

TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
June 13, 2016

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, June 13, 2016, at the Wendell Community Center, 601 West Third Street, due to renovations at Town Hall.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: Ben Carroll, Jason Joyner, and David Myrick.

ABSENT: Commissioner John Boyette

STAFF PRESENT: Town Manger Teresa Piner, Special Assistant to the Manger-Town Clerk Sherry Scoggins, Finance Director Butch Kay, Planning Director David Bergmark, IT Administrator Tamah Hughes, and Police Chief Bill Carter.

CALL TO ORDER:

Mayor Gray called the meeting to order at 7:01p.m. and welcomed attendees.

PLEDGE OF ALLEGIANCE:

Police Chief Bill Carter led the Pledge of Allegiance.

INVOCATION:

Elder Mike Harrison of Wendell Christian Church provided the invocation.

ADJUSTMENT AND APPROVAL OF THE AGENDA:

ACTION

Mover: Mayor Pro Tem Lutz moved to approve the agenda as presented.

Vote: Approved 4-0.

1. PUBLIC COMMENT PERIOD (one hour time limit):

The following citizens spoke during Public Comment Period:

Wendell Fire Chief Brian Staples stated in April of this year the North Carolina Office of the State Fire Marshal conducted the Insurance Service Organization (ISO) inspection to determine the protection class for the properties for the Town of Wendell and the rural area. Currently the Town and anyone within 1,000 feet of a hydrant is a protection class 4. In the rural district, anyone more than 1,000 feet of a hydrant is a class 9. **Effective September 1, 2016, the new rates are as follows:**

- Those in Town and within 1,000 feet of a hydrant are in a protection class 2
- Those in the rural district and within a 1,000 feet of a hydrant are in a protection class 3

2. CONSENT AGENDA:

The Consent Agenda is acted upon by one motion and vote of the Board. Items may be removed from the Consent Agenda and placed on the Regular Agenda at the request of the Mayor or a Commissioner. The Consent Agenda contains the following items:

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- a. Approval of the Minutes from the May 23, 2016, regular meeting.
- b. Town of Wendell Fiscal Year 2017 Fee Schedule; public hearing held May 23, 2016.
- c. Resolution authorizing the Wake County Revenue Administrator to levy and collect property taxes for the Town of Wendell.
- d. Adoption of the 2012 Records Retention and Disposition Schedule and its two amendments dated 9/10/2012 and 1/05/2015.

ACTION

Mover: Mayor Pro Tem Lutz moved to approve the consent agenda as presented.

Vote: Approved 4-0.

3. **TOWN OF WENDELL FISCAL YEAR 2017 BUDGET.
PUBLIC HEARING HELD: MAY 23, 2016
ACTION: BOARD MAY TAKE ACTION.**

Town Manager Teresa Piner provided an overview of the Town of Wendell Fiscal Year 2017 Budget. Budget development process focused on quality services and needs of the Town. Improvement projects are underway including paving work and renovations at Town Hall. Wake County performed a property revaluation and Town of Wendell rates are slightly lower than the rates of 2008. The Town received about \$330,000 from Wake County for the Lakewood Drive project; the initial bids came in higher than estimated; on June 6, 2016, Wake County approved an appropriation of \$80,000+ toward the project for the Town of Wendell. No changes were made to the budget ordinance since its presentation to the Town Board at its public hearing (May 23, 2016). Town Manager Piner added Commissioner Boyette was unable to attend this evening's meeting. He asked if he could vote while not being present and the state law does not currently permit voting on the budget without being present.

ACTION

Mover: Commissioner Joyner moved to table the vote on the budget until June 27, 2016, Board meeting as Commissioner Boyette is not present and to continue conversation on the budget and see what the other municipalities adopt.

Vote: Approved 4-0.

