

**TOWN OF WENDELL**  
**BOARD OF COMMISSIONER MEETING MINUTES**  
**July 24, 2017**

The Wendell Town Board of Commissioners held its regularly scheduled meeting on Monday, July 24, 2017, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

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

**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, Police Chief Bill Carter, Parks and Recreation Director Jeff Polaski, Public Works Director Alton Bryant, and Information Technology Administrator Tamah Hughes.

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:**

Brianna McCrae, reigning Little Miss Wendell, and Police Chief Bill Carter led the Pledge of Allegiance.

**INVOCATION:**

Minister Cynthia Smith of Pleasant Grove Baptist Church provided the invocation.

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

Commissioner Joyner requested to add to the agenda: Discussion of Golf Carts [ordinance].

Mayor Gray stated the Discussion of Golf Carts [ordinance] would be Item 11B on the agenda.

**ACTION**

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

Vote: 4-0.

**2. PUBLIC COMMENT PERIOD (*one hour time limit in total*):**

The following persons spoke during Public Comment Period:

 Courtney Bass of 1993 Big Falls Drive stated she is the manager of the Grounds Café at Wendell Falls and she spoke in support of the Brunch Bill [agenda item 10].

**3. CONSENT AGENDA**

The Board of Commissioners uses a Consent Agenda to act on non-controversial and routine items quickly. 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:

- a. Approval of the Minutes from the July 10, 2017, regular meeting.

**ACTION:**

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

Vote: 4-0.

**4. PRESENTATION BY MR. DARRYL BLEVINS OF THE WAKE COUNTY EASTERN REGIONAL CENTER.**

**SPEAKER: Darryl Blevins**

**ACTION: Presentation**

*[Staff Report]*

**Item Summary**

*Eastern Regional Center Director Darryl Blevins will provide an overview of the services provided by the Wake County ERC.*

Eastern Regional Center Director Darryl Blevins provided an overview of the activities offered by Wake County Eastern Regional Center [ERC] and he provided the following PowerPoint presentation:



Background History

*In 1996, Wake County opened its first Regional Center, Southern Regional Center (SRC), in Fuquay-Varina, North Carolina*

- *Based on a simple principles:*
  - Bringing County services closer to citizens in outlying communities.
  - Bridge transportation gaps
  - increase access to services
  - promote partnerships
  - enhance cohesion of services through collaborations with local service organizations.

Locations



### Wake County Human Services Center Locations



Regional Center Growth

## WCHS Service Centers By the Numbers

	SRC	ERC	NRC	Millbrook
<b>FTE's</b>	12/69	12.75/80	11/75	2/52
<b>Access (Foot Traffic)</b>	50,109	41,993	61,134	14,609
<b>Annual Budget</b>	\$792,756	\$853,214	\$726,650	\$590,460

- TOTAL FTE's – Other Departments  
 (Inspections, Environmental Services, Public Safety)
- Eastern Regional Center-15
  - Northern Regional Center-14
  - Southern Regional Center-17

Core Programs

### Internal Services Central Registration

- Economic Services
- Clinical Services
- Child Welfare Services
- Public Health Services
- Revenue Services
- Pharmacy
- Employment Services

