

**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
June 25, 2018**

The Wendell Town Board of Commissioners held its regularly scheduled meeting on Monday, June 25, 2018, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: John Boyette, David Myrick, Ben Carroll, and Jason Joyner [departed at 7:10 p.m.].

STAFF PRESENT: Town Manger Teresa Piner, Special Assistant to the Manager–Town Clerk Sherry Scoggins, Finance Director Butch Kay, Accounting Technician Garrett Johnson, Human Resources Specialist Melia Edwards, Customer Service Representative Elizabeth Jones, Planning Director David Bergmark, Police Chief Bill Carter, Public Works Superintendent Brian Bray, Parks and Recreation Director Jeff Polaski, Athletic Program Supervisor Tim Kay, 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:

Daisha Smith of Girl Scout Troop 4484 led the Pledge of Allegiance.

INVOCATION:

Mike Harrison of Wendell Christian Church provided the invocation.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA:

ACTION

Mover: Commissioner Joyner moved to adjust the agenda and hear Items 7, 8, and 10 before Item 2 [and re-number the agenda items].

Vote: Unanimous.

2. BUDGET ORDINANCE AMENDMENT FOR THE FY 2017-2018 BUDGET.

SPEAKER: Finance Director Butch Kay

ACTION: Board may take action.

[Staff Report]

For audit purposes, the town is required to adopt the proposed budget ordinance amendment for FY 2017-2018 to “true-up” the various line items within each department (see attachment). The amendment is used to eliminate the negative line items within each department. This is the normal end of the year process to help prepare for the annual audit.

Budget Summary:

<i>Adopted 2017-2018 Budget Ordinance for Revenues</i>	\$7,373,583
<i>Adjusted Revenue Increases</i>	<u>\$ 517,550</u>
<i>Amended 2017-2018 Budget Ordinance for Revenues</i>	<u>\$7,891,133</u>
<i>Adopted 2017-2018 Budget Ordinance for Expenditures</i>	\$7,373,583
<i>Adjusted Expenditure Increases</i>	\$ 522,050

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Adjusted Expenditure (Decreases) \$ (4,500)
Amended 2017-2018 Budget Ordinance for Expenditures **\$7,891,133**

Finance Director Butch Kay provided an overview of the budget ordinance amendment for the FY 2017-2018 budget; staff report above in italics.

ACTION

Mover: Mayor Pro Tem Lutz moved to approve the budget ordinance amendment for the FY 2017-2018 budget as presented.

Vote: Unanimous.

- 3. WENDELL AMENDED COMMUNITY DEVELOPMENT BLOCK GRANT [CDBG] COOPERATION AGREEMENT; CONTINUED FROM JUNE 11, 2018.
SPEAKER: Planning Director David Bergmark
ACTION: Board may take action.**

[Staff Report]

June 25, 2018 Update:

Following the June 11, 2018 meeting, the Town Attorney reached out to the Wake County Attorney's office to obtain copies of the County's adopted policies referenced in the proposed CDBG agreement in order to create similar versions for the Town to adopt. At the time of this report, the Town Attorney had not yet received said copies from the County.

Item Summary:

As a condition to grant funding eligibility from the U.S. Department of Housing and Urban Development (HUD), Wake County is required to enter into cooperation agreements ("Cooperation Agreement") with each participating local government for the administration of HUD grant funds within the Wake County Urban Entitlement Community.

The Cooperation Agreements allow Wake County to administer Federal grant funds within the municipalities that make up the Wake County Entitlement Community. The Cooperation Agreements are renewed in three-year cycles that align with federal fiscal years (FFY). The current renewal period is for FFY 2019-2021, beginning October 1, 2019 through September 30, 2021. The nine towns currently participating in the 2006 Cooperation Agreement are: Apex, Knightdale, Rolesville, Wake Forest, Wendell, Zebulon, Garner, Morrisville and Fuquay Varina. Amended Cooperation Agreements are required for these nine Towns for FFY 2019-2021 to incorporate new federal requirements that did not exist as of the 2006 Cooperation Agreement and to identify additional grant funding resources from the ESG and HOPWA programs.

