



## Wendell Town Board of Commissioners

### Board Room

15 E. Fourth Street, Wendell, NC 27591

### Town Board Meeting Agenda

Monday, February 24, 2020 @ 7:00 PM

#### CALL TO ORDER

- Welcome by Mayor Virginia R. Gray
- Pledge of Allegiance by Carver Elementary School Student, Gaby Zuniga
- Invocation by Wendell Council of Churches: St Eugene Catholic Church

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

#### 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.*
- *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.*

#### 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. Update to the Town of Wendell Board of Commissioners Code of Ethics

- 3b. Approval of audit service contract with Petway Mills and Pearson PA.

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

- 4a. Recognition of Carver Elementary School Teacher, Kelly Houston  
Speaker: Mayor Virginia Gray
- 4b. New Employee Introductions in the Public Works Department  
Speaker: Public Works Director Brian Bray

#### **5. PUBLIC HEARINGS**

No Public Hearings

#### **6. ADMINISTRATIVE ITEMS**

- 6a. Town of Wendell Comprehensive Plan Project Consultant Selection and Authorize the Town Manager to Negotiate and Sign a Contract for Services  
Speaker: Assistant Planning Director Bryan Coates
- 6b. Fee-in-lieu Request for 164 ft of Roadway Improvements on Wendell Boulevard by Raymond Drive (Woodlands of Timberlake Minor Subdivision)  
Speaker: Planning Director David Bergmark
- 6c. Owners Project Manager (OPM) for the Town Hall and Select Capital Projects Consultant Selection and Authorize the Town Manager to Negotiate and Sign a Contract for Services  
Speaker: Town Manager Marc Collins
- 6d. Request to temporarily close a portion of North Main Street for the upcoming ProTown BMX event  
Speaker: Parks and Recreation Director Jeff Polaski
- 6e. Citizen Advisory Board Appointment to 1 in-town vacancy on the Planning Board for a 1-year term ending June 30, 2021  
Speaker: Town Clerk Megan Howard

#### **7. OTHER BUSINESS** (any item pulled from the CONSENT AGENDA [item 3 on this agenda] will be discussed during this portion of the agenda)

- 7a. Update on board committee(s) by Town board members:  
 CAMPO [ Mayor Gray ]

#### **8. COMMISSIONERS' REPORTS / COMMENTS**

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

**10. CLOSED SESSION**

*Closed session will be called if necessary.*

**11. ADJOURN**

**Item Title:**

Town of Wendell Board of Commissioners Code of Ethics Update

**Board of Commissioners Meeting:**

Monday, February 24, 2020

**Specific Action Requested:**

Request approval of update to the Board of Commissioners Code of Ethics.

**Item Summary:**

Staff requests approval of updates to the Board of Commissioners Code of Ethics, as discussed at the Board Organizational Retreat on January 25, 2020. The update adds further clarification around existing policy points and updates the language for member conduct.

**Attachments:**

- A. Board of Commissioners Code of Ethics

Effective Date: 8/01/2008 2/25/2020

Supersede Date: N/A 8/01/2008

Policy Number: 112



**TOWN OF WENDELL**

**NORTH CAROLINA**

## **CODE OF ETHICS POLICY FOR ELECTED AND APPOINTED OFFICIALS**

Adopted February 24, 2020 July 14, 2008

Effective February 25, 2020 August 1, 2008

### **Policy Purpose**

The Wendell Board of Commissioners has adopted a Code of Ethics for members of the town's board of commissioners and the town's advisory boards / commissions to assure public confidence in the integrity of local government and its effective and fair operation.

### **POLICY STATEMENT**

#### **Preamble:**

The citizens and business of Wendell are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. In keeping with the Town of Wendell's commitment to excellence, the effective functioning of democratic government therefore requires that:

- Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Public officials be independent, impartial and fair in their judgment and actions;
- Public office be used for the public good, not for personal; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Wendell Board of Commissioners has adopted a Code of Ethics for members of the Board of Commissioners and of the town's advisory boards / commissions to assure public confidence in the integrity of local government of respect and civility.

1. **Act in the Public Interest-** Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Wendell and not for any private or personal interest, and they will assure fair and equal treatment of

Effective Date: 8/01/2008 2/25/2020

Supersede Date: N/A 8/01/2008

Policy Number: 112

all persons, claims and transactions coming before the Town of Wendell Board of Commissioners, as well as various advisory boards / commissions.

2. **Comply with the Law-** Members shall comply with the laws of the nation, the State of North Carolina and the Town of Wendell in the performance of their public duties. These laws include, but are not limited to: the United States and North Carolina constitutions; the Wendell town charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and town ordinances and policies.
3. **Conduct of Members -** The Board should feel free to assert policy positions and opinions without fear of reprisal from fellow Board members or citizens. To assert that any Board member is behaving unethically due to the fact that one has a disagreement with that person based on a question of policy (and not on the person's ethical behavior) is unfair, dishonest, irresponsible, and itself unethical. The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of boards and commissions, the staff or public.
4. **Respect for Process -** Members shall perform their duties in accordance with the processes and rules of order established by the Wendell Board of Commissioners and advisory boards / commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the town board of commissioners by the town staff. Members shall recognize that individual Board members are not generally allowed to act on behalf of the Board, but may only do so if they Board specifically so authorizes, and that the board must take official action as a body.
5. **Conduct of Public Meetings -** Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.
6. **Decisions Based on Merit-** Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
7. **Communication -** Members shall publicly share substantive information that is relevant to a matter under consideration by the board or commission, which they may have received from sources outside of the public decision-making process.
8. **Conflict of Interest -** In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship which may create a conflict of interest or which give the appearance of a conflict of interest. As may be related to matters before

Effective Date: 8/01/20082/25/2020

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Policy Number: 112

them, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. **Gifts and Favors-** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.
10. **Confidential Information** - Members shall respect the confidentiality of information concerning the property, personnel or affairs of the town. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.
11. **Use of Public Resources-** Members shall not use public resources not available to the public in general, such as town staff time, equipment, supplies or facilities, for private gain or personal purposes.
12. **Representation of Private Interests-** In keeping with their role as stewards of the public interest, members of any board or commission shall not appear on behalf of the private interests of third parties before the any board, commission or proceeding of the town, nor shall members of any boards and commissions appear before their own bodies or before the board of commissioners on behalf of the private interests of third parties on matters related to the areas of service of their bodies.
13. **Advocacy** - Members shall represent the official policies or positions of the appropriate board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Wendell, nor will they allow the inference that they do.
14. **Policy Role of Members** - Members shall respect and adhere to the council manager structure of Wendell town government as outlined by the Wendell town charter. In this structure, the Town Board of Commissioners determines the policies of the town with the advice, information and analysis provided by the public, boards and commissions, and town staff. Except as provided by the town charter, members therefore shall not interfere with the administrative functions of the town or the professional duties of town staff; nor shall they impair the ability of staff to implement board of commissioner's policy decisions. Members should live as if they are on duty as elected officials or staff members regardless of where they are or what they are doing.
15. **Independence of Boards and Commissions** - Because of the value of the independent advice of boards and commissions to the public decision-making process, members of the

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board of commissioners shall refrain from using their position to unduly influence the deliberations or outcomes of advisory board or commission proceedings.

16. **Positive Work Place Environment-** Members shall support the maintenance of a positive and constructive work place environment for town employees and for citizens and businesses dealing with the town. Members shall recognize their special role in dealings with town employees to in no way create the perception of inappropriate direction to staff.
17. **Implementation** - As an expression of the standards of conduct for members expected by the town, the Wendell Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, ethical standards shall be included in the regular orientations for candidates for the board of commissioners, applicants to advisory board / commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the Town of Wendell Code of Ethics. In addition, the Code of Ethics shall be annually reviewed by the board of commissioners and advisory boards / commissions, and the board of commissioners shall consider recommendations from the advisory boards / commissions and update it as necessary.
18. **Compliance and Enforcement** - The Town of Wendell Code of Ethics expresses standards of ethical conduct expected for members of the Wendell Board of Commissioners and advisory boards / commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

Any citizen of Wendell has the right and responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention. The board of commissioners may impose sanctions on members of any board member when their conduct does not comply with the town's ethical standards. Sanctions may take the form of a reprimand, formal censure, loss of seniority or committee assignment, budget restriction, or removal from an advisory board. Except as provided by law, violation of this code of ethics shall not be considered a basis for challenging the validity of a board of commissioners or advisory board / commission decision.

Effective on the 25<sup>th</sup> day of February, 2020 ~~1<sup>st</sup> day of August, 2008~~. Adopted, this the 24<sup>th</sup> day of February, 2020 ~~14<sup>th</sup> day of July, 2008~~.



**Item Title:**

Approval of audit service contract with Petway Mills and Pearson PA.

**Board of Commissioners Meeting:**

Monday, February 24, 2020

**Specific Action Requested:**

Board may take action.

**Item Summary**

At the February 12, 2018 meeting, the Board of Commissioners approved an extension of the audit contract with Petway Mills and Pearson PA for an additional three year period to include FY 2018, FY 2019 and FY 2020. The extension was for the original contract that started in FY 2008.

At this time, the Board of Commissioners are asked to approve the third year of the three year extension with Petway Mills and Pearson PA for FY 2020. Per the annual contract (see attached), the cost of service will be a total of \$13,900; an increase of \$100 from the prior year contract.

Once the audit contract is approved, staff will work with Petway, Mills and Pearson PA to schedule the audit and ensure that the audit report is completed and submitted to the LGC (Local Government Commission) by the October 31<sup>st</sup> deadline.

**Attachments:**

- A. Proposed contract for audit services



February 17, 2020

**PETWAY  
MILLS &  
PEARSON, PA**

CERTIFIED PUBLIC ACCOUNTANTS

C. Briggs Petway, Jr.  
Phyllis M. Pearson

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Members of the Board of Commissioners  
Town of Wendell, North Carolina

We are pleased to confirm our understanding of the services we are to provide the Town of Wendell for the year ended June 30, 2020. We will audit the financial statements of the governmental activities, the business-type activities, and each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Wendell as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Wendell's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Wendell's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Pension Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Wendell's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements]:

- 1) Budgetary Comparison Schedules
- 2) Combining individual fund financial statements
- 3) Property Tax Schedules
- 4) Schedule of Expenditures of Federal and State Awards

#### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*,

#### *Memberships:*

North Carolina  
Association of  
Certified Public  
Accountants

American Institute  
of Certified Public  
Accountants

issued by the Comptroller General of the United States, and will include tests of the accounting records of the Town of Wendell and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Town of Wendell's financial statements. Our report will be addressed to the governing board of the Town of Wendell. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town of Wendell is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes and potentially propose journal entries. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls, including internal controls over federal awards and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is a reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the

provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on July 1, 2020.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on

the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly



inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material weakness. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Wendell's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of Town of Wendell's major programs. The purpose of these procedures will be to express an opinion on Town of Wendell's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

**Other Services**

We will also assist in preparing the financial statements and related notes of Town of Wendell in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Town of Wendell; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Petway Mills & Pearson, PA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Office of the State Auditor or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Petway Mills & Pearson, PA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Office of the State Auditor. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately June 1, 2020 and to issue our reports no later than October 31, 2020. Phyllis M. Pearson, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$13,900. Our invoices for these fees will be rendered at the end of the engagement. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2018 peer review report accompanies this letter.

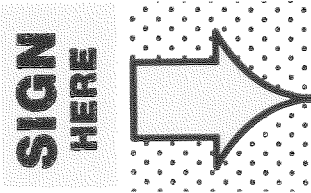
We appreciate the opportunity to be of service to the Town of Wendell and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

*Petway Mills & Pearson, PA*

Petway Mills & Pearson, PA

RESPONSE:

This letter correctly sets forth the understanding of the Town of Wendell.



By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





## Report on the Firm's System of Quality Control

February 26, 2018

To the Partners of Petway Mills & Pearson, PA  
and the Peer Review Committee of the North Carolina  
Association of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Petway Mills & Pearson, PA (the firm) in effect for the year ended September 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Petway Mills & Pearson, PA in effect for the year ended September 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Petway Mills & Pearson, PA has received a peer review rating of *pass*.

*Bernard Robinson & Company, L.L.P.*

BERNARD ROBINSON & COMPANY, L.L.P.

## CONTRACT TO AUDIT ACCOUNTS

The of and	Governing Board Board of Commissioners
	Primary Government Unit (or charter holder) Town of Wendell
	Discretely Presented Component Unit (DPCU) (if applicable)

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name Petway Mills & Pearson, PA
	Auditor Address 806 N Arendell Ave Zebulon, NC 27597

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 06/30/20	Audit Report Due Date 10/31/20
-----	--------------------------------	-----------------------------------

*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.
- If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.
14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.
15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.



