



SEDALIA TOWN COUNCIL AGENDA MEETING
SEDALIA TOWN HALL
6121 Burlington Road
June 26, 2023
7PM

Minutes

- **CALL TO ORDER:** The regular scheduled meeting for the Town of Sedalia was called to order at 7:00 pm at the Sedalia Town Hall by Mayor Morgan.
- **PRAYER & MEDITATION:** Time was allotted for silent prayer and meditation.
- **PLEDGE OF ALLEGIANCE:** Time was allotted for pledge to the U.S. flag.
- **ROLL CALL:** Mayor Morgan, Mayor Pro Tem Faison, Councilwoman Jones, Councilwoman Wrenwick, and Councilman Sharpe.

A. Additions/deletions to the agenda. Clerk Dungee noted the title for item #2 was changed.

B. Review minutes from the May 22nd Town Council Agenda meeting.

Motion to approve the agenda with the proposed title change and the minutes from May 22nd meeting was made by Mayor Pro Tem Faison and seconded by Councilwoman Jones. Motion carried.

C. REPORTS/DISCUSSIONS

I. Guilford County Comprehensive Plan Update

Kaye Graybeal with the Guilford County Planning and Development Department provided information on the Guilford County Comprehensive Plan update. The plan is for un-incorporated portions of the county and includes strategies for policy decisions and priorities. The plan was developed in 2006 and is updated every 15-20 years. A consultant was hired to assist with the update. Currently existing conditions information is being collected and a public survey is being conducted. There will be public input meetings. Also, there is a committee of community leaders that will represent a wide variety of community interests (e.g., businesses, builders, the environment, etc.). Main issues will be determined and used to update the plan. All Guilford County community members are invited to be part of the process and encouraged to complete the online survey. The deadline for completing the survey is July 10, but it may be extended.

Councilman Sharpe asked about the location of the public meetings. He noted this section of the county is open to more development since construction of the urban loop, and there is an increase in Publix truck traffic through town. Ms. Graybeal responded there will be a meeting held in the Sedalia area possibly at the Charlotte Hawkins Brown Museum. She added the plan includes a section on transportation and mobility.

Councilwoman Jones asked what happens after the survey is completed. Ms. Graybeal responded that the consultants have software to analyze and develop a summary of the survey responses. It will help to determine the priorities and in developing goals and objectives.

II. Sedalia Administrative Department Proposal

Carolyn Cole is the Vice-President of RGJ, LLC, a business development, management, and administrative services company focused on the needs of small businesses. Ms. Cole presented a resolution establishing the general administration department and position of administrative officer for the Town of Sedalia.

Councilwoman Wrenwick asked if this included adding another position. Ms. Cole responded it would add a position titled chief administrative officer or town administrator. Mayor Morgan asked how the new position would change the Town's day-to-day activities and the Council's activities. Ms. Cole responded the new position would not affect the Council's responsibilities or decision-making authority. It would allow Clerk Dungee to have authority to build an administrative department and determine the Town's future needs (e.g., additional staff). She added it would be a change in title and salary since Clerk Dungee is doing most of the town administrator duties already.

Councilwoman Wrenwick asked if the proposed salary was comparable with other towns. Ms. Cole responded salaries for comparable sized and slightly larger towns were reviewed and that Clerk Dungee has 20 years of experience. The salary selected (\$65,000) was in the middle of the scale. Mayor Morgan asked if that included insurance. Ms. Cole responded they are looking at insurance quotes provided through the League of Municipalities and private carriers. Mayor Pro Tem Faison asked if the resolution is adopted, when it will become effective and how will it affect the new budget. Ms. Cole responded the Town's budget was reviewed and funds are available in general fund, and in some of the Town's grants. Also, they are looking at other grant funding.

Councilwoman Jones asked if there would be a town administrator and a town clerk. Ms. Cole responded both positions would be needed. The town administrator's position would be full-time, but the town clerk's position could be part-time. Also, the Town can use contract services, or possibly consider taking fewer conference trips to save money. Clerk Dungee commented that putting a plan in place now is needed to accommodate growth, and eventually additional development will bring in revenue. It may be two to three years but there will be staff to handle the workload and the influx of residents. The Town will need to figure out the finances in the short term, but there are grants (e.g., capacity building) that may help as well.

Councilman Sharpe stated the Council has discussed staffing needs several times, but admitted he was surprised it was presented today. However, he noted Clerk Dungee now has additional work with all the Town's grants and has stated before that she needs additional help. Mayor Morgan commented that once developers were looking at property, the Town started to review how it would accomplish the additional work. Mayor Pro Tem Faison commented that she has been in favor of this 100%, and the title change and salary increase is acceptable. She added, to help accommodate the budget, maybe the town can consider a graduated salary increase. Councilwoman Wrenwick commented the Town should be able to cover it financially but will need to do a budget amendment at the end of year. Mayor Morgan commented the proposed position is

acceptable, but the Town does need to see what the insurance cost would be. Mayor Pro Tem Faison asked if there was a need to clarify the title name. Mayor Morgan stated he prefers town administrator. Councilwoman Jones stated she is ok with whatever Clerk Dungee prefers. Clerk Dungee said she prefers Town Administrator as well. Mayor Morgan asked if Council members were prepared to vote tonight or wait until the next meeting to vote. The Council members preferred to wait until the Town Council meeting on July 10th to vote and would maybe have more people attending. Ms. Cole suggested it could still have an effective date of July 1. Clerk Dungee will develop a list of town administrator and town clerk duties and she also noted the need to discuss the office assistant's position.

