

April 25, 2016
Board Meeting Minutes

The Wendell Town Board of Commissioners held their regularly scheduled board meeting on Monday, April 25, 2016 with Mayor Virginia Gray presiding. Present were Commissioners Jon Lutz; Jason Joyner; Ben Carroll; John Boyette; and David Myrick; Teresa Piner-Manager, Jonnie Driver-Town Clerk; Sherry Scoggins-Special Assistant to the Manager; Butch Kay-Finance Director; David Bergmark-Planning Director; Bill Carter-Chief of Police; and Tamah Hughes-IT Administrator.

Mayor Gray called the meeting to order at 7:08 p.m. and welcomed the guests.

Police Chief Bill Carter led the Pledge of Allegiance and the invocation was given by Mr. Errol Briggerman of Wendell Baptist Church. Mr. Briggerman reminded everyone of National Day of Prayer on May 5, 2016 and invited them to attend the evening service at the Community Center and that there would also be a service at the Town Square at noon.

Adjustment and approval of the agenda

Commissioner Myrick asked that Item #8 be changed to reflect that Mayor Gray would be giving the update because he was unable to attend due to a funeral. Commissioner Lutz moved to approve the change to Item #8 and approve the agenda as stated. The motion passed unanimously.

Item 1 – Public Comment Period

Mr. Lloyd Lancaster of 309 Paula Court, Wendell stated he applied to serve on the Planning Board and is unable to attend the next meeting. He has lived in Wendell for five years, and had moved from Greenville where he lived for 35 years. He had seen the town he had lived in go through some changes that were not all positive due to poor planning. He said he would like to work with the board and see Wendell grow in a positive way. Mayor Gray thanked Mr. Lancaster for speaking.

Item 2 – Consent Agenda

- a. Approval of the minutes of the April 11, 2016 Board of Commissioners Meeting.
- B. Approval of the Wake County Tax Report for February 2016.

Commissioner Lutz moved to approve the consent agenda as written. The motion passed unanimously.

Item 3 – Review, discussion and possible action on an update to the Town’s Water Allocation Policy.

David Bergmark Planning Director stated in 2002 the Wendell Town Board of Commissioners adopted the Water and Sewer Allocation Policy to accomplish two goals:

“The first goal is to build a water and sewer allocation reserve that can be used to provide water and sewer capacities for special, desirable projects that may occur in the future that might otherwise be rejected due to lack of water and sewer allocation availability.

The second goal is to continue the Town’s goal of providing the full range of housing prices and sizes, consistent with the Town’s Long Range Plan and Housing Diversity Task Force Report.”

Mr. Bergmark said since the creation of the policy in 2002, three major changes had occurred as they relate to the allocation policy. First, in 2002 the Town’s water and sewer system was entirely under the control of the Town. Since that time, the Town entered into a Merger Agreement with the City of Raleigh, whereby the City of Raleigh now provides water and sewer services for the Town. While the merger has many benefits, it does require the Town

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to purchase water and sewer capacity from the City of Raleigh. If Wendell purchases too much capacity, the Town is responsible for carrying that balance until the capacity is needed by developments. If not enough excess capacity is held, development could be stalled until additional capacity is granted from the City of Raleigh. Second, a major recession occurred which halted almost all development in Wendell for several years. During this period, the lack of development meant that the Town was adding additional capacity to its significant reserve, without the benefit of new development drawing down the Town's financial obligation to Raleigh. Third, Wendell Falls was started in 2005, stalled in 2008, and restarted by Newland Communities in 2013.

Mr. Bergmark said the original water allocation policy allocated 20,000 gallons per day for residential development and gave priority to subdivisions that proposed houses with larger square footages. The policy also allocated 10,000 gallons per day to non-residential uses. No criteria or restrictions were created to prioritize non-residential development.

Mr. Bergmark said due to increases in both residential and non-residential development, staff was asked to review the current policy and determine if changes were warranted. After reviewing water allocation policies of other jurisdictions within Wake County, a model was selected using a point system reserving capacity for uses that further advance the Town's goals by prioritizing projects seeking water allocation.

Mr. Bergmark said the allocation policy would tend to promote diversity of housing available to a wide cross section of citizens of diverse socio-economic backgrounds and promote economic viability and sustainability by encouraging retail and other commercial development within the Wendell community.