Commissioner Myrick stated he understood the gap is \$90,000. The development at Wendell Falls is exceeding expectations. He questioned if the Town projected where we need to be roof-top wise and commercial building wise to where the gap may be closed without raising taxes. Town Manager Piner clarified going from 49 cents to 51 cents. Myrick stated yes. Town Manager Piner stated the two cents equates to \$90,000. The hope is in the meantime that the sales tax would make the difference in the upcoming fiscal year. She added property taxes are based on what was constructed the end of December 2015. With House Bill 168, if houses do not sell, builders may defer those taxes and that could have an impact on the Town, making it difficult to realize the property tax revenue. Taxes on construction are about what happens the year before. We are also seeing that home values in the area rise or exceed where they were at in 2008. As the prices go up in other parts of the county, more people will come our way due to supply and demand.

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Mayor Pro Tem Lutz questioned the creation of the new two positions and how they will be different. Town Manager Piner stated with the retirement of the clerk, the needs of the other departments are being addressed with two entry level positions. Town Manager Piner and Special Assistant Scoggins are carrying the Deputy Clerk and Clerk roles and to have someone assisting us with copies and clerical duties would help. The other position is a Customer Service Representative (CSR) and will serve at the front desk for those entering Town Hall. The CSR will be responsible for the Town's main phone line and assisting callers. A bulk of the calls is for public works. With the CSR helping with the work orders the CSR would help free up finance and planning. The positions are different and diverse and would help all the departments and be more responsive to the citizens.

Mayor Pro Tem Lutz stated a while back there was discussion about the Track Out Camp and Phillip Smith is the lead. He questioned the amount of time needed for Mr. Smith to do the Track Out Camp. Town Manager Piner stated about one-third of the time. The first year has been more because of planning and developing a program from the ground up. When school is out during the summer, the grass needs to be cut and a part-time person would fill the need.





Mayor Pro Tem Lutz was of the impression that with Mr. Smith at the Track Out Camp was putting more work on the Parks and Recreation staff. Town Manager Piner stated it depends on the time of the year. If Track Out Camp is during the grass growing and ball season a part-time person is needed.

Mayor Pro Tem Lutz hears that as the foundation for the Track Out Camp program is built it will be more routine and less planning. Town Manager Piner stated the Town is continuing to grow. She has heard an interest from Mr. Smith to expand programs to our special needs and senior populations and the Town is unable to do so until funds are available.

Mayor Pro Tem Lutz questioned the amount of money for the property tax generated for the Town is \$90,000; if only a one cent increase it would be \$45,000. Town Manager Piner stated yes.

Commissioner Joyner questioned what it costs salary wise for one-day to the Town of Wendell and what the value of one percent for employee raises would be. Finance Director Butch Kay stated the bi-weekly payroll is about \$100,000 to \$125,000 and divide by 14 days for the cost per day. A one percent raise is about \$30,000.

Commissioner Joyner questioned if covering Mr. Smith's position with a part-time position during Track Out Camp make parks and recreation whole. Town Manager Piner stated it definitely helps. Added public works asked for two full time positions. A part-time position could help both parks and recreation and public works.

4. **APPOINTMENTS TO TOWN OF WENDELL CITIZEN ADVISORY BOARDS:**
-  Board of Adjustment: One ETJ vacancy
 -  Economic Development Committee: Five terms expiring and one vacancy
 -  Planning Board: Four terms expiring and one vacancy [three ETJ & two in-town]
 -  Tree Board: Two vacancies

[Staff Report]

Terms for Town of Wendell citizen advisory boards begin July 1 and end June 30. Depending on the by-laws of the board, terms may be for either two years or three years. If an appointment is made to a vacated term, the appointee completes the unexpired term.

The Town of Wendell has six citizen advisory boards: Appearance Commission, Board of Adjustment, Economic Development Committee, Planning Board, Parks and Recreation Commission, and Tree Board.

The following citizen advisory boards do not have terms expiring 2016 or vacancies:



Appearance Commission

Parks & Recreation Commission

** Indicates that the in-town applicant has requested consideration on more than one board.*

*** Indicates that the out-of-town applicant has requested consideration on more than one board.*

Red - Indicates the applicant is a current member.