Services Overview

## Economic Services

Medicaid

WorkFirst

Food Assistance

Emergency Assistance

Child Care Subsidy

Housing Referrals

Services Overview

## Clinical Services

Child Health

Prenatal/Family Planning

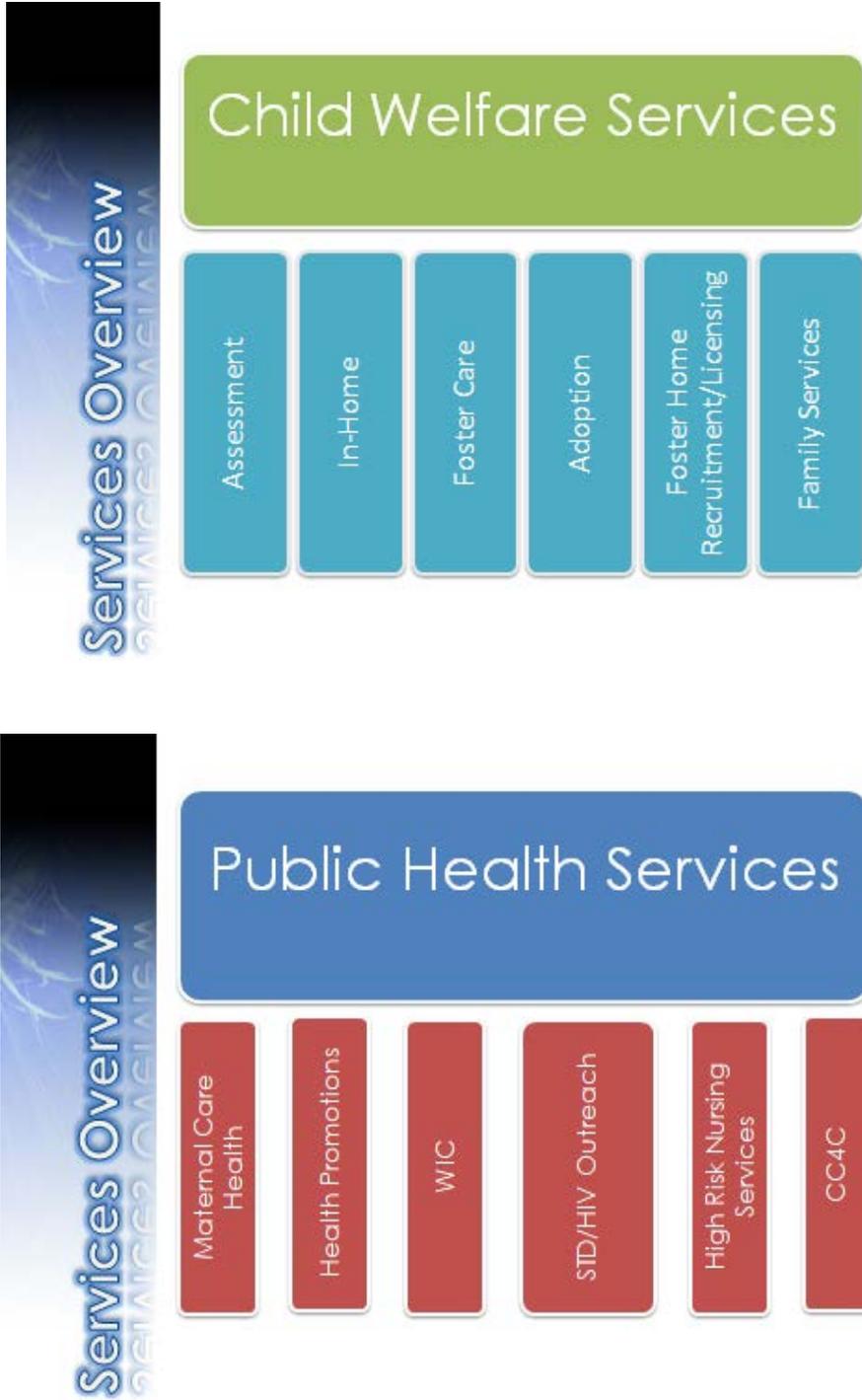
Communicable Disease/STD

Pharmacy

Lab

Immunizations

Preconception Health Counseling



Services Overview

## Employment Services

NCWorks Career Center

- NC Works Online
- Job Screening
- Resume Assistance
- Monthly Hiring Events
- Training Opportunities

Services Overview

## Other County Services

- Revenue
- Public Safety
- Inspections
- Environmental Services
- Veteran Services
- Vital Records



The diagram features a vertical blue bar on the left with the text "Partnerships" and "PARTNERSHIPS" written vertically. To the right, the text "Community Advisory Committees" is displayed in a bold, dark blue font. Below this title is a list of four bullet points, each preceded by a square checkbox:

- The CAC is a 15 member Advocacy Group who work with our communities to assure quality services for citizens.
- They identify needs and priorities of the community and implement plans to make an impact.
- They serve as a forum for information sharing to increase coordination and service links for communities.
- They are a resource for Wake County Human Services and Regional Centers in planning and continuing activities.



## Other Community Based Partnerships

- Faith Partners
- Town Government
- Youth Providers
- Housing Providers
- Business Community
- Wake Technical College



## Questions



Daryl Blevins, Director  
**Eastern Regional Center**  
1002 Dogwood Drive  
Zebulon, NC 27597  
Tel: (919) 404-3920  
dblevins@wakegov.com



Petra Hager, Director  
**Millbrook Human Service Center**  
2809 E. Millbrook Road  
Raleigh, NC 27616  
Tel: (919) 431-4000  
Petra.hager@wakegov.com



D. Ross Yeager, Director  
**Northern Regional Center**  
350 E. Holding Ave  
Wake Forest, NC 27587  
Tel: (919) 562-6363  
ryeaager@wakegov.com



Richard Hayner, Director  
**Southern Regional Center**  
130 N Judd Parkway N.E.  
Fuquay-Varina, NC 27526  
Tel: (919) 557-1002  
Richard.hayner@wakegov.com

Commissioner Joyner asked the total number of persons in foster care at this time. Mr. Blevins stated 75 children are in care and there are 12 licensed foster homes in Eastern Wake County.

Commissioner Joyner questioned the Eastern Regional Center is not on the bus route. Mr. Blevins stated that is correct.

Mayor Gray thanked Mr. Blevins for his presentation this evening.