Mr. Bergmark said in general, the local government expense of providing police and fire protection, schools, parks and social services, and other essential public services to residential neighborhoods was generally greater than the ad valorem tax revenue generated by such neighborhoods. Conversely, the cost of providing services to commercial and industrial development was generally less than the tax revenue accruing to the local government. David said recent studies of five North Carolina counties by the American Farmland Trust revealed that the cost of local government services provided to Wake County residential property owners is \$1.54 for each dollar of ad valorem tax revenue received, while the cost of providing services to Commercial/Industrial properties is only \$.18 for each dollar of revenue. Thus having a predominantly residential tax base would require the Town of Wendell over time to assess a higher tax levy to raise funds to provide essential services or to reduce the level of public services provided. This is one reason why local governments strive to achieve a balance of residential and non-residential growth.

Mr. Bergmark said all proposed projects under consideration must have a complete application submitted for the appropriate Master Plan, Subdivision, Site Plan, Special Use Permit, Conditional District or Zoning Compliance Permit, Building Permit or any other necessary approval.

Mr. Bergmark said all projects are subject to a Utility Allocation Agreement or Development Agreement approved by either the Board of Commissioners or the Town Manager, as described in the 'Water Allocation Process' section. If the Developer /Applicant fail to meet all terms of that agreement the unused allocation would be reclaimed, no new building permits would be issued, and no new connections to the water or wastewater systems would be permitted. For residential subdivisions, all improvements required as part of the Utility Allocation Agreement must generally be completed prior to 50% of Certificates of Occupancy being issued unless otherwise stated in the approved Utility Allocation Agreement or Development Agreement.

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Any third parties who buy land to build upon would be bound by the approved Utility Allocation Agreement or Development Agreement. If the agreement was not fulfilled, the above terms and conditions would apply regardless of who owned the land.

Mr. Bergmark said the process was created to mirror the UDO process that allows for most projects to keep moving forward at staff level if the proposed project meets the standards set forth in the policy.

Mr. Bergmark said under the draft water allocation policy, proposed projects may only be approved for water allocation under the following 3 scenarios. All allocation requests which require Board of Commissioner approval shall follow the standards and requirements of quasi-judicial decisions.

1. Scenario 1: Project scores a minimum of 50 points and maintains 100,000+GPD of sanitary sewer capacity for the Town.

- a. Approval Authority: Town Manager
- b. Process: If a project is awarded a minimum of 50 TOTAL POINTS or more, water allocation can be granted by the Town Manager with a completed Utility Allocation Agreement, so long as granting such allocation would leave the Town with a minimum of 100,000 GPD of reserve sewer capacity.

2. Scenario 2: Project Scores a minimum of 50 points, but the requested allocation would not maintain a reserve of at least 100,000 GPD of sanitary sewer capacity for the Town.

- a. Approval Authority: Board of Commissioners
- b. Process: Qualification for water allocation under Scenario 2 shall be determined by the Board of Commissioners according to the standards listed under this section. Projects must substantially advance at least 3 of the 9 categories listed below in order to be approved for allocation:
 - i. Anticipated increases in the Town's ad valorem tax base or the level of developer Investment
 - ii. Construction and dedication of public infrastructure
 - iii. Provision of employment opportunities for Wendell citizens
 - iv. Provisions of diversified housing stock
 - v. Preservation of open space or conservation of existing habitat
 - vi. Protection of existing tree canopy or the provision of additional landscaping
 - vii. Provision of recreational amenities for current or future Wendell residents
 - viii. Provision of outdoor enhancements and/or transit improvements
 - ix. Advancement of the Town's goal of obtaining a 60%-40% ratio of residential to non-Residential tax values

3. Scenario 3: Project scores less than 50 points but qualifies as a 'Special Exception'

- a. Approval Authority: Board of Commissioners
- b. Process: In order to facilitate residential infill development of smaller parcels, a special exception may be granted by the Board of Commissioners for major subdivisions to receive water allocation, regardless of point totals. In order to receive water allocation under this provision, the applicant must demonstrate that the following conditions have been met:
 - i. The property submitted for allocation is within the primary corporate limits or adjacent to The primary corporate limits.
 - ii. The property is less than 20 acres in size.