26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

29. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

31. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

32. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

## CONTRACT TO AUDIT ACCOUNTS

## FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: ☒ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

Butch Kay

Finance Director/Wendell

bkay@townofwendell.com

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year billings. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

## PRIMARY GOVERNMENT FEES

Primary Government Unit	Town of Wendell
Audit Fee	\$ 13,150
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$ 750
All Other Non-Attest Services	\$
<b>75% Cap for Interim Invoice Approval</b> (not applicable to hospital contracts)	\$ 10,425.00

## DPCU FEES (if applicable)

Discretely Presented Component Unit	
Audit Fee	\$
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
<b>75% Cap for Interim Invoice Approval</b> (not applicable to hospital contracts)	\$



## CONTRACT TO AUDIT ACCOUNTS

## SIGNATURE PAGE

## AUDIT FIRM

Audit Firm*	
Petway Mills & Pearson, PA	
Authorized Firm Representative (typed or printed)*	Signature*
Phyllis M. Pearson, CPA	<i>Phyllis M Pearson, CPA</i>
Date*	Email Address*
02/17/20	ppearson@pmppcpa.com

## GOVERNMENTAL UNIT

Governmental Unit*	
Town of Wendell	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

## GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Date of Pre-Audit Certificate*	Email Address*

## CONTRACT TO AUDIT ACCOUNTS

SIGNATURE PAGE – DPCU  
(complete only if applicable)

## DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

## DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT

**Item Title:**

Recognition of Carver Elementary Teacher, Kelley Houston

**Specific Action Requested:**

Recognition.

**Item Summary:**

Kelly Houston has been working in the field of Early Childhood Learning for the last twenty years. She is a pre-K teacher at Carver Elementary and earned her degree in Wisconsin, taught in Minnesota, Australia and Egypt before moving to Wendell. She welcomes our young learners and their families with a bright and contagious smile to Carver Elementary every day and helps to provide a positive learning environment. Ms. Houston helps to transition the home-to-school experience by doing home visits, parent workshops and community outings. She is Carver's Title One Family and Community Engagement Liaison and Carver's Representation for North Carolina Association of Educators. Ms. Houston and her son Hunter live in Wendell and are excited about Hunter starting Kindergarten at Carver in the Fall.

**Attachments:**

None

**Item Title:**

Introduction of new Public Works Employees

**Report to the Board of Commissioners:**

Monday, February 24<sup>th</sup>, 2020

**Specific Action Requested:**

None

**Item Summary:**

The Public Works Director will introduce (2) new hires that have recently filled open positions.

Public Works Specialist II Damien Johnson is assigned primarily to Heavy Truck Operations, operating the limb collection, leaf and sweeper trucks.

Public Works Senior Specialist David Kidder is assigned to Building Maintenance and will act as a backup for Vehicle and Equipment Maintenance as well.

**Attachments:**

None

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**Item Title:**

Request for the Town Board to authorize the Town Manager to enter negotiations with RFP respondents for a new Town of Wendell Comprehensive Plan.

**Report to the Board of Commissioners:**

February 24, 2020

**Specific Action Requested:**

The Town Board is asked to authorize the Town Manager to enter negotiations in rank order with RFP respondents for a new Town of Wendell Comprehensive Plan.

**Background:**

One of the priorities of the Town Board, as reflected by the Town of Wendell Strategic Plan and the adopted Capital Improvement Plan (CIP), is to create a new Town of Wendell Comprehensive Plan to replace the previous plan that was adopted in 2007.

**Item Summary:**

On December 20, 2019, The Town of Wendell issued a request for proposal (RFP) for planning services from qualified consulting firms to prepare a long-range comprehensive plan that will engage the community to identify its desired vision for the Town's future, identify community priorities, and articulate strategies to address community priorities. Consultants or consultant teams should needed expertise in the areas of land use planning, transportation, urban design, greenways, economics, sustainability and downtown revitalization.

The Comprehensive Plan is anticipated to be a key policy and action document for the Town of Wendell, to be used by staff, government agencies, economic development entities, elected officials, board and commissions, developers, property owners, and residents as a guide for future land use development, capital investments, and growth management decisions over the next 20 years and beyond. The updated Long-Range Comprehensive Plan will combine Land Use, Transportation, Parks and Recreation, and Preservation initiatives in a strategic and sustainable manner, with a Future Land Use Plan as a key component.

It is anticipated that work will begin in March 2020 and the finished product will be adopted by the town council in early 2021.

Staff hereby requests the Board to authorize the Town Manager to enter negotiations with RFP respondents in the following rank order:

- 1) Nealon/Lane
- 2) Stewart/Kimley Horn/Withers Ravenel

Following successful negotiations with the selected firm, an agreement will be prepared and signed by both parties.

**Attachments:**

Town of Wendell Comprehensive Plan Request for Proposal (RFP)

**Town of Wendell  
Comprehensive Plan  
Request for Proposal (RFP)**



Request for Proposals:	Planning and Land Use
Project:	Town of Wendell Comprehensive Plan
Project Manager:	Bryan Coates
E-Mail:	bcoates@townofwendell.com
Date of Advertisement:	December 19, 2019
Proposal Due Date:	January 17, 2020 4:00 PM

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## I. Statement of Need/Purpose

The Town of Wendell (further referred to as “the Town”) is seeking proposals from qualified consulting firms to prepare a long-range comprehensive plan that will engage the community to identify its desired vision for the Town’s future, identify community priorities, and articulate strategies to address community priorities. Consultants or consultant teams should have expertise in the areas of land use planning, transportation, urban design, greenways, economics, sustainability and downtown revitalization.

The Comprehensive Plan is anticipated to be a key policy and action document for the Town of Wendell, to be used by staff, government agencies, economic development entities, elected officials, board and commissions, developers, property owners, and residents as a guide for future land use development, capital investments, and growth management decisions over the next 20 years and beyond. The updated Long-Range Comprehensive Plan will combine Land Use, Transportation, Parks and Recreation, and Preservation initiatives in a strategic and sustainable manner, with a Future Land Use Plan as a key component.

The Comprehensive Plan should be derived from resident and stakeholder input and provide a clear direction for future development policy and decisions. It should include factors that affect long-term development of the Town, its services, recreation facilities, town facilities, and transportation. It is the Town’s desire to have meaningful community participation in the preparation of the Plan and that the consulting team include substantial opportunities for resident participation in the planning process.

The project should:

- ✓ Be comprehensive in the Plan’s coverage
- ✓ Integrate the Plan with other town plans, programs and ordinances
- ✓ Be innovative in the Plan’s approach
- ✓ Be clear and concise in the Plan’s communications
- ✓ Be consistent across Plan components
- ✓ Coordinate with the plans of other jurisdictions and levels of government

It is anticipated that work will begin in early 2020 and the finished product will be adopted by the town board in early 2021.

This RFP is a competitive bid to select a consultant that best meets the needs of the Town based on qualifications, service, capabilities, price, as well as other factors. It is not a competitive bid based only on price. This RFP contains instructions governing the proposals to be submitted, the materials to be included, and the requirements that must be met to be eligible for consideration.

## II. Community Background

### a. Community Profile

Incorporated in 1903, The Town of Wendell identifies itself with its friendly, small-town character, rich heritage, traditional downtown, and beautiful parks and natural resources. Wendell is conveniently located in the rapidly growing Triangle region of North Carolina, with access and proximity to major corridors such as US-264, US-64, I-87, and future NC 540. Home to an estimated population of 9,000, Wendell is experiencing substantial growth as development pressure in greater Wake County (home to roughly 1,100,000 residents and one of the fastest growing metropolitan areas in the country) naturally shifts to the east.

Wendell is home to the largest master planned community in Wake County, Wendell Falls, which at full buildout could have up to 4,000 residential units and 2,000,000 square feet of commercial development. The community currently has roughly 800 single family homes with apartments and commercial development under construction.

Wendell has a diverse range of attractions including major employers such as Daedong USA, Inc. (Kioti) and Siemens, numerous local business establishments, an active historic downtown, and a growing number of community festivals and events.

### b. Existing Plans and Policy Framework

The following documents guide Town development and services. These planning documents, along with a brief summary of each, are listed below:

- **The Comprehensive Plan and Land Use Map:** The Town of Wendell currently relies on the adopted Town Plan of Wendell as a policy-based comprehensive plan with an action agenda to achieve implementation. The Plan was adopted in 2007 and contains the goals, policies, and action items that have guided growth in the Town for the last twelve years. The plan is broken into six (6) key sections: Introduction which includes the existing conditions, development projections, market study and public input; Framework Plan; Transportation & Mobility; Downtown Wendell; General Recommendations; and Land Use and Implementation Strategies. The population in 2007 was approximately 5,500 and the Town has now grown to a current population of approximately 9,000. The current plan is available on the Town's website: <https://www.townofwendell.com/departments/planning/development/zoning/comprehensive-plan>.
- **The 2019 Town of Wendell Comprehensive System-wide Parks & Recreation Master Plan** was adopted on December 9, 2019 and provides the framework to plan

for and implement parks and recreational facilities and services for the next 10-year period.

- On August 12, 2019, the Wendell Board of Commissioners approved changes to the **Town's Arterial and Collector Street (ACS) Plan** (Originally adopted November 14, 2016). The purpose of this plan is to provide road classifications for all existing collector or arterial roads, recommend future road connections, and create clear development and improvement standards.
- The Town recently adopted an **Economic Development Assessment** report completed by the NC Main Street & Rural Planning Center in June of 2019. NC MS&RP worked with the community to develop an economic positioning and vision statement. The assessment document is being used to provide guidance in updating the Town of Wendell Economic Development Strategic Plan. The assessment started with the collection of demographic and market data followed by four engagement sessions. The adopted assessment report contains goals, objectives, actions, and tasks with a time horizon of 12 to 18 months. Four strategies were developed as part of the assessment: community connectivity, downtown development, business development and promotion/branding.
- The Town of Wendell adopted its **Capital Improvement Plan (CIP) 2020-2024** as part of the budget for fiscal year 2020. The CIP identifies a five-year plan identifying the capital projects needed by the Town. The CIP projects are aligned with the Town's Strategic Plan that was adopted on February 11, 2019 by the Town Board of Commissioners and was a compilation and prioritization of the annual strategic planning sessions for 2016-2018.
- In September of 2017, the Town of Wendell Board of Commissioners approved the Town's first **Pedestrian Plan**. The purpose of the pedestrian plan was to inventory the existing system of pedestrian facilities, identify critical pedestrian destinations and existing obstacles to walking, and prioritize pedestrian facility improvements.
- The **Unified Development Ordinance** was first adopted in 2008 and has been updated various times each year as changes in state law and development standards have occurred. The ordinance establishes zoning regulations, design and development standards, subdivision regulations, and procedures. Development and infrastructure standards are further defined by the Town's **Standard Specifications and Construction Details Manual**.
- The Towns of Wendell & Zebulon working in conjunction, obtained the services of Greenways Incorporated to assist both communities in developing an **Open Space and Greenway Master Plan**. This document is meant to be a visionary plan, which

identifies potential Open Space and/or Greenway corridors throughout the study area. This plan was adopted in 2002. The Town refers to the **Wake County Greenway Plan** that was adopted in 2017 as guidance and it serves as a regional approach to greenway development.

All plans cited above can be found on the Town's webpage located at <https://www.townofwendell.com/>.

### III. Scope of Work

The respondent(s) will have overall responsibility for the creation of the Town's Comprehensive Plan update based on extensive community input and a shared vision. The selected consultant shall lead the Plan update efforts and be responsible for the timely completion of the Plan update in accordance Town standards. This includes, but is not limited to, preparing and maintaining a detailed project timeline (the general timeline is expected to commence in 1<sup>st</sup> quarter of 2020 and is expected to last 12 months), creating outreach documents for the Plan update used by Town staff for community engagement, public hearings and other presentations, conducting technical analysis with subsequent recommendations for the Plan update, and document creation. The approach to preparing a new Wendell Comprehensive Plan will need to consider, among many other issues, these key points:

- Wendell's unique history and highly-valued community character.
- Wendell's significant growth pressures, including demographic changes.
- Appropriate future land uses within Wendell's Corporate limits, Extra Territorial Jurisdiction, and Urban Service Area.
- Opportunities to balance sustainable economic growth with environmental and historic preservation.
- Opportunities to strengthen and enhance the physical and cultural ties between Wendell's distributed population and employment centers.

A Steering Committee will be appointed by the Wendell Board of Commissioners to meet with staff and the consultant periodically throughout the process to facilitate collection of public input, review interim work products, and steer the planning process.

#### a. Project Management

The respondent(s) shall prepare and submit to the Town for approval a project management plan that specifies a schedule of work, the roles and responsibilities of the respondent(s) and any sub-contractors, identifies specific work tasks, milestones, review/comment milestones and a public outreach plan. Additionally, respondent(s) shall be available to participate in meetings with the Town's Planning staff, specific town departments, key stakeholders, and outside agencies, as necessary.

The respondent(s) will primarily coordinate with the Town's Assistant Planning Director for the Plan update. However, there are several other town departments that have a vested interest in the outcome of the Plan update. A staff working group will be created and may include members from Parks & Recreation, Police, Public Works, as well as the Town Manager or their designee. The respondent(s) will be responsible for coordinating those meetings with the Assistant Planning Director. Assistant Planning Director will also coordinate with outside agencies that provide services and/or expertise within the Town of Wendell.