**5. REQUEST BY THE WENDELL HISTORICAL SOCIETY TO HOST ITS REVERSE RAFFLE AT THE WENDELL COMMUNITY CENTER ON THURSDAY, SEPTEMBER 21, 2017.**

**SPEAKER: Parks & Recreation Director Jeff Polaski**

**ACTION: Board may take action.**

*[Staff Report]*

**Item Summary:**

*The Recreation Commission met on Monday, June 5, 2017. The Commission voted unanimously in favor of waiving the rental fee. The cleaning fee in the amount of \$250, by policy, cannot be waived. The anticipated attendance is 300-400. There would be no staffing fee as this is during staff's normal work time, however regular events will be cancelled and leasing of the facility will not be permitted. The waiving of this fee would mean more funds to benefit the work of the Wendell Historical Society.*

Parks and Recreation Director Jeff Polaski provided an overview of the request by the Wendell Historical Society to host its Reverse Raffle at the Wendell Community Center on Thursday, September 21, 2017; staff report included above in italics. He added due to the expected number of participants, the event will require one police officer for a cost of \$35 per hour in addition to the cleaning fee for a total cost of \$355.

Ms. Mary Jo Cashion of the Wendell Historical Society, WHS, is requesting a waiver. She stated the Town has supported the WHS in a number of ways:

-  Cleaning up around the Historic Post Office
-  Restoring the historic district banners
-  Meeting place for the WHS
-  Sponsoring of the July 4<sup>th</sup> Parade and Celebration

The WHS is seeking to secure a site for a museum near the Town Square. Last year the WHS hosted a Reverse Raffle in which nearly 400 people attended. The Raffle netted almost \$15,000 toward the museum. The Wendell Chamber of Commerce donated \$2,200 toward the museum. This year's event is scheduled for Thursday, September 21, 2017. She added raffle tickets will be available next week. Cost is \$100 per ticket and includes a meal for two people, and a chance to win:

-  \$10,000 grand prize
-  \$500 second prize
-  \$100 for every 25<sup>th</sup> ticket drawn

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to approve fee waiver [\$355] for the Wendell Historical Society for the Reverse Raffle on [Thursday] September 21, 2017.

Vote: 4-0.

- 6. DOWNTOWN FAÇADE GRANT APPLICATION FOR 36 NORTH PINE STREET.**  
**SPEAKER: Planning Director David Bergmark**  
**ACTION: Board may take action.**

*[Staff Report]*

**Item Summary:**

*At the July 6, 2017 meeting, the Appearance Commission reviewed one Downtown Façade Grant application for the July 1<sup>st</sup> application period. This request is the first and only façade grant application that was received prior to the 1<sup>st</sup> Appearance Commission meeting during the cycle. The Appearance Commission members moved to recommend to the Board of Commissioners by a vote of 6 to 0, approval of the downtown façade grant application for 36 N. Pine Street in the amount of \$1,000. The Appearance Commission noted that the application met the intent of the program.*

*Additional detailed information on the Downtown Façade Grant Program application request submitted for this review cycle is included herein.*

**36 N. Pine Street**

*On July 1, 2017, an application was submitted to the Town of Wendell Planning Department by building owner Paul White for the downtown façade grant program. The application is to add a metal roof covered front porch, a metal roof covered patio to be used for BBQ demonstrations, and a new front door on the building at 36 N. Pine Street. The proposed porch and roofline extension would extend approximately 16 feet from the building façade. The property is currently being renovated to be occupied by a BBQ supply store (Grillbillies). The property is located in the Manufacturing and Industrial (MI) zoning district.*