Attached is an amended Community Development Block Grant Cooperation Agreement for the Town's Boards consideration and adoption. This draft agreement has been forwarded to the Town Attorney for comment.

Planning Director David Bergmark provided an overview of the amended Community Development Block Grant [CDBG] Cooperation Agreement between Wake County and the Town of Wendell; staff report above in italics.

Commissioner Joyner questioned if Police Chief Carter was amenable to the policies referenced within the agreement. Chief Carter stated yes.

ACTION

Mover: Commissioner Joyner moved to adopt the Wendell amended Community Development Block Grant Cooperation Agreement as presented.

Vote: Unanimous.

4. UPDATE TO THE TOWN'S FY 19 COMPREHENSIVE LIST OF FEES.

SPEAKER: ~~Finance Director Butch Kay~~ Town Manager Teresa Piner

ACTION: Receive public comment. Board may take action.

[Staff Report]

Item Summary:

At the June 11, 2018 Town Board meeting, the Wendell Town Board of Commissioners adopted the Town's FY 19 Comprehensive List of Fees and Charges.

On June 12, 2018, the Town of Wendell received an updated ordinance from the City of Raleigh for its public utilities for water and sewer capital facilities fee. These fees are incorporated in the Town's Comprehensive List of Fees as Development Infrastructure Submittal Fees, page 8. In accordance with NC GS 160A-4.1, a public notice about the amended fee schedule was placed on the Town's website and posted on the door to the Board Room. The Board is requested to receive public comment [NCGS 160A-4.1(b)] for this agenda item. Following the public comment period the Town Board is requested to take action.

Town Manager Teresa Piner provided an update to the Town's FY 19 Comprehensive List of Fees; staff report included above in italics.

Mayor Gray opened the floor to accept public input. As no one came forward to speak, Mayor Gray closed the public input.

ACTION

Mover: Mayor Pro Tem Lutz moved to approve the Town's FY 19 Comprehensive List of Fees as amended.

Vote: Unanimous.

[Commissioner Joyner departed at 7:10 p.m. without recusal from the Board.]

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

No one spoke during the Public Comment Period.

6. 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. Wake County Tax Report.
- b. Approval of the minutes from the May 14, 2018, regular meeting.
- c. Approval of the minutes from the May 29, 2018, budget work session meeting.
- d. Approval of the minutes from the May 29, 2018, regular meeting.
- e. Approval of the minutes from the May 30, 2018, special called budget work session meeting.

ACTION:

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

Vote: Unanimous.

7. RECOGNITION AND UPDATE ON PARKS AND RECREATION TRUST FUND GRANT.

SPEAKER: Parks & Recreation Director Jeff Polaski

ACTION: Recognition.

[Staff Report]

Item Summary:

The Parks and Recreation Department received a Parks and Recreation Trust Fund Grant in 2015 in the amount of \$250,000 from the State of North Carolina. This grant was applied towards the Wendell Park Improvement project with a total value of \$556,250. This grant added a multipurpose field with lights and irrigation, paving of an existing parking lot, an ADA playground, games court (bocce and horse shoes), and a .33 mile walking track around the ballfield that also doubles for ADA access.

PARTF has produced a new sign for display and recognition of the program. The sign will be presented at the Board meeting.

Parks & Recreation Director Jeff Polaski provided an update on Parks and Recreation Trust Fund [PARTF] Grant; staff report included above in italics.

Mayor Gray thanked Parks & Recreation Director Jeff Polaski and the Parks & Recreation team for the improvements to the park site and the new programs.

8. PRESENTATION ABOUT THE NEW LITTLE FREE LIBRARY LOCATED AT WENDELL COMMUNITY CENTER – COMMUNITY SERVICE PROJECT.

SPEAKER: Daisha Smith, Girl Scout Troop 4484

ACTION: Presentation

[Staff Report]

Item Summary:

Daisha Smith of Girl Scout Troop 4484 contacted the Wendell Parks and Recreation Department and requested to install a Little Free Library at Wendell Park. The project served to complete her Community Service Badge project. Little Free Library is a nonprofit organization that inspires a love of reading, builds community, and sparks creativity by fostering neighborhood book exchanges around the world. The Little Free Library is a “take a book, return a book”

program. The installation was completed May 27, 2018.