## b. Public Outreach

There will be a robust public participation process program, including surveys, an internet presence, public meetings, and topic-specific meetings, as necessary. The respondent(s) will develop material used for the public outreach. The material will be understandable for all participants while using a variety of communication channels to garner community involvement. Town Planning staff will coordinate and conduct public outreach with some assistance by the respondent(s) as necessary. The Town seeks diverse participation in the planning process.

## c. Plan Content

The updated Plan will be a combination of elements and coordination with other plans as noted in Project Purpose (above) and should include the following components:

- Prepare a community profile with information, trends, and statistics that will be used to inform the planning process. The profile should include current and projected population, demographics, housing stock, and employment data.
- Create a Future Land Use Plan with specific recommendations that includes land use and zoning recommendations to support housing, commercial growth, and economic development needs.
- Align Comprehensive Plan with the Town's Economic Development Assessment, Parks & Recreation Master Plan, Transportation, and other plans.
- Conduct by survey the community's preference for urban design standards and create related goals and recommended action items.
- Identify optimal mixed-use and residential infill locations.
- Plan for multimodal transportation and mixed land-use patterns that facilitate improved connectivity.
- Plan for a balanced land-use mix for fiscal sustainability.
- Analyze opportunities to create more walking/biking connectivity between schools, parks, neighborhoods and businesses to improve community connections and health.
- Designate growth areas for jobs centers, commercial areas and residential growth of various densities.
- Identify growth areas that could best be served by transit.

- Plan for additional transit connections with Raleigh and identify a circulator path to connect Wendell's activity centers and neighborhoods.

#### IV. Deliverables and Expectations

Respondent(s) preparing the Comprehensive Plan update shall be required to provide the Town with the following:

1. Questionnaires/surveys, maps (to be coordinated with staff), progress reports at each milestone, photos, graphics and other tools for community involvement, including an online component to disseminate information and solicit community input and comments throughout the process.
2. Material preparation such as reports, presentations, graphics and charts shall be provided in collaboration with Town staff throughout the process in a timely manner.
3. Coordination and facilitation (with the assistance of Town staff) of public meetings, workshops, and public hearings on the draft and final plans before the Town Board.
4. A final plan document that incorporates the following:
  - a. Creates a clear, concise & inclusive community vision.
  - b. Sets goals and objectives in support of the vision.
  - c. Indicates specific actions for implementation
  - d. Establishes implementation indicators, benchmarks, and targets.
  - e. Uses clear organization and graphics to present the Plan.
5. The consultant shall provide 15 bound copies of the final document and an electronic copy formatted and indexed for easy download from a website. All documents shall be provided in both hard and digital copy. All digital products shall be provided as follows:
  - a. Final Plan in PDF and MS Word format
  - b. Spreadsheets: MS Excel
  - c. Mapping: Shape Files from latest edition ESRI software and PDF

#### V. Project Timeline

The following tentative schedule identifies the selection timeline. The schedule is subject to change as circumstances dictate or as determined necessary by or in the best interests of the Town.

December 19, 2019	Distribution of Request for Proposal
January 8, 2020	Deadline for Questions and Clarification
January 10, 2020	Addendum to RFP Posted on Town Website
January 17, 2020	Sealed Proposals due before 4:00pm EST
Jan. 20-31, 2020	Evaluation
February 10-12, 2020	Selection and Notification of Vendors
February 2020	Contract Negotiation
March 2020	Project Kickoff

The Town reserves the right to modify this schedule at its discretion. Notification of changes in the response due date will be posted on the Town website or as otherwise stated herein. All times and dates are Eastern Standard Time.

## VI. Submission Guidelines & Requirements

Responder(s) are required to prepare their proposals in accordance with the instructions outlined in this part and elsewhere in this RFP. Each Responder(s) is required to submit its proposal in a sealed package. Five (5) copies shall be submitted to the address shown below as well as an electronic version on a USB flash drive.

Delivery Address:

Bryan Coates, Assistant Town Planning Director  
Town of Wendell, 15 E Fourth Street, Wendell NC 27591.

The Town must receive proposals by 4:00pm on Friday January 17, 2020. Late responses, regardless of delivery means, will not be accepted. Fax or email responses will not be accepted. The Town will not be responsible for any expenses incurred by a responder in the development of a response to this Request for Proposal.

Questions regarding the RFP can be submitted in writing to Bryan Coates or by email at [bcoates@townofwendell.com](mailto:bcoates@townofwendell.com). A summary of the questions asked, and answers provided will be posted to the project website located on the Town's webpage on January 10, 2020.

These instructions outline the guidelines governing the format and content of the proposal. The intent of the RFP is to encourage responses that clearly communicate both the Respondent(s) understanding of the Town of Wendell and their approach to providing the products and/or services. Please limit the proposals to 40 pages maximum.

All proposals shall include and address the following items in the order listed below:

- A. Letter that introduces the Company and includes information on the company's ability to meet the requirements of the RFP.
- B. Project Team narrative that describes the role of each person assigned project team member.
- C. Professional registrations and relevant experience with the company.
- D. Describe experience working with municipalities to develop comprehensive plans within the last five years. For each client include a contact name, phone number and email address.
- E. Describe the company's general approach and philosophy to comprehensive plan projects, typical sequence of work for a project and timelines and number of meetings.
- F. Describe the communication methods that your company will use to ensure project expectations are met.

- G. Company may also suggest technical or procedural innovations that have been used successfully on other community engagements and which may provide the Town with better project delivery.
- H. Discuss any new concepts included in the proposal that would provide benefit to the Town.
- I. Provide five references of projects with similar requirements as outlined in the RFP. At least one reference should include a contract with a community in the Raleigh-Durham region.

## VII. Expected Budget and Completion Date

The budget for this project is around \$120,000. Proposals should reflect a level of detail in scope with outcomes that correspond with this funding expectation and should result in a plan that achieves the items listed in the scope. Activities in this scope are expected to be completed by January 2021. The Town has allocated \$60,000 in FY 2020 Budget and the Town's CIP contains an additional \$60,000 for FY 2021.

## VIII. Selection Criteria

A team of Town employees representing the various departments with interest in the Town of Wendell Comprehensive Plan will be established to oversee the work with the consultant on this effort. This team will also be responsible for the evaluation and rating of the proposals and conducting interviews. Responses will be evaluated based on the following criteria:

- ✓ Compliance to the RFP requirements, quality, clarity and completeness of services proposed in the scope of work.
- ✓ Appropriateness of consultant team's proposed approach to project goals and objectives.
- ✓ Consultant team member expertise and skills valuable to completing the project.
- ✓ Consultant approach to community engagement.
- ✓ Record of success with projects completed on schedule.



**Item Title:**

Fee-in-lieu request for 164 ft of roadway improvements on Wendell Boulevard by Raymond Drive (Woodlands of Timberlake Minor Subdivision).

**Board of Commissioner Meeting:**

Monday, February 24, 2020

**Specific Action Requested:**

Discuss and take action on a fee-in-lieu request related to road improvements for widening to accommodate a future bike lane along 164 ft of Wendell Blvd.

**Item Summary:**

In 2007, a major subdivision plan was approved for Phase 2 of Woodlands of Timberlake. As part of this development plan, right-of-way dedication and infrastructure improvements were made along approximately 730 ft of Wendell Boulevard.

In March of 2017, Johnny Watson was approved for a recombination of lots along Raymond Drive to build single family homes on. During this recombination, a 1.375-acre lot at the northwest corner of Wendell Blvd and Raymond Drive (see lot #110 in Attachment A) was created with the intention of pursuing commercial development.

The owner now seeks to subdivide lot 110 into 4 lots (see Attachment B). Lot #110A would remain open to commercial development, while lots 110B-D would be developed as single family homes fronting on Raymond Drive.

The Town's Arterial and Collector Street plan calls for Wendell Blvd to be widened along this stretch of road, to accommodate a future bike lane. These improvements would be required prior to the development of lots 110B-D and would involve removal and replacement of the existing curb & gutter, storm drains, and sidewalk to make room for the 5' bike lane.

As an alternative to removing all the existing infrastructure in order to shift it back 5 feet, the property owner is requesting the Town Board to authorize a fee in lieu of these roadway improvements, **in the amount of \$26,010** (see Attachment C).

If approved, this fee in lieu would cover the improvement requirements for frontage along lot 110D and would be due prior to staff signing the minor subdivision plat. Future development of lot 110A would still be subject to road improvement requirements, as it is not included as part of the request.

**Staff Recommendation:**

The fee in lieu request and estimate have been reviewed by the Town engineer for accuracy and completeness. Currently there is no widened section for bike lanes along this stretch of road (the closest area where this widening has been performed is at the Convenience Center on Wendell Blvd heading towards Zebulon – approximately 1 mile away). Right-of-way has already been dedicated which exceeds the Town's ultimate cross-section.

Based on the limited length of improvement and the fact that all infrastructure improvements except the extra width for a future bike lane are already in place, staff recommends approval of a fee-in-lieu request. Approval of the request would permit these funds to be used by the Town to support roadway improvements in higher priority areas of Town as part of a larger, complete project.

**Attachments:**

- A. 2017 Recombination Plat
- B. Proposed Minor Subdivision
- C. Fee in lieu calculation estimate



## Certificate of Ownership and Dedication

I hereby certify that I am the owner of the property shown and described hereon and that I hereby adopt this plan of subdivision with my free consent, established minimum building setback lines, and dedicate all alleys, walks, parks and other sites and easements to public and private use as noted.

3/15/12  
Date

Johnny P. Waters  
Owner(s)

Course	Bearing	Distance
L1	S 64°48'17" W	22.20'
L2	N 64°48'17" E	22.20'
L3	S 23°03'49" W	25.00'
L4	S 45°37'13" E	25.00'
L5	N 37°32'05" E	25.00'
L6	S 49°31'50" E	35.00'
L7	S 71°07'08" E	34.81'
L8	S 71°07'08" E	24.18'

Curve	Radius	Length	Chord	Chord Bear.
C1	25.00'	34.48'	31.81'	S 83°53'25" W
C2	185.04'	12.00'	12.00'	N 58°27'26" W
C3	185.04'	177.24'	170.54'	N 87°45'19" W
C4	185.04'	189.24'	181.10'	N 85°53'50" W
C5	175.00'	79.45'	78.77'	N 77°48'38" W
C6	87.750'	87.334'	86.44'	N 74°33'08" W
C7	225.00'	69.96'	63.34'	S 81°17'41" E
C8	225.00'	76.05'	70.89'	S 83°10'37" E
C9	225.00'	81.71'	87.16'	N 75°58'22" E
C10	135.004'	113.74'	110.41'	N 88°56'02" E
C11	25.00'	48.57'	41.28'	S 11°16'42" E

REFERENCE: DEED BOOK 13817 PAGE 1669  
BOOK OF MAPS 2007 PAGE 2192

NOTE: AREA COMPUTED BY COORDINATE METHOD.

NOTE: THIS PROPERTY IS SUBJECT TO EASEMENTS  
AND RESTRICTIONS OF RECORD.

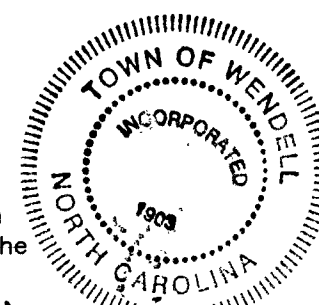
R10 ZONING DISTRICT

SETBACKS:  
FRONT YARD 25'  
SIDE YARD 10'  
REAR YARD 15'  
CORNER 25'

NOTES:

EASEMENTS ARE TO BE MAINTAINED BY THE PROPERTY OWNER, HOWEVER THE TOWN OR ITS AGENT RESERVES THE RIGHT TO ENTER ONTO THE EASEMENT FOR MAINTENANCE PURPOSES WHEN DETERMINED TO BE A PUBLIC NECESSITY BY THE TOWN MANAGER.

SIGN EASEMENTS ARE TO BE  
MAINTAINED BY THE DEVELOPER  
OR HOA.




I hereby certify that the subdivision plat shown is exempt from the subdivision provisions of the Wendell Unified Development Ordinance.

3-15, 2017 Sherry L. Duggins  
Date Town Clerk, Town of Wendell

State of North Carolina  
County of Wake

I, Patrick Reidy, Review Officer of Wake County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

  
Review Officer

3/15/17  
Date

WAKE COUNTY, NC 76  
LAURA M RIDDICK  
REGISTER OF DEEDS  
PRESENTED & RECORDED ON  
03/16/2017 12:00:48

BOOK:BM2017 PAGE:00565

\* I, CLYDE T. PEARCE, certify that this plot was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_\_\_\_, page \_\_\_\_\_, etc.)(other), that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_\_, page \_\_\_\_\_, that the ratio of precision as calculated is 1:10000, that this plot was prepared in accordance with G.S 47-30 as amended. Witness my original signature, registration number and seal this 15th day of FEBRUARY, A.D. 2017.