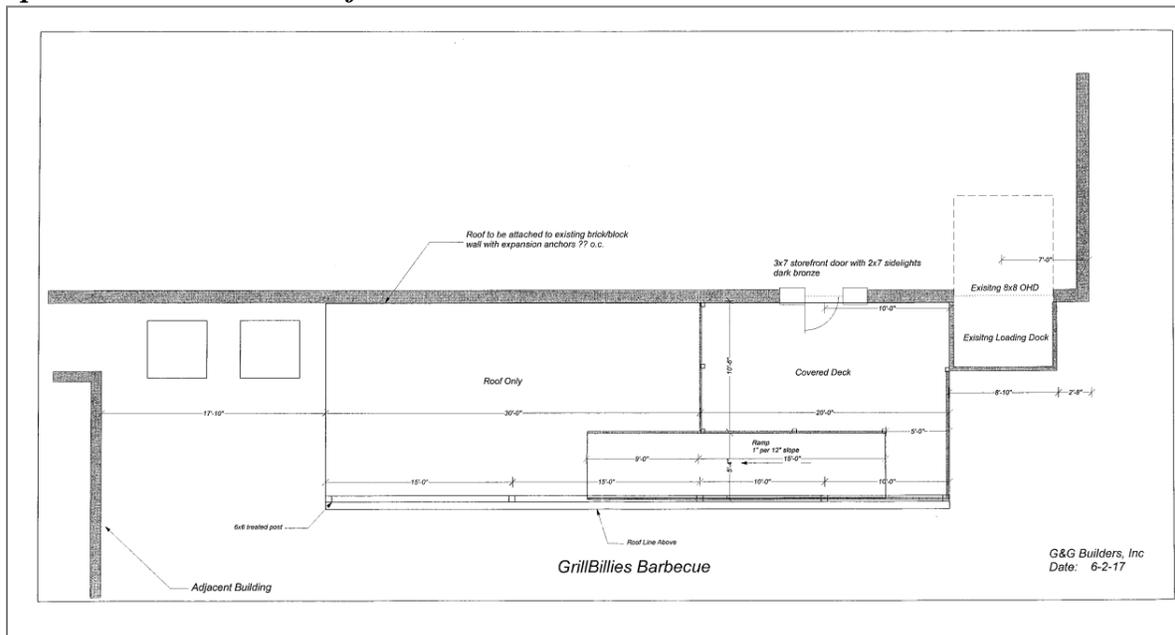
*The total estimated cost for the project is \$12,844. The amount applied for by the applicant for the downtown façade grant program is \$1,000.00. The downtown façade grant program permits a 50-50 match up to \$1,000 from the town to the applicant based on project costs. Additional details are found in the downtown façade grant application guidelines. In addition to the façade grant improvements, the applicant will also be paving the parking lot and drive aisles, as well as planting sod between the existing road and the new pavement.*

*Staff has reviewed the downtown façade grant application for 36 N. Pine Street. The application was deemed complete with project costs indicated, project details provided and photos of the existing façade included in the application. The project includes eligible improvements as defined by the current downtown façade grant program guidelines. The applicant has not begun the work.*

**Existing Conditions:**



**Proposed Covered Deck/Roofline Extension:**



**Staff Recommendation:**

Staff requests that the Board of Commissioners review the recommendation of the Appearance Commission in relation to the Downtown Façade Grant program objective and guidelines in order to render action on these submitted applications.

The Downtown Façade Grant Program decision guidance factors for approval include the following:

1. Project Review Checklist:
  - a. Completed application by application deadline
  - b. Project proposes eligible exterior improvement(s)
2. Extra consideration shall be provided to:
  - a. new commercial businesses;

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- b. facades located in the downtown area;*
- c. removal of metal awnings and/or replacement of fabric awnings*
- d. recently expanded businesses or seeking renovation; and/or*
- e. Projects that are creative or offer enhanced improvements or aesthetic appeal or translates to increase customer visitation or experiences in a neighborhood.*
3. *Site visit and view of existing conditions;*
4. *Strength of the application and support materials submitted with the application will be judged against applications during the grant deadline cycle;*
5. *Project costs;*
6. *Available program funds.*

Planning Director David Bergmark provided an overview of Façade Grant request for 36 North Pine Street; staff report included above in italics.

Mayor Pro Tem Lutz asked if any work has begun on the project. Planning Director Bergmark stated not for the façade grant.

Mayor Pro Tem Lutz asked if the façade grant is paid out when the work is completed. Planning Director Bergmark stated yes.

Mayor Pro Tem Lutz stated he noticed the project is \$13,000 and the application noted \$40,000 to \$50,000. Planning Director Bergmark stated the \$13,000 are those improvement costs eligible toward the façade grant.

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to approve the façade grant request for 36 North Pine Street.

Vote: 4-0.

7. **DISCUSSION OF PROPOSED TEXT AMENDMENT TO CHAPTER 2, SECTION 322 AS IT RELATES TO THE APPEARANCE COMMISSION.**  
**SPEAKER: Planning Director David Bergmark**  
**ACTION: Discussion. Board may take action at its August 14, 2017, meeting.**

*[Staff Report]*

**Item Summary:**

*Chapter 2, Division 6 of the Wendell Code of Ordinances establishes the regulations governing the Wendell Appearance Commission. At the June 9, 2014 meeting, the Wendell Board of Commissioners voted to change the membership of the Appearance Commission from five members to six members, but did not change the required quorum from 3 members to 4 members as Robert's Rules of Order recommends. It is recommended that more than 50% of members be present to take official action.*

*Staff requests that the Board of Commissioners consider changing the membership of the Appearance Commission for future years back to be five members, and add two alternates. By using the proposed structure, the recommended quorum of three members could remain as is, while allowing one additional citizen to participate in the Appearance Commission. During the*

*2017 citizen board recruitment period, a total of nine members applied for four open seats.*

*The Appearance Commission has accomplished numerous public art projects and desires to keep moving forward with the increased momentum that they have gained over the last three years. By making the proposed change, the increased membership, while maintaining a low quorum, will help the Appearance Commission operate in an official capacity in case one or two members cannot attend a meeting.*