III. Monthly Finance Report

Councilwoman Wrenwick reported on the May financial transactions and balances. The balance for each account as of May 31, 2023:

American Rescue Plan: \$127,809.54

Powell Bill Fund: \$133,253.68

Savings: \$457,177.71

Town Center/Bike and Pedestrian Fund: \$44,430.57

Checking: \$16,965.83

Mayor Morgan asked if the \$420 for repairs and Ring camera installation included the cost of the Ring camera. Clerk Dungee responded it included installation only. The repairs included repairing or replacing the Town Hall window screens, and painting the front railing, front door, and vase.

Councilwoman Wrenwick received a copy of the TR-2 report from the Town's accountant. In 2022-2023 Sedalia's total tax valuation (i.e., total taxable property) was \$59,795,961. For 2021-2022 the total was \$44,754,195. The increase was due to the County's change in property valuation. Clerk Dungee asked how much Guilford County charges to collect the Town's taxes. Councilwoman Wrenwick responded the County charges approximately \$380.

IV. Planning Board Meeting Update

Planning Board member Jones reported on the Planning Board's meeting on June 15th. Kaye Graybeal with the Guilford County Planning and Development Department presented the Guilford County Comprehensive Plan update. The Planning Board reviewed an application for a new member – Jay Riehle – and will conduct the interview at the next meeting. Planning Board member Richmond provided a tutorial on Guilford County's GIS for the Sedalia Thoroughfare & Collector Street Plan. The UNC School of Government's module on Quasi-Judicial Decisions was reviewed.

V. Sedalia Development Clearance Certificate Revisions

Clerk Dungee reviewed the proposed revisions for the Development Clearance Certificate (DCC). These are based on discussions about increased fees to include administrative costs.

The following changes were made to the DCC:

- Added that a DCC is required for all development that requires a Guilford County permit. Also, the DCC must be completed and signed by the applicant and Town of Sedalia, and fees paid.
- Increased the fee from \$35 to \$75 for single-family site-built home, modular home, and double wide mobile home.
- Added a category for Accessory Structures (\$35), Solar Collectors (\$75 + \$100 per acre), Conditional Zoning (\$500), and Building Without a Permit Penalty (\$25).
- Added the information that needs to be submitted with the DCC application (e.g., size of site plans, soil erosion, etc.)
- Added a statement that the DCC package is submitted to Guilford County Planning and Development Department for further processing.

Mayor Pro Tem Faison asked if the building without a permit fee could be changed to per day. Clerk Dungee responded it could, but then Guilford County would have to provide a cut-off date since they terminate the permit. Also, if work has stopped, but the applicant has not come in for the DCC yet, the Town does not want to continue charging a penalty fee. It was unclear how the penalty fee would be applied if Guilford County issues the permit without a DCC. Also, it is unclear who pays the penalty, the contractor or property owner since the applicant can be either. Clerk Dungee asked if there were any additional changes. It was suggested to add a phone number for property owner. She added changes to the DCC do not need to be voted on by the Council.

Clerk Dungee commented there is no longer a need to have a permit to demolish a structure. Also, when a resident was installing a new septic system, Environmental Health required an inspection, but no permit, so no DCC was issued.

VI. Regulations on Solar Panels

Councilwoman Jones reviewed the proposed revisions regarding the Town's solar panel ordinance. The revisions are intended to clarify the language that solar collectors (freestanding and principal) are screened by a fence or vegetative buffer so they cannot be seen from the street. Councilwoman Jones noted the regulations do not indicate that collectors must be on the side of the house and asked if they can be placed in the front yard. Mayor Pro Tem Faison responded they can be placed in the front yard if they are screened and not seen from street.

D. CITIZENS COMMENTS

*Mayor Pro Tem Faison, 6108 Bogue Way, provided Council members with a price list from Randy Davis for a border and flowers to be planted around the Town's welcome signs. The Town can purchase the supplies, but the labor is expensive (\$525 per sign). She will contact Jesse Walker to see if he can do the work. She added the flowers should be low growing and low maintenance. Planning Board member Jones asked if the Town needed to contact NCDOT. Councilman Sharpe noted that NCDOT required a breakaway structure for the sign to protect drivers. He asked if there would be any issues with a border and maybe the Town should consider only plants.

E. ANNOUNCEMENTS

All regular scheduled meetings are held at the Sedalia Town Hall at 7:00 pm.

- The Town Hall will be closed on July 4th to observe Independence Day
- The next Town Council meeting will be held on July 10th.
- The Planning Board meeting will be held on July 20th.
- The next Town Council Agenda meeting will be held on July 31st.

Meeting adjourned.

Submitted By:

Approved By:

Cam Dungee, Town Clerk

Howard Morgan, Mayor

Date

(SEAL)