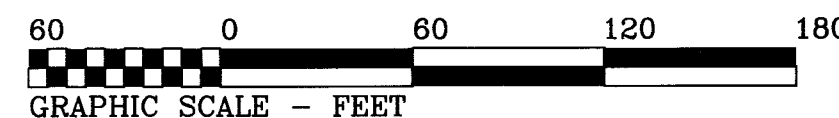
I, CLYDE T. PEARCE, PROFESSIONAL LAND SURVEYOR NO. L-2481, CERTIFY THAT THIS PLAT IS OF A SURVEY OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

CLYDE T. PEARCE L-2481



RECOMBINATION FOR  
JOHNNY WATSON BUILDERS  
TOWN OF WENDELL  
WAKE COUNTY  
NORTH CAROLINA

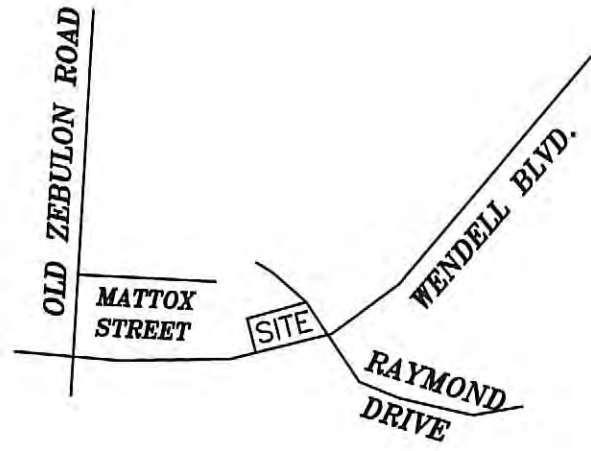
LEGEND  
● EXISTING IRON PIPE  
○ NEW IRON PIPE



FILE: WOODLANDS OF TIMBERLAKE\COMMERCIAL\CTP2163  
SCALE: 1" = 60'  
DATE: 02-15-2017


 Lic. # C-0243  
**Williams-Pearce and Assoc., Professional Land Surveyors, P.A.** P.O. Box 892, Zebulon, N.C. 27597 Tel.(919) 269-9605





VICINITY MAP

REFERENCE: BOOK OF MAPS 2017 PAGE 565

NOTE: AREA COMPUTED BY COORDINATE METHOD.

NOTE: THIS PROPERTY IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

ZONED: CMX

SETBACKS:  
FRONT YARD 10'  
SIDE YARD 3'  
REAR YARD 25'  
CORNER 10'

NOTES:

EASEMENTS ARE TO BE MAINTAINED BY THE PROPERTY OWNER, HOWEVER THE TOWN OR ITS AGENT RESERVES THE RIGHT TO ENTER ONTO THE EASEMENT FOR MAINTENANCE PURPOSES WHEN DETERMINED TO BE A PUBLIC NECESSITY BY THE TOWN MANAGER.

SIGN EASEMENTS ARE TO BE MAINTAINED BY THE DEVELOPER OR HOA.

State of North Carolina  
County of Wake

I, \_\_\_\_\_, Review Officer of Wake County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer

Date

I, CLYDE T. PEARCE, Registered Land Surveyor No. L-2481, certify that this plat is of a survey that creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

CLYDE T. PEARCE, PROFESSIONAL LAND SURVEYOR NO. L-2481

" I, CLYDE T. PEARCE, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_\_\_\_, page \_\_\_\_\_, etc.)(other), that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_\_, page \_\_\_\_\_, that the ratio of precision as calculated is 1:10000, that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this 10th day of FEBRUARY, A.D. 2020.

Seal or Stamp

Surveyor  
L-2481  
Registration Number



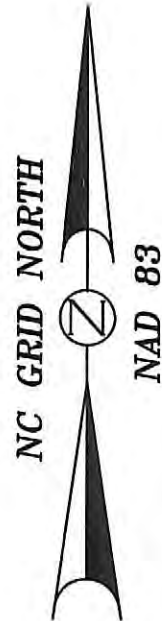
Lic. # C-0243

Williams-Pearce and Assoc., Professional Land Surveyors, P.A. P.O. Box 892, Zebulon, N.C. 27597 Tel.(919) 269-9605

Certificate of Ownership and Dedication  
I hereby certify that I am the owner of the property shown and described hereon and that I hereby adopt this plan of subdivision with my free consent, established minimum building setback lines, and dedicate all alleys, walks, parks and other sites and easements to public and private use as noted.

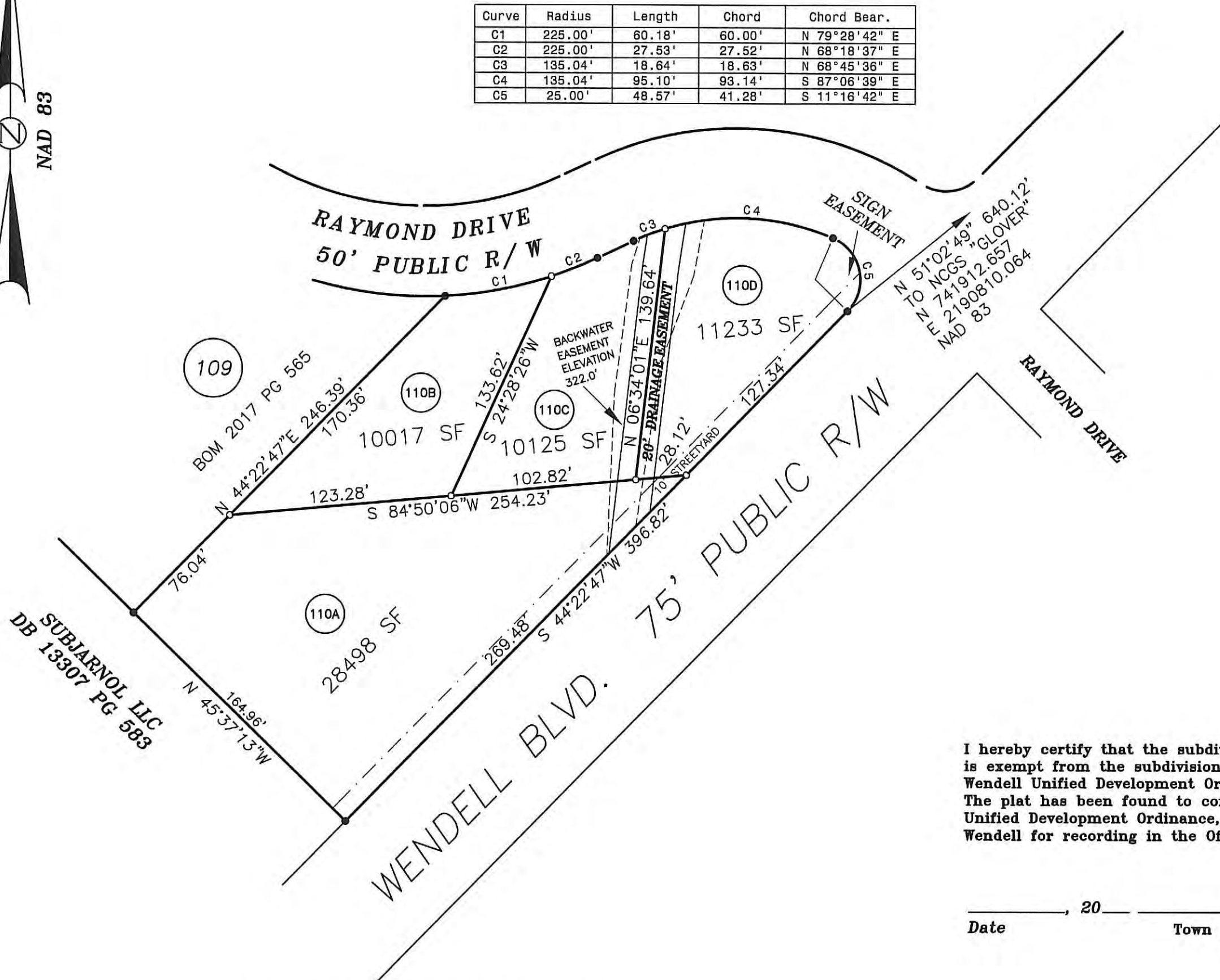
Date

Owner(s)



Course	Bearing	Distance
L1	N 64°48'17" E	22.20'

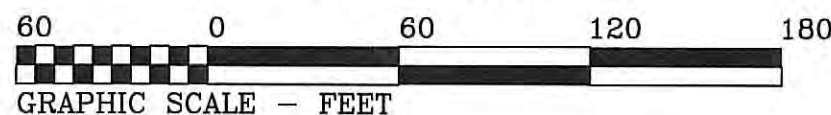
Curve	Radius	Length	Chord	Chord Bear.
C1	225.00'	60.18'	60.00'	N 79°28'42" E
C2	225.00'	27.53'	27.52'	N 68°18'37" E
C3	135.04'	18.64'	18.63'	N 68°45'36" E
C4	135.04'	95.10'	93.14'	S 87°06'39" E
C5	25.00'	48.57'	41.28'	S 11°16'42" E



I hereby certify that the subdivision plat shown is exempt from the subdivision provisions of the Wendell Unified Development Ordinance. The plat has been found to comply with the regulations of the Wendell Unified Development Ordinance, and has been approved by the Town of Wendell for recording in the Office of the Register of Deeds of Wake County.

Date \_\_\_\_\_, 20\_\_\_\_  
Town Clerk, Town of Wendell

MINOR SUBDIVISION FOR  
JOHNNY WATSON BUILDERS  
TOWN OF WENDELL  
WAKE COUNTY  
NORTH CAROLINA



LEGEND  
● EXISTING IRON PIPE  
○ NEW IRON PIPE

FILE: WOODLANDS OF TIMBERLAKE\ LOT 110 DIVISION 4 LOTS CTP2163  
SCALE: 1" = 60'  
DATE: 02-10-2020



# Sanderson Engineering, Inc.

Engineering and Land Planning  
License # C-2218  
January 30, 2020

Mr. Dave Bergmark  
Planning Director  
Town of Wendell Planning Department  
15 E. Fourth Street  
Wendell, NC 27591

Subject: Fee in Lieu - Engineer's Estimate for Lot 110 Woodlands of Timberlake Minor Subdivision

Dear Mr. Bergmark:

Below is the engineering cost estimate for widening Wendell Blvd. to install a bicycle lane along Wendell Blvd. from the western corner of Lot 110D to Raymond Drive.

Wendell Blvd Widening				
DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
REMOVE EX. CURB & GUTTER	164	LF	\$10.00	\$1,640.00
REMOVE EX. 5' SIDEWALK	164	LF	\$16.75	\$2,747.00
REMOVE EX. HC RAMP	1	LS	\$500.00	\$500.00
GRADING FOR WIDENING	394	SY	\$8.50	\$3,349.00
2.5' CURB & GUTTER	164	LF	\$25.00	\$4,100.00
AGGREGATE BASE COURSE	30	TON	\$30.00	\$900.00
ASPH CONC BASE CRS B25.0B-5.5"	30	TON	\$105.00	\$3,150.00
ASPH CONC INT CRS I19.0B-3.5"	20	TON	\$90.00	\$1,800.00
ASPH CONC SURF CRS S9.5B-2"	12	TON	\$110.00	\$1,320.00
6' SIDEWALK	164	LF	\$23.50	\$3,854.00
HANDICAP RAMP	1	LS	\$2,100.00	\$2,100.00
ADJUST MANHOLE	1	LS	\$550.00	\$550.00
			TOTAL:	\$26,010.00

If I can provide any additional information, please advise.

Cordially yours,



Steven S. Sanderson, P. E.

SSS/

ec: Johnny Watson  
Clyde Pearce, PLS

POST OFFICE BOX 2016  
2485 WENDELL BOULEVARD  
WENDELL, NC 27591



1-30-2020

919-366-2016 phone  
919-422-8020 mobile  
sandersonengineering@yahoo.com

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**Item Title:**

Request for the Town Board to authorize the Town Manager to enter negotiations with Cumming Company for Owner's Project Manager for Capital Projects.

**Report to the Board of Commissioners:**

February 24, 2020

**Specific Action Requested:**

The Town Board is asked to authorize the Town Manager to enter negotiations with Cumming Company for Owner's Project Manager for Capital Projects.

**Item Summary:**

On December 16, 2019, The Town of Wendell issued a request for qualifications (RFQ) for services from qualified firms to provide overall project management as the Owner's Project Manager (OPM) in concert with other project professionals in the design and construction of new facilities to include a new Town Hall and other directly related support facilities.

The primary role of the OPM is to be a manager, facilitator, and communicator working closely with the Town's consultants on the project. The OPM will represent the interests of the Town in providing oversight of the capital projects from start to finish.

Staff received two competent qualification packages and two decline to submit responses. The submissions were evaluated based on the following criteria:

1. Firm experience, reputation, and workload.
2. Response to the project objectives outlined in the scope of work.
3. Past performance with the Town of Wendell.
4. Experience of the personnel assigned to this project team.
5. Schedule.

Based on the materials submitted and review criteria, the selection committee unanimously requests the Board to authorize the Town Manager to enter negotiations with RFQ respondents in the following rank order:

- 1) Cumming Management Group
- 2) Muter Construction

Following successful negotiations with the selected firm, a professional services agreement will be prepared and signed by both parties. The service agreement will outline the project schedule for the design and construction of the capital projects subject to funding approval.