*If the proposed change is approved, staff recommends waiting until the 2018 citizen board recruitment period to change one of the open voting member seats to an alternate position in addition to adding a second alternate position. The proposed amendment was presented to the Appearance Commission and they supported the change in membership structure.*

**Proposed Changes:**

**ARTICLE V – BOARDS, COMMITTEES, AND COMMISSIONS**

**DIVISION 6. - APPEARANCE COMMISSION<sup>f81</sup>**

*Sec. 2-321. - Established.*

*There is established an appearance commission for the town.*

*(Ord. No. O-5-2012, 3-26-2012; Ord. No. O-9-2014, § 1, 6-9-2014)*

*Sec. 2-322. - Membership.*

*(a) There shall be an appearance commission, which shall consist of five ~~six~~ members appointed by the board of commissioners. All members of the commission shall reside, own property, or operate a business within the town's planning jurisdiction. Ex-officio members may be appointed as necessary: town manager, town engineer, other town staff, and so forth.*

*(b) Appearance commission members shall be appointed by the board for three-year staggered terms, but members may continue to serve until their successors have been appointed. Initially, three members shall be appointed for three-year terms and two members shall be appointed for two-year terms. Vacancies shall be filled for the unexpired terms only.*

*(c) Two alternate members shall be appointed to serve in the absence of regular member appointees. The appointments shall be for three year terms. Each alternate member, while serving in the absence of any regular member shall have and exercise all the powers and duties of a regular member.*

*Terms of office shall be consistent with the town's fiscal year of July 1 through June 30.*

*(d) Members may be appointed for successive terms without limitation.*

*(e) In making appointments to the commission, the board shall seek to appoint persons with impartial and broad judgment and, when possible, persons with training or experience in a design profession. As wide a range of community interests as possible should be represented by the commission.*

*(f) Members, regular and alternate, shall be removed by the appointing authority for failure to attend three consecutive meetings without advance notice to the chairman and without excuse or failure to attend 30 percent or more of the meetings within a 12-month period, ~~or~~ after a hearing, for any good cause related to the performance of duties.*

*(Ord. No. O-5-2012, 3-26-2012; Ord. No. O-9-2014, § 1, 6-9-2014)*

*Sec. 2-323. - Officers.*

*The appearance commission shall have a chairman and a vice-chairman. Officers shall serve one-year terms to expire June 30. Officers shall be elected at the first meeting after July 1 each year by the members of the commission. Officers may service consecutive terms without limitation.*

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*(Ord. No. O-5-2012, 3-26-2012; Ord. No. O-9-2014, § 1, 6-9-2014)*

*Sec. 2-324. - Compensation.*

*The commission members shall serve without limitation.*

*(Ord. No. O-5-2012, 3-26-2012; Ord. No. O-9-2014, § 1, 6-9-2014)*

*Sec. 2-325. - Organization and meetings.*

- (a) The appearance commission shall establish a regular meeting schedule and shall meet frequently so as to attend to necessary business.*
- (b) The commission is an advisory authority therefore it is not necessary to conduct its meeting strictly in accordance with quasi-judicial procedures. However, it shall conduct all of its meetings so as to obtain necessary information and to promote the full and free exchange of ideas.*
- (c) Minutes shall be kept of all commission meetings and the vote of every member on each issue shall be recorded.*
- (d) All commission meetings shall be open to the public and the agenda for each commission meeting shall be made available in advance of the meeting.*
- (e) The town manager shall assign a staff member to the commission to assist in the performance of the functions and duties of the commission.*
- (f) A quorum, consisting of three members, shall be present for the commission to take official action, and all actions shall be taken by majority vote.*
- (g) The chairman and vice-chairman may take part in all deliberations and vote on all issues.*

*(Ord. No. O-5-2012, 3-26-2012; Ord. No. O-9-2014, § 1, 6-9-2014)*

*Sec. 2-326. - Powers and duties.*

*The appearance commission may:*

- (1) Initiate, promote and assist in the implementation of programs of general community beautification within the town's planning jurisdiction.*
- (2) Seek to coordinate the activities of individuals, agencies, organizations, and groups, public and private, whose plans, activities and programs bear upon the appearance of the town and its environs.*
- (3) Direct the attention of the mayor and the board of commissioners to ways in which the town government may take direct action affecting the appearance of the town and its environs.*
- (4) Make recommendations upon any permit or other item referred to the commission by the board of commissioners, planning board, board of adjustment, or manager.*
- (5) Appoint subcommittees (consisting of commission members) or advisory groups (consisting of commission members, non-commission members, or any combination thereof) to advise and assist the commission in carrying out its duties.*
- (6) Take any other action authorized by this chapter or any ordinance or resolution of the board of commissioners.*