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- iii. There is no vacant or underdeveloped land of 10 acres or more in size adjacent to the project which could feasibly be added to the development to create a larger subdivision.
- iv. The market will not support the development of the subject land as a non-residential use that would score more base points than a major subdivision.
- v. All homes shall have a t least 2200 square feet of heated space (per the approved utility agreement).

Mr. Bergmark said points are awarded in two categories, BASE POINTS and BONUS POINTS. BONUS POINTS are broken down into four categories.

- 1. Non-Conformity Abatement and Public Infrastructure Improvements.
- 2. Green Development Standards
- 3. Outdoor Enhancement and Transit Improvements
- 4. Amenities (only for Projects with Residential Components).

Mr. Bergmark said by having a stronger Water Allocation Policy, the development goals for the build out of Wendell was easier to control. This policy would allow for shifting three specific goals; the ratio between residential and non-residential tax value; creating more diversity between housing options; and creating more desirable multifamily developments.

Mr. Bergmark said staff recommended adoption of the Draft Water Allocation Policy.

Commissioner Boyette said a lot of this was based off of remaining capacity and what was our remaining capacity as of today. Mr. Bergmark said we get an update annually from the City of Raleigh and based on the usage we had 800,000 gallons per day (gpd) of water and for sewer 300,000 gpd.

Commissioner Boyette said the City of Raleigh owns and maintains this water system, so why is Wendell involved in this. Mr. Bergmark said we were still the entity that approves the allocation within Wendell's jurisdiction. Commissioner Boyette said Raleigh seemed to run the entire show, so why do they allow us to do this. Mr. Bergmark said Raleigh understands how water and sewer impacts development and the merger agreement acknowledges this by maintaining the municipality's control in who has access to water and sewer. Commissioner Boyette asked if someone was in the ETJ and they needed water and sewer, could they not bypass us and get it directly from the City of Raleigh. Mr. Bergmark said they cannot do that; if they want to get municipal service it would have to be through Wendell.

Commissioner Boyette said the only problem he saw with the approval process was that there could be a disparity between two applicants and how their project would be approved based on a situation out of their control. He said an example would be if a developer wanted to build 100-200 houses and he came in this week and the another developer filed the following week. The first request could be approved by the town manager at staff level. The other developer now has to get Town Board approval because of the limits on the remaining allocation. Commissioner Boyette said if we start getting short on allocation, someone could try to get it approved ahead of time at staff level as opposed as having to have it come before the Board. He said he would like to see if we could approve them all the same way. It was going to be the Town's policy that we try to keep well above that allocation threshold so that does not become an issue he might look at it a different way. Mr. Bergmark said he understood but his concern was if it was all at staff level and we say we were going to keep a 100,000 gpd reserve, unless we had the option to go before the Board, a situation may be created that would turn good projects away until the Town could buy additional allocation from Raleigh. Mr. Bergmark asked what if that was a great project and it was lost because Wendell did not have the provision to be able to give the applicant the discretion to come before the

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Town Board once we get below 100,000 gpd. Commissioner Boyette said that was why he was saying if we could incorporate into this policy a rule where Wendell was going to try and stay well above the 100,000 threshold so that it does not become an issue. The point is you don't want every neighborhood having to come in here for approval for water when that could be handled at staff level. His concern was that if we get down to that level it could be seen as unfair that some had to go before the Town Board and some were receiving approval at staff level. He could go along with it as long as we develop a policy where Wendell tries to stay well above that threshold. Mr. Bergmark stated that the requirement Commissioner Boyette was describing could be written into this policy or a separate policy could be prepared where the Town Board laid that out.

Commissioner Lutz said if we need to get additional allocation from Raleigh, how hard is the process. Mrs. Piner said the Town's allocation increases four percent every year due to the merger agreement. If Wendell had a big user request, we would be in good position with the allocation currently available. She said Raleigh is much like the other communities that had ramped up their infrastructure for the growth being experienced before the downturn. Teresa said the infrastructure improvements are expensive and Raleigh needs to sell the water. She said we could purchase the allocation fairly quickly, but in the future that could change.

