

**TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
January 28, 2019**

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, January 28, 2019, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

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

ABSENT: Commissioner Ben Carroll

STAFF PRESENT: Town Manager Marc Collins, Special Assistant to the Manager-Town Clerk Sherry Scoggins, Town Attorney Jim Cauley, Finance Director Butch Kay, Planning Director David Bergmark, Parks & Recreation Director Jeff Polaski, Public Works Director Brian Bray and Police Chief Bill Carter.

CALL TO ORDER

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

Amanda Pulley, student at Wendell Middle School led the Pledge of Allegiance.

Errol Briggerman of Wendell Baptist Church provided the invocation.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

ACTION

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

Vote: 4-0

2. PUBLIC COMMENT PERIOD [one-hour time limit in total]

No public comment was received.

3. CONSENT AGENDA

The Board of Commissioners uses a Consent Agenda to act on non-controversial items unanimously recommended for approval or have been discussed at previous meetings. The Consent Agenda is acted upon by one motion and vote of the Board. Any individual board member may pull items from the Consent Agenda for further discussion. Items pulled will be handled with the "OTHER BUSINESS" agenda topic.

- 3a. Approval of resolution directing the clerk to investigate a non-contiguous annexation petition for .4 acres of property located at 2412 Wendell Blvd and identified by PIN Number 1784-16-1389.

ACTION:

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

Vote: 4-0.

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

- 4a. Recognition of Wendell Middle School teacher: Nate Wills
Speaker: Mayor Virginia Gray

[Staff Report]

Mr. Wills earned a bachelor's degree in special education and elementary education from Liberty University in Virginia. He taught for one year in Virginia before moving to North Carolina. Mr. Wills joined the teaching staff at Wendell Middle School in August 2017. He is a special education teacher at our school. Mr. Wills is an outstanding team player. He goes above and beyond to help everyone at our school. Mr. Wills checks in on other staff members to make sure that they are doing okay, especially after they have been out sick. Not only has he built strong relationships with the WMS staff, he also builds meaningful relationships with our students and their parents. This is displayed each day during afternoon carpool. You can see Mr. Wills shaking the hands of parents in their cars and asking how their day was. He even says goodbye to each student and almost all by their first names. Mr. Wills models the very character traits we hope to instill in our students. He is kind, respectful, and responsible. Although some staff on his fantasy football league might think a little bit differently as he is very strategic and competitive. Mr. Wills approaches each day at Wendell Middle as an opportunity to make a difference with his students. We are very fortunate to have Mr. Wills as a teacher at Wendell Middle School.

Mayor Gray recognized Wendell Middle School teacher Mr. Nate Wills; staff report included above in italics.

- 4b. Presentation update about the North Carolina Department of Commerce [NCDOC] assistance to the Town of Wendell for Economic Development and Downtown Assessment.
Speaker: Planning Director David Bergmark

[Staff Report]

On November 13, 2018, the Wendell Board of Commissioners authorized the Town Manager to sign a Memorandum of Understanding with the Department of Commerce NC Main Street and Rural Planning Center to complete the Wendell, NC Economic Development and Downtown Assessment.

The objective of the proposal is to achieve the following outcomes:

- Provide community input into desired economic growth and develop stakeholders.*
- Update the Economic Development Strategic Plan to reflect current strategic initiatives.*



- *Conduct trade area and business gap analysis to identify needed businesses with locations.*
- *Prepare a retail market analysis to identify retail leakage.*
- *Engage two areas (potentially downtown and one other area) with the findings to seek input and opportunities for implementation.*

*This objective will be achieved through multiple meetings targeting different audiences, the first of which will be a **one-day Community Assessment** to be held on **February 5, 2019 at the Community Center**.*

The February 5th meeting will involve a select group of stakeholders (referred to as the Local Work Group) meeting with NC Commerce and Town Staff to provide their unique perspective and feedback on the Town's strengths, challenges, opportunities, and threats as it relates to Economic Development. As part of this analysis, participants will receive a summarized report of a Retail Market Analysis of the Town to show retail leakage. Through this process, Local Work Group participants will serve as a sounding board for the citizens and business persons of the town.

*The Local Work Group will meet from **8:30 a.m. - 1:00 p.m.** during the community assessment on February 5th. Additional stakeholders (outside the Local Work Group) will be scheduled for 15-minute interviews beginning at 2:00 p.m. that same day. Town staff has begun reaching out to prospective economic development stakeholders to serve both functions. Staff encourages all Town Board members to participate in the 15-minute Stakeholder Interviews if their schedule permits. Staff has a log to schedule the interviews between 2:00 and 4:15 p.m. (up to 2 interviewees may be scheduled for each 15-minute time slot).*

*Following the February 5th Community Assessment, an **Economic Development Vision Forum** open to the entire public will be held. This meeting has been scheduled for **February 12th from 6:00 – 8:30 PM at Town Hall**. The purpose of the Vision Forum is to gather broader feedback from the entire community to create a community-shared vision for Wendell's economic future. Participants will be asked to provide similar responses to what was described in the Community Assessment, with some new material based on feedback received from the Local Work Group. Finally, staff will schedule two additional meeting in February (date TBD) to drill-down into economic development issues particular to the Downtown Area, as well as the Wendell Falls Parkway corridor.*

The Downtown meeting will focus on short and long-term economic development initiatives to support improvements within the Town's business core. This could include discussions on such items as infrastructure projects, incentives, partnerships, development standards, land uses, and town policies. The Wendell Falls Parkway corridor meeting will focus on desired land uses, pedestrian connectivity, infrastructure improvements, and design considerations between Wendell Falls and downtown. The date, location, and specific format of these two meetings are still under development and may be further amended following the Community Assessment.