*(Ord. No. O-5-2012, 3-26-2012; Ord. No. O-9-2014, § 1, 6-9-2014)*

*Sec. 2-327. - Reports.*

*The appearance commission shall report orally or in writing, as requested by the town board, at least annually of its activities and accomplishments.*

*(Ord. No. O-5-2012, 3-26-2012; Ord. No. O-9-2014, § 1, 6-9-2014)*

*Sec. 2-328. - Contributions to commission.*

*The appearance commission is authorized to accept contributions from private agencies, foundations, organizations, individuals, the state or federal government, or any other sources, in*

*addition to other sums which may be appropriated by the town board. All contributions received by the commission shall be turned over to the finance officer of the town for deposit and duly authorized disbursement.*

*(Ord. No. O-5-2012, 3-26-2012; Ord. No. O-9-2014, § 1, 6-9-2014)*

*Secs. 2-329—2-331. - Reserved.*

**Staff Recommendation:**

*Staff requests that the Board of Commissioners review the recommendation of changes to the membership of the Appearance Commission in order to render action at their next meeting.*

Planning Director David Bergmark provided an overview of the text amendment to Chapter 2, Section 322 of the Wendell Code of Ordinances as it relates to the Appearance Commission; staff report above in italics.

Commissioner Joyner questioned how staff happened upon this. Planning Director Bergmark stated this is a clean-up of the code.

Mayor Pro Tem Lutz questioned the Appearance Commission is in favor of this. Planning Director Bergmark stated yes.

Mayor Pro Tem Lutz questioned how this would work for the next recruitment. Planning Director Bergmark stated there would be a new alternate position and one expiring term would transition to an alternate position.

**ACTION:**

This item will be on the August 14, 2017, agenda for Town Board action.

**8. DISCUSSION OF PROPOSED TEXT AMENDMENT TO CHAPTER 16, PARKS AND RECREATION.**

**SPEAKER: Parks and Recreation Director Jeff Polaski**

**ACTION: Discussion. Board may take action at its August 14, 2017, meeting.**

*[Staff Report]*

**Item Summary:**

*Chapter 16 was adopted by the Board on December 12, 1977. Over time, the Board has adopted text amendments as needed to stay current with the growth and changes occurring at the park. Due to a request for signage at the park to coincide with Town ordinances, a review of Chapter 16 in its entirety was performed. The most notable update is the proposed hours of the park reflecting dawn to dusk*

*The proposed text amendment incorporates the current uses and practices of Wendell Park and the Community Center.*

Parks and Recreation Director Jeff Polaski provided an overview of the proposed text amendment to Chapter 16, Parks and Recreation; staff report above in italics. Some of the amendments to Chapter 16 are:

 Updating the times to reflect “dusk to dawn”

 Updating regulation of animals and off-leash to include the Dog Park

-  Amended to allow the Tree Board permission to remove trees and/or shrubs that are in a state of decline
-  Update “Weapons in the Park” to be in compliance with the NC GS

**ACTION:**

This item will be on the August 14, 2017, agenda for Town Board action.

**9. DISCUSSION OF PROPOSED TEXT AMENDMENT TO CHAPTER 18, SOLID WASTE.**

**SPEAKER: Public Works Director Alton Bryant**

**ACTION: Discussion. Board may take action at its August 14, 2017, meeting.**

*[Staff Report]*

**Item Summary:**

*This Chapter of the Town’s Code of Ordinance has been reviewed in its entirety and refreshed to be reflective of the Town’s current solid waste management policies and practices. Most notably, the proposed text amendment includes an update to “bulky waste” collections in which citizens may either contact a private hauler or take the items to an approved disposal facility. The Town discontinued providing curbside “bulky waste” collection service effective January 1, 2016.*

Public Works Director Alton Bryant provided an overview of the proposed text amendment to Chapter 18, Solid Waste; staff report above in italics. Some of the amendments to the Chapter 18 are:

-  Update to the bulky waste to reflect the Town’s current practice
-  Added clarity for the volume of yard waste being collected and added a visual

**ACTION:**

This item will be on the August 14, 2017, agenda for Town Board action.

**10. DISCUSS TEXT AMENDMENT TO THE TOWN’S CODE OF ORDINANCES TO ALLOW THE SALE OF ALCOHOLIC BEVERAGES BEFORE NOON ON SUNDAYS AT LICENSED PREMISES.**

**SPEAKER: Town Manager Teresa Piner**

**ACTION: Discussion. Board may take action at its August 14, 2017 meeting.**

*[Staff Summary]*

**Item Summary**

*On June 28, 2017, the General Assembly passed the Brunch Bill ([SL 2017-87](#) (S155)) and Governor Cooper signed the bill into law on June 30, 2017. The Brunch Bill enables a municipality or county to adopt an ordinance to allow the sale of alcoholic beverages before noon on Sundays at licensed premises.*

Town Manager Teresa Piner provided an overview of the proposed text amendment to the Town’s Code of Ordinances to allow the sale of alcoholic beverages before noon on Sundays at licensed premises; staff report above in italics. Some of the municipalities that have adopted an

ordinance in favor of the Brunch Bill are:

-  Apex
-  Carrboro
-  Chapel Hill
-  Holly Springs
-  Raleigh

Under consideration are:

-  Morrisville
-  Wake County
-  Cary

Clarified that established such as grocery stores would be included in the sale of alcohol.