**Attachments:**

Town of Wendell Owner's Project Manager Request for Qualifications (RFQ)

# **Town of Wendell**

## **North Carolina**



## **REQUEST FOR QUALIFICATIONS**

**RFQ Name: Owner's Project Manager for Capital Projects**

**Issue Date: December 16, 2019**

**Closing Date: January 20, 2020**



# Town of Wendell

## North Carolina

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Issued By: Town of Wendell  
15 E. Fourth St  
Wendell, NC 27591

RFQ Name: Owner's Project Manager for Capital Projects

Issue Date: December 16, 2020

Pre-Proposal Meeting: N/A

Questions Due Date: January 6, 2020, no later than 2:00 PM EST

Direct Inquiries To: Butch Kay  
(919) 365-4450  
[bkay@townofwendell.com](mailto:bkay@townofwendell.com)

Proposal Due Date: January 20, 2020, no later than 3:00 EST

Delivery of Submissions:

By Mail:

Town of Wendell

15 E. Fourth St

Wendell, NC 27591

Attention: Butch Kay

Re: RFQ – Owner's Project Manager for Capital Projects

**Deadline Enforced** – Qualification Packages or withdrawal requests received by the Finance Department after the time and date set for receipt of Qualification Packages are late and will not be accepted. Late Qualification Packages are void and will be returned unopened to the Applicant regardless of when they were mailed or delivered. It is the Applicant's responsibility to ensure timely receipt by the Finance Department of a Qualification Package.

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# 1. PROJECT PURPOSE AND BACKGROUND

## Introduction

The Town of Wendell (Town) is soliciting proposals through this Request for Qualifications (RFQ) from qualified firms (Consultant) to provide overall project management as the Owner's Project Manager in concert and in coordination with other project professionals (including but not limited to JPA, Architect(s), and Contractor(s)), Town Management, and related Advisory Committees to manage, oversee, and guide the interests of the Town in the construction of and the budget control related to planned new facilities construction projects to include a new Town Hall and other directly related support facilities and appurtenances.

## Experience Requirements

The OPM must be thoroughly experienced in projects which are somewhat similar or comparable to the proposed projects.

## Project Information

The Town wishes to build a new Town Hall and other directly related support facilities. The new Town Hall will be between 14,000 and 24,000 square feet and appropriately sized to meet the workspace demands of a growing municipal organization. Related support facilities may include, but are not limited to, roads, sidewalks, utilities, storm water features, parking, landscaping, art, public gathering spaces, and other needs as determined in the project. The Consultant will also evaluate opportunities to implement parks and recreation facilities on adjoining land in coordination with the Town Hall project to achieve further efficiencies for the Town.

# 2. SCOPE OF WORK

The applicant that is awarded the contract shall perform and carry out those services necessary to complete the capital projects.

At a minimum, the services shall include the following:

## Scope of Services

The OPM will enter into a contract with the Town to be negotiated at a later date. The OPM will provide the Town the basic services including, but not limited to:

The primary role of the OPM is to be a manager, facilitator, and communicator working closely with the Town's consultants on the project. The OPM will coordinate project design meetings and any other meetings dealing with the design and/or construction of the new Town Hall and other capital projects.

### Project Planning

1. In conjunction with the Town Manager (and his designees), the Consultant will develop the overall project master schedule.
2. Develop a management plan for communications and approval processes.

### Design Phase

1. Assist in RFQ/RFP development and Design Team selection process.
2. Assist in contract negotiation.
3. Manage the mobilization of the Design Team and coordinate interactions with Town users and the Design Review Committee.

4. Review drawings and specifications.
5. Analyze Design Team cost estimates.
6. Identify opportunities for cost savings.
7. Monitor schedule performance and identify long-lead items.
8. Conduct and document project coordination meetings.
9. Assist with obtaining regulatory approvals.
10. Review all invoices and prepare payment recommendations for all invoices.
11. Perform other project management tasks, as required.

#### Procurement and Bidding Phase

1. Coordinate review of project delivery options.
2. Assist in contractor bidding process as determined by the Town.
3. Conduct / direct / purchase vendor selection.

#### Construction

1. Develop and apply project control systems.
2. Prepare cash flow projection.
3. Establish communication protocol.
4. Monitor on-site construction activities.
5. Review and prepare payment recommendations for all invoices.
6. Negotiate change order amounts.
7. Expedite development of schedule recovery strategies.
8. Coordinate activities of direct purchase vendors.
9. Conduct and document project coordination meetings.
10. Work to resolve disputes quickly and informally.
11. Distribute monthly progress reports.
12. Maintain project documentation.

#### Project Close-Out

1. Expedite substantial completion and final inspections.
2. Monitor correction of punch list items.
3. Review contractor and vendor submission of all required documents.
4. Coordinate transfer of property operation to the Town.

The OPM will work with the Town, the Design Team, the Design Review Committee, and with any other specialty consultants hired by the Town. The OPM will be responsible for the organization and management of the process of completing the capital projects. The OPM will not have the authority to commit Town funds, approve the expenditure of funds, and/or enter into contracts or speak in an official capacity as representing the Town unless so authorized to do so in writing by the Town Manager.

### **3. QUALIFICATION PACKAGE SUBMITTAL REQUIREMENTS**

The Applicant shall submit six (6) copies of their proposal in a sealed envelope/box along with one digital version of the proposal (in PDF format) in the submission to the Town. No facsimile or email responses will be accepted or considered. The electronic copy shall be included in the proposal package as a CD, DVD, or USB flash drive with the Applicant's name and RFQ name clearly marked. Responses must be received no later than 3:00 P.M. Eastern Standard Time (EST) on January 20, 2020. Submittals may be mailed or hand-delivered to the specific addresses below. Any submittal received after the deadline by any delivery method will not be considered or evaluated.

The proposal packages should be enclosed in a sealed envelope/box marked "REQUEST FOR QUALIFICATIONS – OPM for Capital Projects" and delivered either in-person to the Town of Wendell Finance Department or mailed as follows:

Town of Wendell  
15 E. Fourth Street  
ATTN: Butch Kay, Finance Director  
RE: RFQ – OPM for Capital Projects  
Wendell, NC 27591

## 4. RFQ QUESTIONS FROM APPLICANTS

Questions concerning this RFQ shall be submitted in writing to Butch Kay via email to [bkay@townofwendell.com](mailto:bkay@townofwendell.com) no later than 2:00 P.M. EST, on January 6, 2020. Indicate RFQ name and project number (if supplied) in the subject heading of the email.

Only emailed questions will be addressed and answered. The issuance of such written responses is the only official method by which interpretation, clarification or additional information will be given by the Town. Only requests answered by formal written responses will be binding. Oral and other interpretations or clarifications will be without legal effect. No personal inquiry or marketing meetings will be conducted or allowed. Answers to questions received will be posted online.

## 5. PROPOSAL SUBMITTAL FORMAT AND CONTENTS

The instructions below provide guidance and information to Applicants to prepare and submit concise responses this RFQ. The purpose is to establish the format and contents of the proposal so that responses are complete, contain all essential information, and can be easily evaluated.

### Qualification Package Contents Checklist

**Items must be provided, in the order listed, as a Qualification Package, or the Qualification Package may be disqualified. Please provide six (6) copies of ALL submittal documents.**

All of the following information and documents shown below must be included with the Qualification Package, or the Qualification Package may be disqualified.

1. Introductory Letter: Applicants shall submit a clear concise response identifying the following:
  - a. Name of firm,
  - b. Primary contact person working on Project and his/her contact information,
  - c. Firm's contact information (i.e., phone, facsimile, email, etc.),
  - d. Why the Town of Wendell should select your firm for this work, and
  - e. Acknowledgment of any RFQ Amendments (if any) posted on the Town's website as noted in Section 4 of this solicitation.
2. Qualifications and Experience: Applicants shall submit the following information to demonstrate their experience and qualification:
  - a. Provide similar experience illustrating similar projects or work related to the technical aspects and processes described in the scope of work. Include sub-consultant capabilities as related to the scope of work. Site specific projects of a similar nature to the Project described herein and list a reference with contact information for each project cited.
  - b. Indicate any previous project experience working for the Town, as a Consultant, within the past five (5) years. Please include brief project statement, primary Town department and staff responsible for project, and whether the project was completed within scope, budget, and schedule.

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- c. Provide a minimum of five (5) references related to similar projects. Include name of project, brief description of project, and primary contact information of reference.
  3. Project Approach and Schedule: Provide a detailed description of how your firm proposes to approach this Project. Include sufficient discussion of proposed methodologies, techniques, and procedures for each work item. Indicate any new and/or innovative methods that can be applied to this project that the firm has applied in prior projects while performing similar work including innovative techniques to achieve efficiencies, timeliness, and quality. Provide a breakdown and description of tasks assigned per project team member. Describe the hierarchy of project management. Provide suggestions for any additional services which may enhance the value and/or affect the overall economy and effectiveness of the Project.
  4. Project Team(s): Provide an Organization Chart of the project team specifying the dedicated Project Manager, key personnel, and sub-consultants assigned to the team and the availability of backup personnel that will support this Project. Include resumes with a brief summary identifying roles and responsibilities and general qualifications (i.e., professional registrations, certifications and/or licenses) of each team member (including sub-consultants) in disciplines appropriate to the Project, as well as education, availability to work on this Project, experience, years of experience (with current firm and other firms). Please do not list firm staff that is not directly working on the Project team. If more than one Project Manager or team is desired, please include this information and describe why this is necessary and how it is anticipated to work.
  5. Insurance and Contract Statement: Provide a copy of the current Certificate of Insurance. Additional insurance may be required by Agreement following selection of the Consultant.
  6. Identification of Lawsuits and Administrative Claims/Fine: Consultants must identify all lawsuits, administrative claims or fine proceedings Consultant has been a party to in the past five (5) years. Include any fines levied by any governmental unit relating to the proposed work in this RFQ such as fines from the EEOC, Department of Labor or other unit of government.
  7. Cost Proposal: Provide unit labor rates, incidentals, percentage mark up on non-labor items for the project team members identified in the proposal (only provide unit rates).

## 6. EVALUATION METHOD

### Evaluation Criteria

All Proposals will be evaluated based on the following criteria:

1. Firm experience/reputation/workload: The firm's experience in similar work and the record of successful results of that work. Consideration will be given to the firm's ability to take on additional work, demonstrate understanding of the Town's goals and purposes of this Project, specific management approach, how well the firm's organization structure show sufficient depth of its present workload, approach to managing the Town's budget and time, and the firm's ability to offer the breadth and quality of services required for this Project.
2. Response to the project objectives outlined in the scope of work: The proposed approach for performing the work for this Project, including demonstrated understanding of scope of work for this Project and Project deliverables. Ideas that are innovative, cost effective, or demonstrate overall improvements that are feasible for the Project will be given weight, especially demonstrated experience as an owner's project manager.
3. Past Performance with the Town of Wendell: Past performance on Town of Wendell projects will be evaluated, with particular emphasis on whether the project was completed successfully in accordance with the agreed fee, deliverables, schedule, and responsiveness to the Town. A demonstrated understanding of the Town of Wendell project processes, working with third-party entities and outside agencies that are required for Project performance will be given consideration.

4. Experience of the personnel assigned to this project team: A firm provides the resources but the individuals assigned to a project are how the job gets done. The Town will give considerable weight to the individual qualifications of the project team members who will be assigned to do a majority of the work on the Project. Consideration will include the Project Manager's individual qualifications, experience, and location, which key personnel will be assigned to the Project, and any sub-consultant's individual experience, qualifications and location. The Project Manager's past and/or current experience working on Town projects will be given consideration.
5. Schedule: Consideration will be given to the firm's ability to meet schedules and responsiveness to Town of Wendell staff.

## **Selection Procedures**

The Town will review the Qualification Packages and all of the information provided in the submittal package. A selection committee comprised of Town staff will be convened to review the Qualification Packages. The Town reserves the right to reject any and/or all proposals. Respondents that are deemed competitive by the Town **may** be asked to attend an interview and should make themselves available for a presentation of their proposal to the selection committee. Each firm will be responsible for all costs (e.g. travel and presentation materials) related to the presentation.

The selected firm will be notified by the Town and will enter into contract negotiations for receiving this work. If no agreement can be reached with the selected Consultants, then the Town will negotiate with another qualified firm.

The Town anticipates initial approval of the selected Consultant in February 2020 and a goal to begin in February or March 2020 after a final Professional Services Agreement is negotiated.

## **7. MINIMUM REQUIREMENTS FOR CONTRACT EXECUTION**

All Qualification Packages and materials submitted hereunder become the exclusive property of the Town of Wendell. The Town of Wendell reserves the right to reject any or all submittals. This submittals request is neither a contractual offer nor a commitment to purchase services. The Town assumes no contractual obligation as a result of the issuance of this request, the preparation or submission of a qualifications statement by a Consultant, the evaluation of statements, or final selection. All submissions may be kept by the Town and may be disclosed to third parties at the Town's discretion.