A citizen may serve on one board at a time [Town of Wendell, Rules of Procedure, page 23.]

Board of Adjustment:

The Board of Adjustment consists of seven members; five members shall live within the Town and two members shall live within the Town's ETJ.

<i>Lucius Jones-Vice Chair</i>	<i>June 30, 2017</i>
<i>Julian Council</i>	<i>June 30, 2017</i>
<i>Gaynell Gull</i>	<i>June 30, 2017</i>
<i>Mike Harrison, ETJ</i>	<i>June 30, 2018</i>
<i>Tona Whitley</i>	<i>June 30, 2018</i>
<i>Gail Royster</i>	<i>June 30, 2018</i>
<i>Vacant, ETJ</i>	

The Board of Adjustment meets on an as needed basis.

There are no terms expiring 2016; however, there is one vacancy for an ETJ member.

The following applications were received and are presented to the Town Board for consideration:

<i>Stacey Piesche*</i>	<i>In-town</i>
<i>Victoria Curtis**</i>	<i>ETJ</i>

**Ms. Piesche applied for the BOA, EDC, Planning Board, Appearance Commission & Parks and Recreation Commission.*

***Ms. Curtis applied for the BOA and Planning Board.*

Economic Development Committee:

The Economic Development Committee consists of eight voting members and one ex-officio member of the Wendell Chamber.

<i>Donald Brown</i>	<i>June 30, 2016</i>
<i>Lesia McKenzie</i>	<i>June 30, 2016</i>
<i>Edward Morrell</i>	<i>June 30, 2016</i>
<i>Barry Perry</i>	<i>June 30, 2016</i>
<i>Paul White</i>	<i>June 30, 2016</i>
<i>Sheree Hedrick</i>	<i>June 30, 2017</i>
<i>Connie Jones</i>	<i>June 30, 2017</i>
<i>Vacant</i>	<i>June 30, 2017</i>

Five of the eight members have terms expiring 2016, and there is one vacancy with a term expiring 2017.

Economic Development Committee meetings are usually held the fourth Wednesday of each month.

The following applications were received and are presented to the Town Board for consideration:

*Stacey Piesche**
Paul White
Edward Morrell
*Gene Braddy**

**Ms. Piesche applied for the BOA, EDC, Planning Board, Appearance Commission & Parks and Recreation Commission.*

**Mr. Gene Braddy applied for the EDC and Planning Board.*

Planning Board:

The Planning Board consists of nine members; six members who reside in-town and three members who reside in the Town's ETJ.

<i>Billy Bryant (ETJ)</i>	<i>June 30, 2016</i>
<i>Errol Briggerman</i>	<i>June 30, 2016</i>
<i>Ashley Anderson (ETJ)</i>	<i>June 30, 2016</i>
<i>Judy Silver</i>	<i>June 30, 2016</i>
<i>Vacant (ETJ)</i>	
<i>Harold Broadwell - Chairman</i>	<i>June 30, 2017</i>
<i>Ruth van der Grinten-V-Chair</i>	<i>June 30, 2017</i>

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Gilda Wall *June 30, 2018*

Kathe Schaecher *June 30, 2018*

Planning Board meetings are usually held the first Monday of each month.

Of the nine members, four members have terms expiring 2016 – two in-town and two ETJ and there is one vacancy for an ETJ member.

The following applications were received and are presented to the Town Board for consideration:

*Gene Braddy**

Ashley Anderson (ETJ)

Errol Briggerman

*Stacey Piesche**

*Victoria Curtis** (ETJ)*

Lloyd Lancaster

**Ms. Piesche applied for the BOA, EDC, Planning Board, Appearance Commission & Parks and Recreation Commission.*

**Mr. Gene Braddy applied for the EDC and Planning Board.*

***Ms. Curtis applied for the BOA and Planning Board.*

Tree Board:

The Tree Board consists of five members.