**ACTION:**

This item will be on the August 14, 2017, agenda for Town Board action.

**11A. DISCUSSION BY THE TOWN BOARD AND UPDATE OF SNAP SHOT.**

**SPEAKER: Commissioner John Boyette**

**ACTION: Board may take action.**

*[Staff Summary]*

**Item Summary:**

*At the Town Board's January 2017 Retreat, Commissioner Boyette suggested creating a form that provides a "snap shot" of the Town's finances and an overview of Board goals, priorities and strategies for projects and service priorities. The initial list of board priorities has been completed and an updated list is being prepared for tracking purposes.*

*Items may include:*

- *Recently approved sidewalk fee-in-lieu for Grove of Deerfield*
- *PARTF Project at Park – July 10<sup>th</sup> begin, wrap up in 120 days.*
- *Review of communications used by the Town – Facebook, Twitter, Instagram, etc.*
- *Future programs offered at Parks & Recreation*
  - *Seniors, special populations*
  - *Art classes – painting, pottery, etc.*
- *Future trails to connect and grow our greenway system\*
- *Purchase of 9 South Pine Street*
- *Police Substation*
- *Pedestrian Plan*
- *Wayfinding*

*Staff Services may include:*

- *Bond and Bond Rating of the Town [Davenport & Company]*
- *Districts for municipal elections [UNC-SOG]*
- *Review of the Town Charter [NCLM – ALP]*
- *Small area plan with a focus on connectivity to major interchanges.; i.e. Lizard Lick*
- *Staff study – focus on the anticipated growth of the Town and the delivery of services to the residents [NCLM – Springsted]*
- *Future siting for municipal complex; land banking*

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- *Future land needs for park facilities*
- *Review of services – new initiatives, review of current services*
- *Suggested Rules of Procedures for the Town Board*

*Other – What topic would you like to discuss?*

*\*The Fund Balance and Debt Balance information is retrieved from the Town’s audit. The auditor will deliver the audit information to the Board in November and the Fund Balance and Debt Balance posted on the Snap Shot will be updated at that time.*

Mayor Gray provided an overview of the update for Snap Shot; report included above in italics.

**ACTION:**

Consensus of the Town Board to include the following projects:

- Fee in Lieu Sidewalk Projects – Grove of Deerfield
- PARTF Project Updates

**11B. DISCUSSION OF GOLF CART [ordinance].**

**SPEAKER: Commissioner Jason Joyner**

**Added during Item 1, adjustment of the agenda.**

Commissioner Joyner stated he sent an email earlier today; email incorporated into minutes in italics below:

*“Please pardon my delay in sending this email. I was discussing golf carts with some folks at Wine and Beer 101 a few weeks back. An unintended consequence of the way we wrote the policy is acting as a burden for people who recently bought golf carts or a deterrent for those who may wish to purchase them.*

*In an attempt to limit the work on the Police Department we set that all permits would be renewed in July/August. If someone bought a golf cart in May and received their permit and paid the \$100 fee, they are required to renew their permit and remit another \$100 dollars in July/August.*

*I would like to see the permit fee prorated for individuals who registered their golf carts later in the year. In my opinion prorating them initially is likely the easiest solution moving forward. I think the easiest solution currently would be to prorate next year’s rates for current permit holders based on what month they registered their golf cart.*

*Please let me know if this can be handled administratively or if this will require (rather immediate) board action. I am happy to discuss this tonight.”*

Commissioner Joyner stated last year at this time the Town implemented its golf cart program. He stated the fee schedule does not match the amount of time someone has his/her golf cart. A couple of people purchased golf carts a couple of months ago and are now required to pay \$100 [for annual inspection]. The ordinance includes “shall” and he recommended amending the ordinance to allow for prorating. He is bringing this up this evening for action at the Board’s next meeting. He questioned if the Board has the ability to use discretion in the interim.

Town Manager Piner stated this is an ordinance and does not allow flexibility.

**ACTION**

Mover: Commissioner Joyner moved to suspend the rules to address this ordinance at this meeting.

Vote: 4-0.

Commissioner Joyner questioned if there is particular language for the amendment preferred by staff. Town Manager Piner suggested treating it similar to how the Town used to do privilege license that after January 1 and end of June to prorate.

