning Director Bryan Coates
bcoates@townofwendell.com

6. ADMINISTRATIVE ITEMS

- 6a. Approval of the Fiscal Year 2022 Wendell Resurfacing Contract with S.T. Wooten Corporation in the amount of \$796,265

Staff Contact: Public Works Director Brian Bray
bbray@townofwendell.com

- 6b. Request for Temporary Street Closures for the 2021 Wendell Wonderland in Downtown Wendell on Friday, December 3, 2021

Staff Contact: Parks and Recreation Director Jeff Polaski
jpolaski@townofwendell.com

- 6c. Town of Wendell Policy 116 Amendment for Street Lighting Policy



Staff Contact: Planning Director Bryan Coates
bcoates@townofwendell.com

- 6d. Decision to Approve Rankings and Authorize the Town Manager to Negotiate a Contract for the Request for Qualifications (RFQ) #1-21 for South Main Street Greenway / Multi-use Path Professional Design Services

Staff Contact: Town Manager Marc Collins
mcollins@townofwendell.com

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:

 Capital Area Metropolitan Planning Organization (CAMPO) – Mayor Virginia Gray
 Wendell Fire Department Board of Directors – Commissioner Jason Joyner

8. COMMISSIONERS' REPORTS / COMMENTS

9. MAYOR'S REPORTS / COMMENTS

10. CLOSED SESSION

Closed session will be called if necessary.

11. ADJOURN