Commissioner Carroll said just to clarify, Wendell already had a water/sewer allocation policy, and we were simply making updates. Mr. Bergmark said that was correct.

Commissioner Lutz asked Commissioner Boyette if he would like to include any of his concerns in the motion. Commissioner Boyette said he did not think we had to put them in the motion; he just wanted to make sure that they were incorporated in a policy down the road. He thought it may be a little early for that right now, but we need to keep a close check on it.

Manager Piner said she would like to see the policy incorporated each year after the report that the City of Raleigh sends the Town updating the water and sewer allocation totals.

Commissioner Lutz moved to approve the Town's Water Allocation Policy. The motion passed unanimously.

Item 4 – Update on the IT Department from Tamah Hughes.

The Information Technology Department was created in 2012 when Tamah Hughes was hired full time. In 2010, she worked part time for two years, helping to grow the Town into the progressive forefront of technology being experienced today. Since joining the Wendell Team, Tamah Hughes established and expanded programs which the Town and citizens use: the updated website, free Wi-Fi and the Town's own app (TellWendell). While these projects are high profile and have other towns in the area 'borrowing ideas', the real work was helping Town employees be more productive and better serve the Town's citizens and visitors.

The IT Department was responsible for the 8 servers that run the network, 5 of which were virtual servers; 4 security appliances; the phone system; TV PegVault equipment; multiple routers and switches; 41 user accounts; 32 computers; 21 laptops with MiFi's; 2 iPads; Public Wi-Fi Equipment; internal Wi-Fi equipment; Content Management System that was the backend to the Website; several social media accounts; newsletter editor and publisher. Tamah is the Network, Security, Application, Exchange and System Administrator for the Town computer and technology systems. The IT Department handles all service requests and relies on the multitude of IT network groups for local municipalities to allow for one person to manage. Outside consulting is available when needed.

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The IT Department periodically holds classes for employees and elected officials on Public Records, Security Awareness Training, Microsoft Specific Training, CMS Website Training, Social Media Training and the TellWendell App. Training classes are created and tailored to the needs of the employees and new classes are created as the needs arise.

The IT Department supports the Police Department's Mobile Data Terminals and all the applications that are required for them to be mobile and accessing pertinent information as well as the Verizon MiFi's that allow mobility. Training for these applications are extended to the IT Department personnel when applicable and all necessary training is kept up and documented for the Police Department.

The IT Department supports Administration, Finance, Planning, Parks and Recreation, Police and Public Works Departments for all user, facility, applications and departmental needs. The IT Department occasionally helps the Fire Department when requested and standards for security are implemented on their computers.

The current website was implemented in 2013, the TellWendell App was implemented in 2014, and the free public Wi-Fi was implemented in 2015. The website is under review for nominal updates without a complete overhaul.

In 2015, the Board of Commissioners reviewed options for implementing fiber in the Town. CTC Consulting created a business plan for fiber installation with a plan to pay for Phase 1 and reduce operating costs associated with long term fiber leasing. Phase I pays for itself, return on investments is good. In conversations with several Internet Service Providers during this process, several were interested in bringing competition to town if we could leverage an existing fiber loop, similar to the plan in Phase 1 of the Fiber Project.

The IT Department is comprised of one employee, Tamah Hughes. Ms. Hughes completed the UNC – School of Government, Certified Government Chief Information Officer Program in November 2012. This program is an 11 month course and is one of the most highly recognized certifications for IT Professionals in Government. Tamah Hughes also holds a Bachelor of Business Administration in Computer Information Systems as well as other certifications from previous work environments.

The hard work, collaboration and security awareness could not be accomplished alone and so Ms. Hughes routinely "adopts" employees to assist when needed. This teamwork is what makes ALL of the technology expansion happen for the Town, elected officials and its citizens.

Tamah Hughes is the Chair of the East Wake Business Alliance Group that meets at the East Wake High School and assists with volunteering and growing business community involvement that benefits the students of EWHS. Tamah Hughes is on the Professional Development Committee for the North Carolina Local Government Information System Association and a member of the Triangle J – Regional Chief Information Officer's group. She is also very involved in a Boy Scout's Troop and a leader in a Venture Crew.

Ms. Hughes provided statistics for the board on how the system protects the employees and the Town of Wendell.