Ms. Daisha Smith of Girl Scout Troop 4484 provided a presentation about the new Little Free Library located at Wendell Community Center; report above in italics. She added she stocked the Little Free Library with books.



9. RECOGNITION OF TOWN OF WENDELL FINANCE DEPARTMENT FOR ATTAINING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT [CAFR] FOR THE FISCAL YEAR ENDED 2017.

SPEAKER: Finance Director Butch Kay and Accounting Technician Garrett Johnson

ACTION: Recognition and presentation

[Staff Report]

Item Summary:

The Town of Wendell has been awarded the Certificate of Achievement for Excellence in Financial Reporting for its comprehensive annual financial report (CAFR) by the Government Finance Officers Association (GFOA) for the second consecutive year. The Wendell Finance Department received the CARF award following its first submittal for fiscal year ended 2016.

The CAFR is a voluntarily constructed document that represents above and beyond financial and non-financial reporting. The report is made up of four sections: Introductory, Financial, Statistical, and Compliance/Single Audit (optional). The report must be submitted to the GFOA no later than six months after the end of the fiscal year being reported. The CAFR is reviewed by a panel of evaluators to determine whether or not the report complies with financial reporting standards and portrays a true story of the Town's financial (and non-financial) position.

Members of the Finance Department include:

Finance Director Butch Kay

Accounting Technician Garrett Johnson

Human Resources Specialist Melia Edwards, and

Customer Service Representative Elizabeth Jones

Finance Director Butch Kay thanked the Town Board for its support of the Finance Department. He recognized the members of the Finance Department: Accounting Technician Garrett Johnson, Human Resources Specialist Melia Edwards, and Customer Service Representative Elizabeth Jones.

[Finance Director Butch Kay distributed the CAFR to the Town Board.]

Accounting Technician Garrett Johnson provided an overview on the Town of Wendell attaining the Comprehensive Annual Financial Report [CAFR] for fiscal year 2017; staff report included above in italics.

10. APPOINTMENTS TO THE TOWN OF WENDELL CITIZEN ADVISORY BOARDS – ROUND TWO.

SPEAKER: Special Assistant to the Manger Sherry Scoggins

ACTION: Board review. Board action requested at the July 9, 2018 meeting.

[Staff Report]

Specific Action Requested:

At the conclusion of the appointments to the citizen advisory boards on May 14, 2018; the following boards have vacancies effective July 1, 2018:

- Board of Adjustment – 1 in-town member*
- Economic Development Committee – 2 members*
- Parks & Recreation Commission – 1 in-town member*
- Tree Board – 1 member*

Round Two of the citizen advisory board recruitment launched May 29, 2018, and concluded June 14, 2018.

*Applications are in the June 25, 2018, agenda packet for the Town Board's review – **no** action requested at this meeting. This is the Board's opportunity to put a face with the name.*

The Board is requested to take action at its July 9, 2018, Town Board meeting.

Special Assistant to the Town Manager Sherry Scoggins provided an overview of the Citizen Advisory Board Recruitment – Round Two; staff report included above in italics.

ACTION

Board will take action at its July 9, 2018, Town Board meeting.

- 11. DISCUSSION BY THE TOWN BOARD TO CONSIDER AND AUTHORIZE THE TOWN ATTORNEY PROCEEDING WITH FORMATION OF A NON-PROFIT ENTITY AND OBTAINING TAX-EXEMPT STATUS FOR “MEET ON MAIN.”**
SPEAKER: Town Manager Teresa Piner
ACTION: Board may take action.

[Staff Report]

Item Summary:

Wednesday, May 16, 2018, the owners of GrillBillies hosted a meeting that included several Downtown business owners, Wendell Chamber Director Valerie DeLoach, Mayor Gray, and several Town of Wendell staff members to discuss the formation of a group to raise funds in order to host events in Downtown Wendell to enhance economic development opportunities.