## **Negotiating with Offerors**

A Professional Services Agreement will be negotiated with the selected Consultant based on the proposed scope of work, deliverables, project schedule, fee schedule, and project team as outlined in their proposal.

The Town reserves the right to award a contract, based on initial offers received from Consultants, without discussion and without conducting further negotiations. The Town may also, at its sole discretion, have discussions with Consultants and the Town may enter into negotiations separately with such Consultants. The Town shall not be deemed to have finally selected a Consultant until a contract has been successfully negotiated and signed by all parties.

## **Responsibility for Costs**

The Consultant shall be fully responsible for all costs incurred in the development and submission of this submittal. Submittal documents should be prepared simply and economically, providing a straightforward and concise description of the Consultant's capabilities to satisfy the requirements of the request. Emphasis should be placed on completeness and clarity of content. Selected Consultants may be asked to present in person the substance of their response to Town staff if necessary. All costs of such presentations shall be borne solely by the Consultant.



## **Complete Services/Products**

The Consultant shall be required to (a) furnish all tools, equipment, supplies, supervision, transportation, and other execution accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified and required to be incorporated in and form a permanent part of the completed work; (c) provide and perform all necessary labor; and (d) in accordance with good technical practice, with due diligence, and in accordance with the requirements, stipulations, provisions, and conditions of this document and the resultant contract, execute and complete all specified work to the satisfaction of the Town.

## **Public Records and Submitted Proposals from Consultant**

Records received by the Town of Wendell in response to a bid solicitation or a request for proposals are public records and subject to public inspection and copying. Some bid records are public as soon as received by the Town, others become public at bid opening and others at bid award.

The Public Records law (N.C.G.S. 132-1 et seq.) authorizes the Town to withhold from public inspection and copying legitimate and properly marked 'trade secrets'. If a record meets all of the following conditions:

- a. It is a "trade secret" as defined in G.S. 66-152(3); and
- b. It is the property of a private "person" as defined in G.S. 66-152(2); and
- c. It is disclosed or furnished to the Town in connection with a bid or proposal; and
- d. It is marked as "confidential" or as a "trade secret" at the time of its initial disclosure to the Town, then the Town may withhold that particular trade secret from a public record inspection request.

If as part of Consultant's bid or proposal, Consultant submits to the Town any record, or portion of a record, that Consultant considers to be a trade secret meeting the definition contained in G.S. 66-152 (2), Consultant shall clearly mark the particular record, or portion of the record, that meets the definition of trade secret as TRADE SECRET or CONFIDENTIAL TRADE SECRET. In the event the Town receives a public records request for records Consultant designates as 'trade secret' the Town will notify Consultant and give Consultant the opportunity to, within one week of such notification, (1) confirm in writing that the specific record, or portion of record, that Consultant designated as TRADE SECRET meets the requirements of G.S. 132-1.2 and G.S. 66-152, and the reasons therefore, and (2) to indemnify the Town in the event a challenge is brought for the withholding of a record based on Consultant having designated it a trade secret. The Town will only withhold the record if both conditions have been fulfilled to the Town's satisfaction.

## **Minimum Engineering Credentials**

Licensure is required for professional Engineers, Architects, Landscape Architects, and other professional services. The Architects and Engineers performing the work must be licensed Architects or Professional Engineers in the State of North Carolina and must have good ethical and professional standing. Any consultant proposing to use corporate subsidiaries or sub-consultants must include a statement that these companies shall be properly licensed in like fashion. It will be the responsibility of the prime consultant to verify license(s) of any corporate subsidiary or sub-consultant prior to contract negotiations.

## **Consultant Qualifications**

Consultants shall be required to submit evidence that they have relevant experience and have previously delivered services similar to those required.

Consultant may additionally be required to show that they have satisfactorily performed similar work in the past and that no claims of any kind are pending against such work. No submittal will be accepted from any Contractor/Consultant who is engaged in any work which would impair their ability to perform or finance this work or from any Consultant with outstanding claims pending for work of a similar nature,



either completed or in progress. No submittal will be accepted from, nor will a contract be awarded to, any Consultant who is in arrears to the Town upon any debt or contract, or who is in default, as surety or otherwise, upon any obligation to the Town, or is deemed to be irresponsible or unreliable by the Town.

The Consultant must have the financial ability to undertake the work and assume the professional liability. The firm(s) must have an adequate accounting system to identify costs chargeable to the Project.

### **Conflict of Interest Statement**

By submission of a response, the Consultant agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Consultant's services, and (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Town. Consultants shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the Town, in consultation with legal counsel, may reject their proposal.

### **Changes in Personnel**

Changes to personnel on project team(s), particularly a Project Manager, are to be avoided wherever possible. If during the contract negotiation phase the Consultant requests to make a change to any personnel listed within the Consultant's submitted Proposal, the request to the Town must be made in writing and detail the proposed replacement personnel, resume(s) and reason(s) as to why the replacement is needed. The Town will consider the request and may, or may not accept the new personnel changes. If the Town denies the Consultant's request for a change in personnel, the Consultant will be required to confirm in writing that the personnel submitted within Consultant's original Proposal will perform the work, or the Town may no longer consider the Consultant as the best qualified firm, and may enter into contract negotiations with the next most qualified Consultant.

### **Applicable Laws**

This RFQ and any Qualification Package submitted in response thereto shall be governed in all respects by the laws of the State of North Carolina. The proposer shall comply with applicable Federal, State, and local laws and regulations. By submitting this Qualifications Package, the Proposer certifies it is currently and will remain in compliance with the Federal Civil Rights Act of 1964, as amended, the Federal Immigration Reform and Control Act of 1986, and the Americans with Disabilities Act, as amended.

### **General Terms and Conditions**

1. Term of Qualification Package: Any Qualification Package submitted as a result of this Request for Qualifications (RFQ) shall be binding on the Applicant for ninety (90) calendar days following the specified opening date. Qualification Packages may be withdrawn by submitting a written request to the Finance Director.
2. Applicants are specifically directed NOT to contact any other Town personnel or officials for meetings, conferences, technical discussions related to this RFQ. Failure to follow this requirement may be grounds for rejection of the Qualification Package.
3. Applicant Qualification: The Town of Wendell may make such reasonable investigations, including inspections of the Applicant's physical plant, as deemed proper and necessary to determine the ability of the Applicant to perform stipulated contract work and the Applicant shall furnish the Town of Wendell all such information and data for this purpose as may be requested.

4. Schedule of Services: The Town of Wendell anticipates the services of the OPM for the minimum of four (4) years, from the inception to the completion of the specified capital projects.

5. Insurance: By submitting a Qualification Package, Applicant agrees to maintain and keep in force during the life of any Contract awarded pursuant to this RFQ, with a company or company authorized to do business in North Carolina, the following insurance policies:

Commercial General Liability - \$500,000 per occurrence

Comprehensive Automobile Liability - \$500,000 per occurrence

Statutory Workers' Compensation – Coverage shall meet all applicable State of NC laws

Employers Liability - \$100,000 per accident, \$500,000 disease per employee, \$100,000 disease policy limit

Applicant will provide the Town a minimum of thirty (30) days advance notice in the event the insurance policy(ies) are changed or cancelled.

Applicant certifies to the Town that all subcontractors approved to perform work on this project comply with all the requirements of the Insurance section.

The Town of Wendell shall be named as "Additional Insured" for its interest on Commercial General Liability regarding ongoing operations, products, and completed operations, and this shall be noted on the face of the Certificate of Insurance.

6. Independent Contractor: The selected OPM shall be legally considered an independent contractor and neither the OPM nor its employees shall, under any circumstances, be considered employees of the Town; and the Town shall at no time be legally responsible for any negligence or other wrong doing by the OPM or its employees.

7. Subcontractors: The Town shall have the right to reject any subcontractor which it considers unable or unsuitable to satisfactorily perform its duties. OPM shall not enter into any cost reimbursable agreements with any proposed subcontractor without Town's prior written authorization. Notwithstanding any consent by the Town to a proposed subcontract, OPM shall remain responsible for all subcontracted work and services. OPM agrees that it shall be as fully responsible to the Town for the acts and omissions of its subcontractors, their agents, representatives, and persons either directly or indirectly employed by them as it is for acts and omissions of persons directly employed by the OPM. Neither this provision, the agreement, the Town's authorization of OPM's agreement taken by the Town in relation to a subcontractor shall create any contractual relationship between the subcontractor and the Town. OPM shall include in each of its subcontracts a provision embodying the substance of this provision and provide a copy, upon request, to the Town before commencement of any work by the subcontractor. OPM's refusal to comply with this provision shall be grounds for the Town's termination of this agreement for default, without notice or opportunity to cure.

Further, OPM indemnifies and holds the Town harmless from and against any claims (threatened, alleged or actual) made by any subcontractor of OPM (of any tier) for compensation, damages, or otherwise including any cost incurred by the Town to investigate, defend or settle any such claim.

***\*\*PLEASE NOTE, IF YOU HAVE RECEIVED THIS SOLICITATION FROM A SOURCE OTHER THAN THE TOWN OF WENDELL, IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT ALL ADDENDA HAVE BEEN RECEIVED. \*\****

**Item Title:**

Request to temporarily close a portion of North Main Street for the upcoming ProTown BMX event.

**Report to the Board of Commissioners:**

Monday, February 24, 2020

**Specific Action Requested:**

Approve the temporary closing of North Main Street

**Item Summary:**

ProTown BMX is a bike stunt team out of Greenville NC that has performed all over the world. They would be doing two shows on Saturday, March 21, 2020. Shows would be at 11:00am and 2:00pm. Each show would follow up with an autograph session and free riding clinics.

In the event of inclement weather, the rain date is Sunday, March 22, 2020, with shows at 11:00am and 2:00pm.

North Main Street would be closed from Third Street to the railroad tracks from 9:30am-5:00pm.

Public works will be providing the street barricades and cones for this event and will be delivering the on the Friday before. The Parks and Recreation department will be submitting the sound permit. The only department staffing this event will be the Parks and Recreation Department with 1 full time employee and 1 part time employee. All of the Main Street businesses have already been contacted about this event and look forward to it every year.

**Attachments:**

None

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**Item Title:**

Citizen Advisory Board Appointment to 1 in-town vacancy on the Planning Board for a 1-year term ending June 30, 2021

**Specific Action Requested:**

The Town Board is asked to vote for 1 applicant to fill the 1 in-town vacancy with the term expiring June 30, 2021.

**Item Summary:**

At its January 13<sup>th</sup> Town Board meeting, the Wendell Board of Commissioners advised staff to accept applications for the vacant in-town Planning Board position, with a term expiring June 30, 2021. The application deadline was set for February 15<sup>th</sup> and marketing included video, social media posts, website marketing, e-board and print marketing distributed throughout Town businesses. The Town Clerk received 12 in-town applications for this vacancy, of which the Board shall vote on 1. Applicants were asked to attend this meeting and introduce themselves before the meeting was called to order at 7 p.m. and all applications were sent to the Town Board in advance of this meeting for review.

There will also be the following vacancies available with the application deadline set for Friday, April 24<sup>th</sup>, 2020:

	Appearance Commission	Board of Adjustment	Economic Dev. Committee	Parks and Rec Commission	Planning Board	Tree Board
In-Town	3 (3-yr exp 6/30/23)	4 (3-yr exp 6/30/23)	5 (2-yr exp 6/30/22)	2 (3-yr adult, 1-yr youth)	1 (3-yr exp 6/30/23)	5 (3-yr exp 6/30/23)
ETJ	Same as above	Same as above	Same as above	Same as above	1 (2-yr exp 6/30/22)	Same as above

\*Please note that "Same as above" denotes that the vacancies listed can be either in-town or ETJ residents.

Appointments to the remaining Citizen Advisory Boards will be made at the May 26, 2020 Town Board meeting. Applicants will be invited to the May 11, 2020 Town Board meeting to introduce themselves to the Town Board after the meeting has adjourned.

**Attachments:**

- Applications for the In-Town Vacancy

**TOWN OF WENDELL  
NORTH CAROLINA**



**APPLICATION FOR  
APPOINTMENT**

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at: <http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input checked="" type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: BRAXTON DAVIS HONEYCUTT  
 Physical Address: 1020 GROUEVIEW WYND WENDELL, N.C. 27591  
 Mailing Address: SAME  
 Length of time you have resided in the Wendell area: 1 year  
 Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☐  
*Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.*  
 Telephone: 910.616.3801 Mobile: 910.616.3801  
 E-Mail: bh@LAGrip.com  
 Education: B.S.B.A. UNC-Chapel Hill Post Grad Masterwork NCSU.  
 Occupation: ENTREPRENEUR  
 Employer: Self.

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
<u>1st time application</u>		

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☒ No ☐

If Yes, describe extent: Every Town Board meeting for the last 6 months  
and several planning board, and appearance comm. meetings.





What knowledge, skills and abilities would you bring to the board/commission/committee?

Extensive Small business experience, former Real Estate Broker,  
investor, and deal-maker.