Item 5 – Report on the Technical Review Committee from Commissioner Ben Carroll held on April 14, 2016.

Commissioner Carroll was impressed with the amount of professionals present that had input into the meeting. It was very informative. It involved a little over 89 acres for Wendell Falls to develop an Active Adult Community. The

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main concern from everyone in attendance was accessibility for police and fire, making sure we could get ladder trucks and the necessary equipment in without any major conflicts. Another issue was they wanted to move some landscaping back to provide good visibility and to prevent accidents. The community was approved based off a few changes.

Item 6 – Report on the Fire Department Board of Directors meeting by Commissioner Joyner held April 14, 2016.
Commissioner Joyner said the Fire Department finished the ISO Certification earlier that week.

Item 7 – Report on CAMPO-TAC meeting by Mayor Gray held on April 20, 2016.
Mayor Gray said the following was discussed: Raleigh/Cary Rail Crossing Study, the Public Participation Plan Update, Spot Prioritization Update and the Wake County Transit Investment Strategy Update. She said most of these things have nothing to do with Wendell, but it was an opportunity to do some relationship building, and they are happy to see someone from Wendell participating and she stated she was learning a lot so when our times comes, we will be ready.

Item 8 – Report on the Eastern Wake Senior Center Auxiliary meeting by Mayor Gray held Thursday, April 21, 2016.
Mayor Gray said she attended this meeting. She is the alternate for the Committee and Commissioner Myrick could not attend due to a funeral he attended. She heard comments at the meeting about the cost to the center that was charged for clients to attend and how that number is derived; learned about grants and financial aid for clients; and they discussed some building needs. They need some paint and their front door was giving them some problems. She asked Town Manager Piner to follow up on their concerns. She said they would be doing some fund raisers and she urged the citizens to participate. It was a lovely group of people and they were so excited that someone from the Town was there.

Item 9 – Commissioners’ Reports.

Commissioner Lutz said it was a great day at the Opening Day at the Park on Saturday. It was well put on by Town Staff.

Commissioner Myrick said East Wake Senior Center is having a Fish Fry on Thursday, April 28, 2016 from 11:00 a.m. to 2:00 pm. He said he would also like to congratulate Mrs. Jonnie Driver for her upcoming retirement. It was quite an accomplishment.

Commissioner Boyette, Joyner and Carroll had no comments.

Item 10 – Mayor’s Report.

Mayor Gray said since we last met she attended the third of the three public workshops for the Collector Street Program and we received a lot of good input and favorable suggestions. The list of items and concerns are being compiled and then we would look at them and see where adjustments could be made and go from there. She said she attended the monthly Mayor’s meeting in Cary and she was disheartened to hear all the great things that were happening around Wake County, but she made them think that Wendell was the greatest place in the world and it is. She said she attended the Twitter and Instagram workshop hosted at Town Hall and this was another example of how we were trying to up our game and get the information out to Wendell. She also attended the Opening Day at the Park and it was great to see all the people there, we had a great baseball team and she was looking to great things again this year.

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Mayor Gray said Stars in the East would be at East Wake High School Thursday, April 28 with dinner at 5:30 and the show at 7:15 pm. She encouraged everyone to attend. She said the Wendell Council of Churches received 325 bags of food from the recent food drive. The next time you find a bag on your doorstep fill it up. She said our downtown was receiving a lot of attention lately with new trees, murals and a lot of things going on. Wendell is accepting Citizen Board Applications and she encouraged citizens to fill out an application to serve on one of the boards. It was a great way to be a part of all the exciting things happening in Wendell. The deadline is May 13, 2016. She said Mr. Morrell absorbed the cost for the mural on his building and he used scaffold donated by G&G Builders and she appreciated citizens stepping up and doing these kinds of things. She said Mr. Morrell was so excited about the mural and she appreciated his doing great things for our town.

Mayor Gray said the next meeting is on May 9th and it would be held at the Community Center at 7:00 p.m. The reason for changing the location was that the Board room would be undergoing renovations. She hoped that you can come out that night because we were going to be doing some special things for Mrs. Jonnie Driver to honor her retirement.

The meeting was adjourned at 8:08 p.m.

Virginia R. Gray, Mayor

Attest:

Jonnie S. Driver, Town Clerk