The goals of the group include:

- Bring awareness of the Town [Small Town. Big Charm.]*
- Draw people to the Wendell who have not been here before*
- Have events with activities that are family focused*

The consensus of a name for the non-profit is “Meet On Main.”

The Town's Appearance Commission raises funds from its activities such as Party with a Purpose and Spring Into the Arts Walk; however, the funds are outside the scope of the of the General Fund intent and purpose. Appearance Commission members have generously provided support through the use of personal bank accounts and the collection of donated funds by volunteers. This is not a recommended or prudent financial practice and staff and the Town Attorney have researched options; to date, a solution has not presented itself outside of the development of an independent organization.

Tuesday, June 12, 2018, the owners of GrillBillies hosted a second meeting and invited the initial

group as well as other Downtown business owners and representatives of Wendell Falls. Discussion focused on ways to include wine and beer; consistency in the date, time, and location of the event(s); participation of the Downtown Wendell businesses; and how to encourage the participations of residents of Wendell Falls.

More than \$5,000 has been verbally committed by Wendell business owners to support downtown economic events; however the town is not in a position to receive and distribute funds through the General Fund.

The Town of Wendell is a recipient of a \$50,000 grant from the Downtown Revitalization and Economic Development Grants effective July 1, 2018. During the discussions, the “Meet On Main” is amenable to the Appearance Commission coming under a non-profit umbrella so that the Town’s General Fund and the personal financial accounts of the citizen advisory board members are not compromised. As the intention of the “Meet On Main” is to promote fund raising events to be hosted in Downtown Wendell, the request is to authorize up to \$5,000 of the Downtown Revitalization and Economic Development Grant for the costs associated with creating and organizing the non-profit and to direct the Town Attorney to proceed with filings for “Meet On Main.”

Tax-exempt entities must receive a substantial portion of their revenue from the general public or from government entities. To qualify, at least 1/3 of it donated revenues must be received from a fairly board base of public support. Incorporating and filing for non-profit status with the US Department of Treasury takes a few weeks, however receiving tax exempt status from the filing of IRS Form 1023 may take 3 to 12 months. While awaiting the approval for tax exempt status, the group is formed and can receive funds for operating downtown events. “Meet on Main” will be required to form a Board of Directors to oversee the organizations’ activities. At a minimum, a meeting of the Board must be held annually. Typically a nonprofit has three officers, President, Secretary and Treasurer. Meet on Main has received volunteers to assume these positions. The group has asked for no ongoing financial support from the town. It would be the desire of the entity to be self-funding once events are held. The group would like to hold their inaugural event on Main Street in the Fall of 2018.

Town Manager Teresa Piner provided an overview on the request to the Town Board to consider and authorize the Town Attorney to proceed with formation of a non-profit entity and obtaining tax-exempt status for “Meet On Main;” staff report included above in italics.

ACTION

Mover: Mayor Pro Tem Lutz moved to approve the request authorizing the Town Attorney to file the necessary paperwork and to not exceed \$5,000.

Vote: Unanimous.

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



Capital Area Metropolitan Planning Organization [CAMPO] (Mayor Gray)

Mayor Gray provided an update of the CAMPO meeting.





13. COMMISSIONERS’ REPORTS.

Commissioner Boyette stated this is a time of transition for the Town as Planner Patrick Reidy

left to join Wake Forest, IT Administrator Hughes is leaving for the private sector and Town Manager Piner is retiring.

14. MAYOR'S REPORT.

Mayor Gray shared the following:

-  Attended the East Wake High School graduation
-  Big Truck Day had a great turn out
-  July 4th Parade and Celebration is coming up
-  Several citizens contacted her about the stop light at Eagle Rock and Wendell Falls Parkway.

15. CLOSED SESSION.

ACTION: Will be called if necessary.

No closed session was called.

16. ADJOURN.

ACTION:

Mover: Mayor Pro Tem Lutz moved to adjourn at 7:52 p.m.

Vote: Unanimous.

Duly adopted this 13th day of August 2018, while in regular session.

ATTEST:

Virginia R. Gray
Mayor

Sherry L. Scoggins, MMC;
Sp Asst to the Town Manager - Town Clerk