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

Successful Restaurateur  
Successful Small Business Owner  
40+ as a Businessman

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References:	Name	Address	Phone
(1)	Paul White	114 N. Main St Wendell NC	919.524.8793
(2)	Brett Hewitt	216 Vintage Point Ln Wendell NC	828.238.3281

[Signature]  
Applicant

1-14-20  
Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Town Clerk Megan Howard in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com)

Date Received: <u>1-14-2020</u>	Received by: <u>Megan Howard</u>
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For use by Town of Wendell staff:

Acknowledge receipt of application (date):	<u>1-14-20</u>
Verification of residency requirement:	<u>2/17/20 In-Town</u>
Subdivision (if applicable):	<u>Wendell Falls</u>
Letter to candidate for next steps:	<u>1/14/20</u>
Action by the Board (date):	<u>2/24/20</u>
<u>Regular</u> / Alternate / Ex-Officio	
Term (expiration date):	<u>6/30/21</u>

**TOWN OF WENDELL  
NORTH CAROLINA**

**APPLICATION FOR  
APPOINTMENT**

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at: <http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Nicole L. Bills

Physical Address: 604 Rockbank Loop Wendell, NC 27591

Mailing Address: 604 Rockbank Loop Wendell, NC 27591

Length of time you have resided in the Wendell area: 4 years in April

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☐

*Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.*

Telephone: 330.413.0350

Mobile: 330.413.0350

E-Mail: nicolebills415@gmail.com

Education: Bachelor of Arts in Business Administration

Occupation: Education Program Specialist

Employer: North Carolina Real Estate Commission

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
Covenant Presbyterian Church		
Education Committee	12/2019	Present

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☒ No ☐

If Yes, describe extent:

I attended a board meeting three years ago when I tried to be on an advisory board once before.



**TOWN OF WENDELL  
NORTH CAROLINA**



**APPLICATION FOR  
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

My most recent background and skills set is in real estate which I think would be a benefit to the planning committee. I also have a deep love of our town and am excited about the growth that is occurring.

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

2016-2019: Keller Williams Realty - Operations Manager and then Realtor

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name

Address

Phone

(1) Lisa Morrison

815 Rymark Ct, Cary, NC 27513

(919) 930-7441

(2) Tasia Moore

4744 Via Bari Apt 4307 Lake Worth, FL 33463

(561) 762-8992

Nicole Bills  
Applicant

January 14, 2020

Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Town Clerk Megan Howard in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com)

Date Received: 1/14/2020

Received by: Megan Howard

For use by Town of Wendell staff:

Acknowledge receipt of application (date):	<u>1/14/2020</u>
Verification of residency requirement:	<u>2/17/20 In-town</u>
Subdivision (if applicable):	<u>Woods of Blair Hill</u>
Letter to candidate for next steps:	<u>1/14/2020</u>
Action by the Board (date):	<u>2/24/2020</u>
<u>Regular</u> / Alternate / Ex-Officio	
Term (expiration date):	<u>6/30/21</u>



**TOWN OF WENDELL  
NORTH CAROLINA**

**APPLICATION FOR  
APPOINTMENT**

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at: <http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Elizabeth Macklen Varro

Physical Address: 210 S. Selma Rd. Wendell

Mailing Address: PO Box 577 Wendell

Length of time you have resided in the Wendell area: 33 years

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☐

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.

Telephone: 919-796-1269 Mobile: 919-796-1269

E-Mail: emnarro@gmail.com

Education: BS. Business Admin; BA Home Economics; Extra Certification

Occupation: Commercial Real Estate Paralegal Meredith College

Employer: North Carolina Certified Paralegal Jordan Price

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs

From

To

Town Board (Wendell)

Wendell Board of Adjustments

Wake Co. SPCA

Wendell Woman's Club, Finance Committee Wendell Baptist Church

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☐ No ☒

If Yes, describe extent:

**TOWN OF WENDELL  
NORTH CAROLINA**



**APPLICATION FOR  
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

*Longtime resident; real estate background, good listener, friendly, professional*

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

*work closely w/ developer clients; search real estate property titles across the state; have to travel to other counties across the state;*

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name

Address

Phone

(1) *James W. Varson* *PO Box 1567 Smithfield* *919-934-0049*  
*27677*

(2) *Doreen C. Castleberry* *2499 Wendell Blvd* *919-365-7255*  
*Wendell*

*Elizabeth M. Varson*  
Applicant

*1-17-2020*  
Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Town Clerk Megan Howard in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com)

Date Received: *1/20/20* Received by: *Megan Howard*

For use by Town of Wendell staff:

Acknowledge receipt of application (date):	<i>1/20/20</i>
Verification of residency requirement:	<i>2/17/20 In-town</i>
Subdivision (if applicable):	<i>N/A</i>
Letter to candidate for next steps:	<i>1/20/20</i>
Action by the Board (date):	<i>2/24/20</i>
Regular/ Alternate / Ex-Officio	
Term (expiration date):	<i>6/30/21</i>

**TOWN OF WENDELL  
NORTH CAROLINA**

**APPLICATION FOR  
APPOINTMENT**

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at:

<http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: John Hutzel Boyette  
 Physical Address: 826 Old Zebulon Rd Wendell NC 27591  
 Mailing Address: same as above  
 Length of time you have resided in the Wendell area: 10 years  
 Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☐  
*Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.*  
 Telephone: 919-559-5424 Mobile: \_\_\_\_\_  
 E-Mail: jhboyette@yahoo.com  
 Education: Some College  
 Occupation: Senior Technician  
 Employer: Dana Holsters Inc

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☒ No ☐

If Yes, describe extent:

I have attended the last few planning board meetings



**TOWN OF WENDELL  
NORTH CAROLINA**



**APPLICATION FOR  
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

Considerable experience in construction management,  
business management, Operations management, Soil Science  
and materials testing and inspection

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

see above

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name

Address

Phone

(1) Jon Dara

2608 Huntsman Trl, Zebulon

919-995-0685

(2) Braxton Honeycutt

1020 Groveview Wynd, Wendell

910-616-3801

Applicant

Date

- ☒ This application is a public record.  
☒ Please do not submit resumes or attachments.  
☒ Applicant certifies that information in the application is correct.  
☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.  
☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Town Clerk Megan Howard in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com)

Date Received: 1-24-2020

Received by: Megan Howard

For use by Town of Wendell staff:

Acknowledge receipt of application (date):	1-24-2020
Verification of residency requirement:	2/17/20
Subdivision (if applicable):	Northwinds
Letter to candidate for next steps:	1/24/20
Action by the Board (date):	2/24/20
Regular / Alternate / Ex-Officio	
Term (expiration date):	6/30/21

**TOWN OF WENDELL  
NORTH CAROLINA**

**APPLICATION FOR  
APPOINTMENT**

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at:  
<http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Summer Stafford

Physical Address: 421 Big Branch Lane, Wendell NC 27591

Mailing Address: Same as above

Length of time you have resided in the Wendell area: 2 years

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☐

*Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.*

Telephone: 919-244-3363

Mobile: 919-244-3363

E-Mail: summer.nc919@gmail.com

Education: Grays Harbor College (Criminal Justice/Corrections), Colorado Technical University (Bachelor in Business)

Occupation: Credit Officer, AVP

Employer: The Bancorp

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs

N/A

From

To

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☐ No ☒

If Yes, describe extent:

I have not attended any board meetings but I do regularly catch the recorded meetings



**TOWN OF WENDELL  
NORTH CAROLINA**



**APPLICATION FOR  
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

I have almost 15 years in finance, specifically working in commercial credit and small business administration(SBA) credit. While this may not translate directly to the planning board, I think it provides a unique perspective on rezonings, ordinance amendments, and land use plans. I also work to understand local ordinances and land use plans as I am working through loan packages.

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

While I do not belong to any civic clubs at this time, I find time to volunteer in many different ways such as clothing and food drives, volunteering with the food bank and being involved in activities with the town (festivals, visiting and supporting local businesses). I also volunteered with the Harvest Festival last year and hope to do so again this year.

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name	Address	Phone
(1) Jimmena Huffman-Hall	2004 Cotton Barn Ct, Wendell	919-741-3021
(2) Allison Yeargin		919-625-9059

  
Applicant

1/27/20  
Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

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Date Received: <u>1/27/20</u>	Received by: <u>Megan Howard</u>
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For use by Town of Wendell staff:

Acknowledge receipt of application (date):	<u>1/27/20</u>
Verification of residency requirement:	<u>2/17/20 In-town</u>
Subdivision (if applicable):	<u>Wendell Falls</u>
Letter to candidate for next steps:	<u>1/27/20</u>
Action by the Board (date):	<u>2/24/20</u>
<del>Regular</del> / Alternate / Ex-Officio	
Term (expiration date):	<u>6/30/21</u>



**TOWN OF WENDELL  
NORTH CAROLINA**

**APPLICATION FOR  
APPOINTMENT**

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at:

<http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Deans Eatman

Physical Address: 4 W Academy Street, Wendell

Mailing Address: see above

Length of time you have resided in the Wendell area: 2.5 years

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☐

*Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.*

Telephone: \_\_\_\_\_ Mobile: (252) 578-9892

E-Mail: deans.eatman@gmail.com

Education: B.S. Agricultural Science, NC State University

Occupation: Legislative Affairs Director

Employer: NC Department of Natural and Cultural Resources

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
<u>Wendell Methodist, Admin Council</u>	<u>2018</u>	<u>current</u>
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☒ No ☐

If Yes, describe extent:

I have attended several planning board meetings in person and have consistently followed the board's activities since moving to Wendell.

**TOWN OF WENDELL  
NORTH CAROLINA**



**APPLICATION FOR  
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

My approach to government and policy making prioritizes consensus building and effective communication across traditional divisions. Having lived in and been involved civically in shrinking rural communities, thriving urban cities, and growing suburban towns, I have experienced the impacts of many approaches to community planning and development.

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

I have worked with several state agencies that play a role in local development including NCDOT and the General Assembly.

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References:	Name	Address	Phone
(1)	Bill Connolly	1012 Trumpet Vine Court, Wendell	(919) 365-6942
(2)	Ed Morrell	164 Lu Tom Lane, Wendell	(919) 365-4589

  
Applicant

January 23, 2020

Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Town Clerk Megan Howard in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com)

Date Received: 1/27/20	Received by: Megan Howard
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For use by Town of Wendell staff:

Acknowledge receipt of application (date):	1/27/20
Verification of residency requirement:	2/17/20 In-Town
Subdivision (if applicable):	N/A
Letter to candidate for next steps:	1/27/20
Action by the Board (date):	2/24/20
<del>Regular</del> Alternate / Ex-Officio	
Term (expiration date):	6/30/21



received  
1-24-2020

Clear

**TOWN OF WENDELL  
NORTH CAROLINA**



**APPLICATION FOR  
APPOINTMENT**

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at:  
<http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Jeremy Fryett

Physical Address: 1009 Fieldmere Place Wendell, NC 27591

Mailing Address: 1009 Fieldmere Place Wendell, NC 27591

Length of time you have resided in the Wendell area: 3 1/2 years

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☐

*Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.*

Telephone: 919-218-4963

Mobile: 919-218-4963

E-Mail: jeremy.fryett@wakegov.com

Education: Millbrook HS (1992) - HS Diploma, Nash Community College (1996) - Paramedic Credential, Lenoir Community College (2011) - Core Curriculum Coursework

Occupation: Paramedic/District Chief

Employer: Wake County Emergency Medical Services

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
<u>Boy Scouts of America</u>	<u>2007</u>	<u>2009</u>
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☒ No ☐

If Yes, describe extent:

I have attended general Town of Wendell board meetings as well as Planning Board meetings.

**TOWN OF WENDELL  
NORTH CAROLINA**



**APPLICATION FOR  
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

Administrative skill, Capital improvement/purchasing experience, Management/supervision experience  
(20+ years), Team building/development, Conflict resolution/deescalation techniques

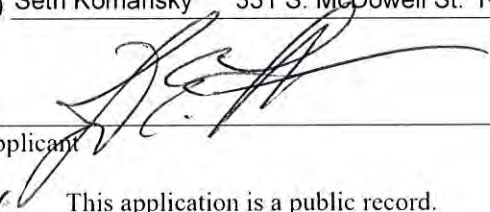
List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

20+ years of public service, Interact daily with citizens of Wake County during times of crises, Provide  
consistent conflict resolution/problem solving, Complaint investigation/mitigation experience, General  
supervision/management skills, Team building and personal/leadership development

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name	Address	Phone
(1) Bennie Collins	302 W. Second St. Wendell, NC 27591	919-437-6343
(2) Seth Komansky	331 S. McDowell St. Raleigh, NC 27601	919-302-9542

Applicant 

1/24/2020  
Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Town Clerk Megan Howard in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com)

Date Received: 1/27/20	Received by: Megan Howard
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For use by Town of Wendell staff:

Acknowledge receipt of application (date):	1/27/20
Verification of residency requirement:	2/17/20 In-Town
Subdivision (if applicable):	Grove at Deerfield
Letter to candidate for next steps:	1/27/20
Action by the Board (date):	2/24/20
<u>Regular</u> / Alternate / Ex-Officio	
Term (expiration date):	6/30/21



**TOWN OF WENDELL  
NORTH CAROLINA**

**APPLICATION FOR  
APPOINTMENT**

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at:

<http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Jose A. Fuentes

Physical Address: 6000 Winged Willet Ct, Wendell, NC 27591

Mailing Address: \_\_\_\_\_

Length of time you have resided in the Wendell area: 4 years and 8 months

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☒

*Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.*

Telephone: 919-609-6984

Mobile: 919-609-6984

E-Mail: jfuentes1323@gmail.com

Education: Katharine Gibbs School

Occupation: Commercial Banker

Employer: First Carolina Bank

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs

Wendell Chamber of Commerce

The National Exchange Club / Treasure Board of Directors

From

Aug 2019

June 2016

To

Present

Present

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☐ No ☒

If Yes, describe extent:

\_\_\_\_\_  
\_\_\_\_\_

**TOWN OF WENDELL  
NORTH CAROLINA**



**APPLICATION FOR  
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

I have over 12 years of residential and commercial lending experience. I have experience working with residential and commercial plans, specifications and cost of budget.