Commissioner Joyner moved to amend Section 24-155, "Registration and fee shall not be prorated," to strike the word "not" and restate, "Registration fee shall be prorated *at the discretion of the staff.*" The intent was to allow inspection one time per year and this will allow the option to prorate. This will allow staff to come up with a process that is either by calendar year, month, or some other means.

Mayor Gray stated prorated by staff could mean it's done for some but not others. She suggested in a manner determined by staff.

Town Manager Piner stated this could be prorated after January 1 of each year. This may not address the situation current as it is not after January. She questioned prorating on a per month basis.

Mayor Gray stated the preference is for by the month.

Commissioner Joyner stated in speaking with staff, January was selected as that was a means used in the past. If monthly is easier, then it's ok to do that way.

Mayor Pro Tem Lutz questioned whether purchased on August 1 or August 30, it's the same fee.

Mayor Gray stated if inspected in that month, it's for the month.

**ACTION**

Mover: Commissioner Joyner moved to amend Section 24-155 to strike the word "not" and add the word "monthly: "Registration fee shall be prorated monthly."

Vote: 4-0

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



**Technical Review Committee (TRC) [Commissioner Carroll]**



**Eastern Wake Senior Center Auxiliary Meeting [Commissioner Myrick]**

Commissioner Carroll stated on July 13, 2017, the TRC met to review Wendell Falls preliminary plan for utility plans for 18 parcels and designed for retail – grocery, restaurant – and dense residential town house type homes. The utilities and roads for the preliminary plan were approved.

Commissioner Myrick stated he met with Ms. Barrett and there is a plan of action for the new doors for the East Wake Senior Center [EWSC]. The parts have been ordered and it may be another week before arrival. The EWSC expressed appreciation for the recent Fish Fry Fundraiser. The EWSC raised over \$2,500 for senior activities use throughout the year.

### **13. COMMISSIONERS' REPORTS.**

Commissioner Joyner stated he attended the American City County Exchange in Denver, Colorado last week. He attended different work sessions and it was enlightening to hear how other communities do business and the challenges before the communities. As he was filing items on his desk, he came across four newsprint articles on the budget process and five stories total. With the exception of staff and the press, there was no one else at the budget meetings. This year there was one on-line article and it did not include the Town priorities. The News & Observer decided to acquire the community papers. The Town is bound to pay the News & Observer for legal notices. He stated the legal notices [newspapers] no longer arrive in the driveway. The Town is now paying for notices that are primarily on-line unless he goes out to get a newspaper. He will formally ask the News & Observer that if charging the Town of Wendell fees and continue to fight the General Assembly to make the Towns pay the fees, to provide the service. Since the News & Observer moved away from community newspapers, there has not been a reporter in attendance. The Town should not have to call the newspaper to share stories.

Commissioner Myrick stated he agrees and he stated he missed Johnny [Whitfield]. He had a conversation with Regina Harmon, president of the Wendell Chamber of Commerce, and sponsorships for the Harvest Festival are available.

Mayor Pro Tem Lutz apologized for his absence last meeting as he was on vacation. This past week he attended an outing at the MudCat game and met officials from across Wake County and heard they are experiencing same concerns as Wendell. Yesterday he went to watch the 8U girls play softball in Smithfield. He was proud of the way the players played.

Commissioner Carroll stated he had the opportunity to attend the Mayor's Outing at MudCat Stadium and hear how other towns are facing same issues.

### **14. MAYOR'S REPORT.**

Mayor Gray stated last Friday night she attended the Mayors Outing at MudCat Stadium as well. She spends time with the Wake County Mayors once a month and it was nice to meet staff and other elected officials.

Mayor Gray also attended the Wendell Pedestrian Plan meeting. The Plan will go to the Planning Board for review and then to the Town Board. It is a supplement to the Transportation Plan and identifies areas around Town for sidewalks and crosswalks.

Mayor Gray added she went to Smithfield Thursday and yesterday to watch the 8U and 10U girls play softball. The 10U finished seventh place. The 8U finished runner-up in the State.

Board Meeting Minutes  
July 24, 2017

Mayor Gray stated the Wendell Rock Painting Party is this Friday at the Art of Giving. This is a movement that was led by the Appearance Commission. The rocks are hid around Town with positive messages.

Mayor Gray stated the next Bluegrass Picnic Summer Series is Saturday, August 12 at the J Ashley Wall Square from 5 p.m. to 7 p.m. Bring a blanket or a chair and bring a picnic or snack and enjoy wholesome fun.

**15. Closed Session.**  
**ACTION: Will be called if necessary.**

No closed session was called.

**16. Adjourn.**

<p><b>ACTION:</b> Mover: Mayor Pro Tem Lutz moved to adjourn at 8:10 p.m. Vote: 4-0.</p>
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Duly adopted this 14th day of August 2017, while in regular session.

**ATTEST:**

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Virginia R. Gray, Mayor

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Sherry L. Scoggins, MMC; Town Clerk