



**Town of Sedalia
Council Meeting**
7pm – November 3, 2025
Sedalia Town Hall
6121 Burlington Road

Minutes

CALL TO ORDER: The regularly scheduled Council Meeting was called to order at 7:01 pm at the Sedalia Town Hall by Mayor Pro Tem Faison.

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: Roll taken by Clerk Clark. Present; Mayor Pro Tem Faison, Councilwoman Jones, Councilwoman Wrenwick, Councilman Sharpe. Absent; Mayor Morgan.

A. MOTION to approve the agenda was made by Councilwoman Jones.

(As the meeting was preparing to begin, two deputies from the Guilford County Sheriff's Office entered with information to present.)

MOTION to amend the agenda to add the Sheriff's Office after the Code Enforcement Report was made by Councilwoman Wrenwick. Seconded by Councilman Sharpe. Motion carried.

B. MOTION to approve the minutes from the October 6th, 2025 Council Meeting was made by Councilwoman Wrenwick. Seconded by Councilwoman Jones. Motion carried.

C. MOTION to approve the 2024-2025 Budget Amendment was made by Councilwoman Wrenwick. Seconded by Councilman Sharpe. Motion carried.

D. Guests / Reports / Discussions

I. Code Enforcement Report for October 2025

Logan Boaz of Alliance Code Enforcement presented the report.

6270 Burlington Road – Opened 11/13/23 for Minimum Housing violation. Controlled Burn scheduled 11/10/25.

6124 Burlington Road – Opened 12/11/23 for Minimum Housing and Nuisance / Junk Pile violations. Owned by Bethany Community Church since 7/1/25. New Pastor, Shawn Winstead, plans to bring it into compliance.

6020 Blue Lantern Road – Opened 2/12/24 for Minimum Housing and Junk Pile violations. As of 10/23/2025 ordinance being prepared.

6124 Burlington Road – Opened 7/22/24 in reference to a fallen tree. Same as above, Pastor Shawn is making plans to have the fallen tree removed and prevent another from falling.

6307 Jennie Drive – Opened 8/13/24 for Nuisance/Junk Vehicle and Overgrown Lot violations. Improvement early on, but then stopped. 10/7/25, Code Enforcement has towed the vehicle from the property. Case abated and closed.

6003 Rolling Acres – Opened 9/10/24 for Junk Pile violation. Hearing held but the property owner did not attend. 10/20/25, Finding of Fact Order will be sent.

654 Sedalia Road – Opened 9/10/24 for Nuisance/Junk Pile violations. 10/23/25, Owner applying for permit to build a fence to obscure junk pile from view. 2 week extension granted and passed. Code Enforcement will be proceeding to next step. Administrator Dungee had collected requirements around building of new fences and sent it to the Council.

623 Morgan Summers Road – Opened 9/17/24 for Open Storage violations. 10/23/25, work order being prepared.

6137 Blue Lantern Road – Opened 9/17/24 for Nuisance/Junk Vehicle violations. 10/7/25, the vehicles have been towed and the case is now abated and closed.

1119 Palmer Farm Road – Opened 10/15/24 for Junk Pile and Nuisance/Junk Vehicle violations. 10/23/25, owner has removed vehicle but junk pile remains. Work Order being prepared, as well as contact to be made again to see if owner would remove.

401 Sedalia Road – Opened 10/15/24 for Open Storage violation. 11/3/25, Finding of Fact Order has been sent.

Councilwoman Wrenwick asked about how the two cases on this property interact with each other, as the junk in this violation is stored on and in the vehicle in violation in the other case. Logan Boaz responded that likely it would mean this case has to be handled before the vehicle case can be resolved.

6117 Burlington Road – Opened 1/27/25 for Minimum Housing and Open Storage violations. The house was removed by a controlled burn.

6209 Burlington Road – Opened 1/27/25 for Minimum Housing violation. 10/23/25, ordinance will be prepared for demolition.

6229 Burlington Road – Opened 1/27/25 for Nuisance/Junk Vehicle and Open Storage violations. The vehicle has been removed. Open Storage still in violation. Code Enforcement will move on to Finding of Fact Order.

654 Sedalia Road – Opened 2/23/25 for Nuisance/Junk Vehicles. 10/27/25, all vehicles are operational. Whether they're registered is still unknown.

401 Sedalia Road – Opened 5/1/25 for Nuisance/Junk Vehicle violation. 10/23/25, Finding of Fact Order and Tow Notice posted.