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name	Address	Phone
(1) Jeff Polaski	15E. Fouth Street, Wendell, NC 27591	(252) 414-6179
(2) Shelley Lesniewic	115 N. Pine St, Wendell, NC 27591	(919) 365-6318

Jose A. Fuentes  
Applicant

01/30/2020  
Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
- ☒ Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Town Clerk Megan Howard in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com)

Date Received: <u>1/30/20</u>	Received by: <u>Megan Howard</u>
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For use by Town of Wendell staff:

Acknowledge receipt of application (date):	<u>1/30/20</u>
Verification of residency requirement:	<u>2/17/20 In-Town</u>
Subdivision (if applicable):	<u>Edgemont Landing</u>
Letter to candidate for next steps:	<u>1/30/20</u>
Action by the Board (date):	<u>2/24/20</u>
<u>Regular</u> / Alternate / Ex-Officio	
Term (expiration date):	<u>6/30/21</u>



**TOWN OF WENDELL  
NORTH CAROLINA**

**APPLICATION FOR  
APPOINTMENT**

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at:

<http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Terri L Moore

Physical Address: 2013 BIG FALLS DR, WENDELL, NC 27591

Mailing Address: same

Length of time you have resided in the Wendell area: 1991-1999; 2018-current

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☒ No ☐

*Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.*

Telephone: — Mobile: 919-332-1212

E-Mail: terrimoore0804@gmail.com

Education: MBA - MEREDITH COLLEGE; BSBA NC Wesleyan UK

Occupation: RETIRED, CERTIFIED EXECUTIVE PROJECT MGR-IBM

Employer: IBM (retired) 1978-2012

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
<u>MEALS ON WHEELS</u>	<u>2016</u>	<u>current</u>
<u>MAKE-A-WISH FOUND. EVENTS</u>	<u>2015</u>	<u>2016</u>
<u>ZWMC HISTORIAN</u>	<u>2019</u>	<u>current</u>
<u>FARMERS FOODSHARE MGR.</u>	<u>2017</u>	<u>current</u>

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☐ No ☒

If Yes, describe extent:

Have contacted the Town in 2019 to understand when meetings were held, by whom and who could attend.



**TOWN OF WENDELL  
NORTH CAROLINA**



**APPLICATION FOR  
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

*Extensive experience on multi-\$\$\$ projects; planning, developing and delivery. member of IBM Project Mgmt board for 13 years - responsible for interviewing, evaluating, selecting and voting with evaluations for candidates not accepted.*

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

*Business requirements; requirements analysis, feasibility, documented, planning schedules & resources; managing global teams for successful delivery - IBM manager responsible for managing & developing resources.*






Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☐ Yes ☒ If Yes, please explain:

References: Name	Address	Phone
(1) _____	_____	_____
(2) _____	_____	_____

*Devin Moore*  
Applicant

*1/31/2020*  
Date

-  This application is a public record.
-  Please do not submit resumes or attachments.
-  Applicant certifies that information in the application is correct.
-  Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
-  Applicant understands that service, if appointed, would be without compensation.

Your completed application is to be delivered to Town Clerk Megan Howard in person or by mail at Wendell Town Hall, 15 East Fourth Street, Wendell, NC 27591 or email at: [mhoward@townofwendell.com](mailto:mhoward@townofwendell.com)

Date Received: <i>2/4/20</i>	Received by: <i>Megan Howard</i>
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For use by Town of Wendell staff:

Acknowledge receipt of application (date):	<i>2/4/20</i>
Verification of residency requirement:	<i>2/17/20</i>
Subdivision (if applicable):	<i>Wendell Falls</i>
Letter to candidate for next steps:	<i>2/4/20</i>
Action by the Board (date):	<i>2/24/20</i>
<u>Regular</u> / Alternate / Ex-Officio	
Term (expiration date):	<i>6/30/21</i>

**TOWN OF WENDELL  
NORTH CAROLINA**

**APPLICATION FOR  
APPOINTMENT**

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<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Michael Mullen

Physical Address: 906 Sandyhill Rd, Wendell, NC 27591

Mailing Address: Same

Length of time you have resided in the Wendell area: 2 Years

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☐

*Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.*

Telephone: 203-981-1431

Mobile: 203-981-1431

E-Mail: carmimarinemike1@gmail.com

Education: Currently enrolled in College

Occupation: Property Management

Employer: GSC Apartments

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☐ No ☒

If Yes, describe extent:



**TOWN OF WENDELL  
NORTH CAROLINA**



**APPLICATION FOR  
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

Born in a small farming community in Northern Vermont where my family still maintains several interests while growing up 30 Minutes outside of New York City I have a unique perspective of meeting the needs of a growing suburb of a major metropolitan area while still wanting to maintain that small town environment that drew my family to Wendell.

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

Fifteen years in property management or related field which has made me familiar to zoning regulations and the effects of rezoning requests and their long term result on a community. Also I have the ability to truly remove my personal feelings from a decision to make an educated decision on the best course of action for the community as a whole and not just serve my personal interests.

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name

Address

Phone

(1) Jan Toth, 937 Sandyhill Rd, Wendell, NC 27591. (919) 809-3333

(2) Philip Sutton, 231 Grovemere Ln, Wendell, NC 27591. (919) 723-1383






Michael R Mullen

Digitally signed by Michael R Mullen  
Date: 2020.02.09 10:52:02 -05'00'

2/9/2020

Applicant

Date

-  This application is a public record.
-  Please do not submit resumes or attachments.
-  Applicant certifies that information in the application is correct.
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Date Received: <u>2/9/20</u>	Received by: <u>Megan Howard</u>
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For use by Town of Wendell staff:

Acknowledge receipt of application (date):	<u>2/9/20</u>
Verification of residency requirement:	<u>2/17/20 In-town</u>
Subdivision (if applicable):	<u>Grove at Deerfield</u>
Letter to candidate for next steps:	<u>2/17/20</u>
Action by the Board (date):	<u>2/24/20</u>
<u>Regular</u> Alternate / Ex-Officio	
Term (expiration date):	<u>6/30/21</u>



**TOWN OF WENDELL  
NORTH CAROLINA**



# APPLICATION FOR APPOINTMENT

This application is for consideration to serve on a Town of Wendell citizen advisory board. This application is to gather information regarding your interest and qualifications. Candidates may be interviewed prior to appointment. Information about each of the town boards is available on the Town's website at:

<http://www.townofwendell.com/government/citizen-boards>

Which board/committee/commission are you requesting consideration? (Select one per application.)

<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Andrew Di Genova

Physical Address: 1624 Tunnel Street, Wendell, NC 29591

Mailing Address: 1624 Tunnel Street, Wendell, NC 29591

Length of time you have resided in the Wendell area: 3 months

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☒

Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.

Telephone: 510-847-0770

Mobile: 510-847-0770

E-Mail: [drewdig77@gmail.com](mailto:drewdig77@gmail.com)

Education: Architecture at Drexel University in Philadelphia, PA

Occupation: UX & Visual Designer for First Citizens Bank, Raleigh

Employer: First Citizens Bank

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs  
Triangle Buddhist Group, Cary

From  
8.1.2016

To  
12.12.2019

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☐ No ☒

If Yes, describe extent:

**TOWN OF WENDELL  
NORTH CAROLINA**



**APPLICATION FOR  
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

I have extensive knowledge in architecture and architectural planning and zoning. I am a registered architect in Washington, DC. I also practiced architecture for over 17 years in New Jersey.

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

As an registered architect, I have presented countless architectural designs and community plans to dozens of zoning and planning boards. I know what makes a good design. I understand planning and zoning very well. I have developed and constructed homes in both New Jersey and in Cary NC.

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name	Address	Phone
(1) Michele Di Genova	1624 Tunnel Street, Wendell Falls NC	919-943-1956
(2) Sanket Shukl	651 Cupola Dr, Raleigh 27603	812-349-8676






Andrew Di Genova

Digitally signed by Andrew Di Genova  
Date: 2020.02.10 07:42:34 -05'00'

2.10.2020

Applicant

Date

-  This application is a public record.
-  Please do not submit resumes or attachments.
-  Applicant certifies that information in the application is correct.
-  Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
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Date Received: <u>2/10/20</u>	Received by: <u>Megan Howard</u>
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For use by Town of Wendell staff:

Acknowledge receipt of application (date):	<u>2/10/20</u>
Verification of residency requirement:	<u>2/17/20</u>
Subdivision (if applicable):	<u>Wendell Falls</u>
Letter to candidate for next steps:	<u>2/17/20</u>
Action by the Board (date):	<u>2/24/20</u>
<del>Regular</del> Alternate / Ex-Officio	
Term (expiration date):	<u>6/30/21</u>



**TOWN OF WENDELL  
NORTH CAROLINA**

**APPLICATION FOR  
APPOINTMENT**

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<input type="checkbox"/>	Board of Adjustment
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Economic Development Committee

<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Appearance Commission

Name: Robert Wade Bemis

Physical Address: 1016 Holly pointe dr.

Mailing Address: same as physical

Length of time you have resided in the Wendell area: 11 years

Do you live in the Wendell town limits? Yes ☒ No ☐ ETJ: Yes ☐ No ☐

*Residency within the Town limits or ETJ (extra territorial jurisdiction) is required for membership on most Town of Wendell citizen advisory boards.*

Telephone: \_\_\_\_\_ Mobile: 919-576-7507

E-Mail: oolman@hotmail.com

Education: ged

Occupation: Commercial Superintendent/ Project Manager

Employer: Bobbitt Design Build

Please list current and previous service to the community, civic clubs.

Boards/Committees/Civic Clubs	From	To
<u>Wendell Historical Society</u>	<u>July 2019</u>	<u>now</u>
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend board meetings prior to the notice of this vacancy?

Yes ☒ No ☐

If Yes, describe extent:

yes i have attended a few board meetings

**TOWN OF WENDELL  
NORTH CAROLINA**



**APPLICATION FOR  
APPOINTMENT**

What knowledge, skills and abilities would you bring to the board/commission/committee?

With my 35 years of experience and knowledge of construction and managing jobs in many cities and townships i have gained a great bit of wisdom on not only how growth and expansion effect and area but also how to deal with the general public , owners and landlords

List any experience beneficial to your service on the above noted board/commission/committee for which you are applying:

I have been commended by my employer and customers on my ability to make useful and prompt decisions or give a solutions for challenges at hand.

Do you anticipate a conflict of interest if asked to serve as a member on the requested board?

No ☒ Yes ☐ If Yes, please explain:

References: Name

Address

Phone

(1) Jody Wall

Wendell P.D.

(2) Gina Gray

Wendell Mayor

ROBERT WADE BEMIS Digitally signed by ROBERT WADE BEMIS  
Date: 2020.01.25 06:47:49 -05'00'

1/25/2020

Applicant

Date

- ☒ This application is a public record.
- ☒ Please do not submit resumes or attachments.
- ☒ Applicant certifies that information in the application is correct.
- ☒ Applicant understands that this is an application to be considered for appointment to a Town of Wendell board/commission/committee and that final appointment is made by the Wendell Town Board of Commissioners.
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Date Received: <u>2/11/20</u>	Received by: <u>Megan Howard</u>
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For use by Town of Wendell staff:

Acknowledge receipt of application (date):	<u>2/11/20</u>
Verification of residency requirement:	<u>2/17/20</u> In-Town
Subdivision (if applicable):	<u>Holly Pointe</u>
Letter to candidate for next steps:	<u>2/17/20</u>
Action by the Board (date):	<u>2/24/20</u>
Regular/ Alternate / Ex-Officio	
Term (expiration date):	<u>6/30/21</u>

**Item Title:**

Update on board committee(s) by Town Board members.

 CAMPO [Mayor Gray]

**Specific Action Requested:**

None

**Attachments:**

None

**Item Title:**

Commissioners' Reports.

**Specific Action Requested:**

None

**Attachments:**

None



**Item Title:**

Mayor's Report.

**Specific Action Requested:**

None

**Attachments:**

None

**Item Title:**

Closed Session [NC GS 143-318.11].

**Specific Action Requested:**

Will be called if necessary for one or more of the following within NC GS 143-318.11(a):

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues

may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

(7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

(8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.

(9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(10) To view a recording released pursuant to G.S. 132-1.4A.

**Attachments:**

None