Planning Director David Bergmark provided an update about the North Carolina Department of Commerce [NCDOC] assistance to the Town of Wendell for Economic Development and Downtown Assessment; staff report included above in italics.

Mayor Gray and Commissioner Joyner volunteered to be available for the Tuesday, February 5, 2019 Stakeholders meeting.

5. PUBLIC HEARINGS

No public hearings scheduled.



6. ADMINISTRATIVE ITEMS

- 6a. Request for Town Hall property utility encroachment between the Town of Wendell and PSNC Energy [Dominion Energy].
Speaker: Planning Director David Bergmark

[Staff Report]

Item Summary:

Universal Chevrolet is currently in the process of constructing an addition on the rear of their property addressed as 102 N Main Street to build a service garage for commercial vehicles. Though the parcel is addressed off Main Street, the portion of the lot where the construction is occurring is along E. Fourth Street, directly adjacent to Town Hall.

As part of this construction project, the owner (White Brothers G&W LLC) has requested the Town to allow a PSNC service line to run along the alley which separates the Town Hall lot from Universal's lot. This service line would run just behind the curb of the alley connecting to Fourth Street, but is still within the right-of-way of that public alley. As such, permission is required from the Town to locate the service line within the edge of the public alley.

Towards this end, an encroachment agreement between the Town and PSNC has been drafted to permit the service line to encroach up to 3 feet into the alley. This agreement would not establish a permanent easement for the line. Rather, it acknowledges and permits the encroachment, while allowing the Town to demand removal of the line in the future if needed.

The Town attorney drafted the agreement included as Attachment A. It includes a map as an exhibit showing the exact location of the encroachment.

Planning Director David Bergmark provided an overview of a request for Town Hall property utility encroachment between the Town of Wendell and PSNC Energy [Dominion Energy]; staff report included above in italics.

ACTION:

Mover: Mayor Pro Tem Lutz moved to authorize the town manager to execute the encroachment agreement.

Vote: 4-0.

- 6b. Presentation of draft 2019 Town of Wendell Strategic Plan.
Speaker: Town Manager Marc Collins

[Staff Report]

Item Summary:

Staff will present the draft 2019 Town of Wendell Strategic Plan to the Commission. The plan was drafted using a combination of Commissioner Retreat materials and minutes from 2016 through 2018, adopted Town plans, and individual discussions with Commissioners. The adoption of the Strategic Plan will be considered at the February 11, 2019 Commission meeting. Once adopted, staff will facilitate a prioritization exercise and draft an implementation schedule to include in the FY 2020 budget document for adoption.

According to the Government Finance Officers Association (GFOA) best practices, strategic plans are comprehensive and systematic management tools designed to help the organization assess the current environment, anticipate and respond to change, envision the future, increase



effectiveness, enhance commitment to the Town vision, and achieve consensus on strategies and objectives for achieving that vision.

The vision statement for the Town of Wendell is as follows:

“The Town of Wendell is clean, safe, vibrant, and full service with a diverse population. Our citizen friendly reputation is assured by the quality of our facilities and professional staff who work efficiently to provide great customer service. We have a knowledgeable Town Board who works efficiently to incorporate input from Citizen Advisory Boards and staff to be responsible stewards of our tax dollars, through leveraging, by watching return on investments and maintaining our fund balance.”

From that vision, five broad policy goals were developed to identify the current environment and aspiration efforts for the future. The policy goals are as follows:

GOAL 1: Downtown Vibrancy, Economic Growth, and Community Character

Promote economic vitality through the development of a vibrant Downtown, economic growth, and unique community character.

GOAL 2: Public Safety and Neighborhood Improvement

Provide for a safe and secure community that nurtures livable and well-maintained neighborhoods that are family friendly.

GOAL 3: Infrastructure, Transportation, and the Environment

Develop and maintain infrastructure and policies to support new growth, improve the quality of life for residents, and provide for a clean and green environment.

GOAL 4: Parks, Recreation, Special Events, and Culture

Establish facilities, events, and programs that connect the community, promote healthy lifestyle opportunities, and culturally engage citizens and visitors.

GOAL 5: Organization Culture and Communication

Build a professional and inclusive Town organization that is fiscally responsible, seeks innovation practices, and values the development of staff.

The presentation will provide the specific action initiatives that are prioritized annually to assist in the allocation of resources and staff time to ensure efficiency and effectiveness. After the initiatives are adopted and prioritized, management and the departments will establish measurable goals for each of the initiatives. The progress towards goal attainment will be measured and reported monthly as part of the revised Snapshot communication for FY 2020.