Lewis Piner June 30, 2017

Warren Boyette June 30, 2017

Joy B. Hicks June 30, 2017

Vacant June 30, 2018

Vacant June 30, 2018

The Tree Board meets on an as needed basis.

Currently there are two vacancies.

No applications received for the Tree Board.

Town Manager Piner provided an update of the applications received for Town of Wendell Citizen Advisory Boards [as provided in the above staff report]. Mr. Niki Jones submitted an application after the deadline and it is before the Town Board for consideration. She requested direction from the Town Board to continue seeking applications for vacancies on the citizen advisory boards.

Ballots were distributed to the Town Board for citizens requesting to serve on the Planning Board.

ACTION

Mover: Mayor Pro Tem Lutz, Commissioner Carroll, Commissioner Myrick and Commissioner Joyner moved to appoint the following in-town positions: Erroll Briggerman and Lloyd Lancaster.

Vote: Approved 4-0.

ACTION

Mover: Mayor Pro Tem Lutz, Commissioner Carroll, Commissioner Myrick and Commissioner Joyner moved to recommend* the following ETJ positions: Ashley Anderson and Victoria Curtis.

Vote: Approved 4-0.

*ETJ positions are a recommendation by the Wendell Board of Commissioners with final approval by the Wake County Board of Commissioners.

Ballots were distributed to the Town Board for citizens requesting to serve on the Economic Development Commission.

ACTION

Mover: Mayor Pro Tem Lutz, Commissioner Carroll, Commissioner Myrick and Commissioner Joyner moved to appoint the following positions: Stacy Piesche, Gene Braddy, Niki Jones, Paul White, and Edward Morrell.

Vote: Approved 4-0.

Mayor Gray provided the following summary of boards with vacancy/vacancies:

- Board of Adjustment – one ETJ vacancy
- Economic Development Commission – one vacancy
- Planning Board – one ETJ vacancy
- Tree Board – two vacancies

She directed staff to advertise for the vacant positions.

5. UPDATE ON BOARD COMMITTEE(S) BY TOWN BOARD MEMBERS:

 Triangle J Council of Governments (J COG) [Lutz]

Mayor Pro Tem Lutz attended the Triangle J Council of Government meeting on May 25, 2016, and provided the following update:

- Approval of the FY 2016-2017 budget with little discussion
- Presentation received on prevention of elder abuse

 Wendell Volunteer Fire Department Board of Directors Meeting [Joyner]

Commissioner Joyner attended the Wendell Volunteer Fire Department Board of Directors meeting and provided the following overview:

- Received update on the ISO rating for the Wendell Fire Department
- Reviewed the budget

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- Kudos to Fire Chief Staples. One shift was a person short and Commissioner Calabria worked with the Wake County Board of Commissioners for funding for personnel.

6. Commissioners' Reports.

Commissioner Carroll and Mayor Pro Tem Lutz stated no report.

Commissioner Myrick stated congratulations to the (Wendell) Fire Department for achieving its certification. He expressed the need for prayer for those in Orlando.

Commissioner Joyner encouraged conversation with Town staff on the property tax bill. Thanked the Wendell Fire Chief for work on the ISO. He and Commissioner Carroll attended the Town Hall Day with the General Assembly last week.

7. Mayor's Report.

Mayor Gray shared the following:

- Thanked Parks and Recreation Department for the Big Truck Day.
- Thanked Kioti Tractor for the donation of the UTV for our Public Works Department. Interestingly the UTV is pink in honor of breast cancer awareness.
- Honored to attend Carver Elementary 5th grade celebration.
- Attended the East Wake High School graduation last Friday. Her invitation was from the senior class. The principal arranged for her to have a hood and gown that met her educational achievements.

8. **ADJOURN:**

ACTION

Mover: Mayor Pro Tem moved to adjourn at 7:39 p.m.

Vote: Approved 4-0.

Duly adopted this 27th day of June 2016, while in regular session.

ATTEST:

Virginia Gray,
Mayor

Sherry L. Scoggins, MMC
Town Clerk