205 Grand Oaks Drive – Opened 5/12/25 for Nuisance/Junk Pile violation. 10/27/25, Finding of Fact Order sent and posted.

5906 Stewart Bend Road – Opened 7/7/25 for Nuisance/Junk Vehicle and Open Storage violations. 10/27/25, Finding of Fact Order sent and posted.

5902 Blue Lantern Road – Opened 7/7/25 for Nuisance/Junk Vehicle and Junk/Open Storage violations. 10/20/25, Finding of Fact and Tow Notice will be sent.

6006 Stewart Bend Road – Opened 8/14/25 for Nuisance/Junk Vehicle and Overgrown Lot violations. Email received by Code Enforcement just before the weekend showed that the owner had resolved the violations.

316 Dansby Drive – Opened 8/14/25 for Nuisance/Junk Pile and Overgrown Lot violations. 10/20/25, Finding of Fact Order will be sent.

655 Sedalia Road – Opened 10/15/25 in reference to a Camper that may be being used as a permanent dwelling. A Notice of Violation will be sent.

6259 Burlington Road – Opened 10/10/25 for Overgrown Lot violation. Overgrowth cut, case is closed and abated.

6110 Blue Lantern Road – Opened 10/15/25 for Nuisance/Junk Vehicle violation. Notice of Violation has been sent.

Councilwoman Wrenwick asked about a property mentioned at the last Council Meeting that needed cut that was mentioned during Citizen Comments. No one was sure which property that was without an address.

(Looking at the minutes for the Council Meeting on 10/6/25 after the fact, it looks like this was in regards to 6006 Stewart Bend Road.)

II. Guilford County Sheriff's Office

Sheriffs deputies, Sergeant Wyrick and Corporal Khan, who are both supervisors, came with a report of calls received in August. 31 calls were answered.

- Accident PI W/Vehicle Overturn - 1
- Burglar Alarm - 2
- Discharge of Firearm - 2
- Disorder Family - 2
- Domestic Dispute - 1
- Law Assistance Needed - 2
- Mental Subject/Commit Serv - 3
- Missing Person or Runaway - 2
- Noise Disturbance or Party - 1
- Suspicious Activity - 5
- Suspicious Subject - 7
- Traffic Assistance Needed - 1
- Trespasser – 2

(Throughout the meeting, everyone referred to “District 1” of Guilford County when they meant “District 2.”)

They confirmed that the calls are for Sedalia specifically, not all of District 1 and not including Gibsonville. They described the quantity and type of calls as being a positive indicator. As examples, they described that calls are broken into categories where they require or don’t require reports, and all of Sedalia’s calls fell into the not-required category. Similarly, they said that this was only categories for calls that were received. “Breaking and Entering” is a category that they received zero calls for, as another positive example.

Planning Board Member Marian Jeffries, asked about the gunshots over by Bogues Way. Councilwoman Wrenwick, Administrator Dungee, and others described the past conversations, incidents, reports, and communications with the Sheriff. This included Councilwoman Wrenwick providing the case number 240623013 described as “stray bullets” on 6/23/24.

As discussion continued, Sergeant Wyrick said that he recalls the county ordinances prevented shooting within 150 yards of a house, which would apply in this case. Similarly, Corporal Khan added that his memory of the ordinance is that it requires a proper backstop or barrier. Councilwoman Jones confirmed with them that firing into the woods would certainly be outside what the ordinance allows. Administrator Dungee brought up that people shooting at Bethel Church Road were, on at least one occasion, firing into the ground and that that would also be outside of what is allowed.

The Sheriffs asked about what noise ordinances Sedalia may have. There is the chance that the county noise ordinance may prevent shooting on Sundays, but they weren’t 100% certain on that.

There were also questions about speeding, which the sheriffs responded that that would be within what the things they enforce.

Councilwoman Jones asked about who is responsible for getting the sheriffs Sedalia’s ordinances so they know what it is they would be enforcing that is different than the County’s ordinances. Sergeant Wyrick said that if they were brought to him that he would be happy to distribute them throughout District 1. Administrator Dungee brought up sending the ordinances to the Division Commander and said that she would get them sent to Sergeant Wyrick.

Councilwoman Jones brought up the Sedalia Park project and what would the town need to do to get a regular nightly patrol. Sergeant Wyrick said they would just need to ask and described similar requests for recently made parks in other towns.