Moving forward, the strategic planning process will be biennial. As such, the Commission Retreat in August or September will be used for either starting a new strategic planning process or, as will be used in 2019, a mid-year progress report to review goal attainment and refocus efforts to match the current environment.

The draft plan will be provided at the meeting in coordination with the presentation.

Town Manager Marc Collins presented a draft of the 2019 Town of Wendell Strategic Plan; staff report included above in italics. The PowerPoint Presentation and Town of Wendell Strategic Plan handout are incorporated into the minutes as attachments.

ACTION: Presentation.

- 6c. Request for authorization to establish and fill town clerk position.
Speaker: Town Manager Marc Collins

[Staff Report]

Item Summary:



Staff requests authorization to reestablish the Town Clerk position in the Town Manager's Office to separate duties currently assigned to the Special Assistant to the Town Manager. The position is currently assigned the duties as the clerk, public information officer, administrative duties, and manager projects. The Town Clerk position will be responsible for the clerk and share administrative duties. After the new clerk is trained, the Special Assistant position will be responsible for manager projects, public information, and assume the roles of deputy clerk and human resources director (see attached flow chart of responsibilities).

The Town Clerk position has a salary range of \$47,875 to \$71,798. Benefits costs are approximately \$7,920 dependent on salary. The actual cost of the position will depend on the hiring rate and length of time the position is filled in FY2019. An effective start date of March 1, 2019 will cost approximately \$21,065. Staff is requesting the position to be funded from fund balance reserves during the end of year budget amendment if sufficient revenues are not received above budget to cover the expense. The position would be budgeted and paid for with recurring revenue funds in the FY2020 Budget. Ancillary expenses for technology, office supplies, and operating expenses will be provided from existing budget lines. The position will be located in the Town Hall offices in an existing vacant office.

The hiring process proposed will use a hiring panel consisting of a Commission representative, the Town Manager, and the current appointed Clerk. If approved, the position will be posted immediately.

Town Manager Marc Collins provided an overview of the request for authorization to establish and fill town clerk position; staff report included above in italics.

ACTION:

Mover: Mayor Pro Tem Lutz moved to authorize establishing and filling the town clerk position.

Vote: 4-0.

ACTION:

Mover: Commissioner Joyner moved for Commissioner Boyette to serve on the interview panel for the town clerk position.

Vote: 4-0.

6d. Request for text amendment to section 2-142 clarifying the clerk reports to the town manager for day-to-day activities.

Speaker: Town Manager Marc Collins

[Staff Report]

Item Summary:

The text amendment clarifies that the town clerk is appointed by the elected officials and reports to the town manager for daily operations.

Town Manager Marc Collins provided an overview of the text amendment to section 2-142 clarifying the clerk reports to the town manager for day-to-day activities; staff report included above in italics.



ACTION:

Mover: Mayor Pro Tem Lutz moved to approve the text amendment as presented.
Vote: 4-0.

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

7a. Update on board committee(s) by Town board members:

-  Capital Area Metropolitan Planning Organization [CAMPO] – Mayor Gray
-  Eastern Wake Senior Center Auxiliary – Commissioner Myrick
-  Triangle J Council of Governments [JCOG] – Mayor Pro Tem Lutz

An update was provided by each representative.

8. COMMISSIONERS' REPORTS / COMMENTS

Commissioner Joyner encouraged citizen participation as there is a lot happening in Wendell – strategic plan, economic development and budget. He thanked the Public Works team for last week's efforts running the entire Town route picking up the leaves.

Commissioner Boyette stated inclement weather is anticipated this week. If it arrives, he encouraged drivers to stay off the roads as black ice is dangerous.

Commissioner Myrick and Mayor Pro Tem Lutz stated no report.

9. MAYOR'S REPORTS / COMMENTS

Mayor Gray provided the following:

-  This past Saturday was the Family Movie Night at the Community Center. *The Incredibles 2* was the feature presentation.
-  Tuesday, February 12th from 6 PM to 8:30 PM in the Board Room, *Community Visioning / Economic Positioning Forum* being facilitated by a representative of the NC Dept of Commerce
-  Saturday, February 23rd from 9 AM to 3 PM at the Clayton Center, *Board Retreat*
-  Saturday, February 23rd at 4 PM at the Wendell Community Center, *Princesses in the Park*
-  Saturday, March 2nd from 6 to 11 PM at Universal Chevrolet, *Party with a Purpose*; this year's theme is A RED CARPET AFFAIR
-  Spoke with Cub Scout Troop 515
-  Attended the Wendell Chamber of Commerce Good Morning Wendell which was a networking opportunity
-  Attended the East Wake High School graduation



10. CLOSED SESSION

- 10a. Closed session will be called if necessary for the following:
- Acquisition of real property [NC GS 143-318.12(a)(5)].

ACTION: No closed session was called.

11. ADJOURN

ACTION:
Mover: Mayor Pro Tem Lutz moved to adjourn at 7:56 p.m.
Vote: 4-0.

Duly adopted this 28th day of May 2019, while in regular session.

ATTEST:

Virginia R. Gray,
Mayor

Megan Howard,
Town Clerk