III. DCC Process and Guilford County Communication Updates

Administrator Dungee summarized the current situation with DCCs and collaboration with Guilford County and the request for input from the Planning Board she had previously made. She wrote a document for this purpose that is attached to the

E. CITIZENS COMMENTS

- No Comments

F. ANNOUNCEMENTS

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

- The next Planning Board meeting will be held on November 20th, 2025.
- The next Town Council Agenda meeting will be held on November 24th, 2025.
- The next Town Council meeting will be held on December 1st, 2025.
- The Senior Luncheon will be held on December 3rd, 2025 at Kimball Hall.
- Christmas in Sedalia will be held on December 13th, 2025 at the CHB Museum.

Meeting adjourned at 8:23 pm

Submitted By:

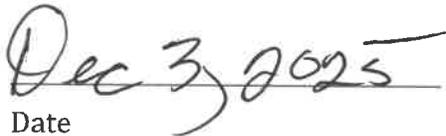


Drew Clark, Town Clerk

Approved By:



Howard Morgan, Mayor



Date

(SEAL)



minutes. Importantly, the town can have changes made to what the County takes a DCC for is as simple as letting them know.

Councilwoman Jones asked if this related to new structures or old structures. Administrator Dungee explained that it was for new construction that would require a permit. If the Council wanted changes made to the DCC form, there was nothing preventing them from making that change, they only need to ask.

Councilwoman Jones also asked what the difference is between a “home occupation” vs “family care.” A home occupation is a type of business, and so a family care home could be a home occupation, depending on how much of the home is used for that business. This then started a discussion about trends and types of family care homes.

Mayor Pro Tem Faison expressed support for creating a method for submitting the DCC entirely through the website. Councilwoman Jones did not want to continue to see hand drawn elevations in DCCs. In response, Administrator Dungee reiterated that the DCC functions primarily as a way for the Town Council to be made aware of new construction, but ultimately professional elevations were more of a necessity for Guilford County who actually issue the permit and do inspections.

Councilman Sharpe brought up that the “building without a permit” penalty at \$25 did not seem to be much of a deterrent. He asked for it to be increased to \$100. He also asked that any online payment option that may come around not have processing or service fees coming to the town. Next, he asked if the current DCC anticipates the needs of the town when the Town Center or Downtown Sedalia project happens.

Administrator Dungee proposed that a hypothetical applicant could submit one for a style of home they’re building 10 of (as a hypothetical) and say which lots it is in regards to.

IV. DCC Software and iWorQ Summary.

Clerk Clark prepared a document regarding a company called iWorQ that makes, among other things, software for managing DCCs or permits. The document is attached to the minutes.

Councilman Sharpe asked about the pricing on the payment processing for the web portal iWorQ runs. They did not give specifics and Clerk Clark did not ask for specifics. Councilwoman Jones asked about the sizes of the towns who use the software. Asked about his opinion on it, Clerk Clark expressed that there were benefits to it (like record keeping) but that it wouldn’t impact the work done in processing DCCs in a meaningful way and that he didn’t feel strongly about it one way or another. Administrator Dungee brought up that the price for it was much lower than what she or Clerk Clark expected. Councilwoman Wrenwick suggested this be brought up again at budget time.

Councilman Sharpe suggested that as we look to modernize, we should look into other companies that provide similar services to iWorQ, if only for the sake of comparison.

Administrator Dungee brought up the code enforcement software they provide and how that could be employed as the town develops.

Update on Potential Revisions to the Sedalia Development Clearance Certificate Application Process

Meeting Notes 11/03/25

A few months ago, town administration assigned a small project to the town's Planning Board to review what current permit types required a Development Clearance Certificates (DCC), and what types should be added. It was learned previously that county permitting was following a list that the town was somehow unaware of. Ultimately, the town's goal is to prevent permits from being issued without the applicant having ever applied for a DCC. At the same time, while this matter is being addressed, it seemed appropriate to consider any other permit types that should be added to the DCC. In the meantime, the town was waiting to hear back from the Guilford County Planning and Development Department on the process of requesting these changes. It could be as simple as the town providing some form of documentation, or it may require a revision to the town's contract for planning services with the county.

During the September Planning Board meeting, the members discussed this concern and made some suggestions for the Town Council to consider.

- 1) Consider modernizing the Sedalia DCC processing to maybe streamline the process, to include online payments
- 2) Consider including the application process on the town's website
- 3) Specify what types of reconstructions would require a DCC
- 4) Consider increasing application fees to make them more comparable to other municipalities.
- 5) Consider adding signage to the permit types that require a DCC. (*Note: it was later shared with the board that the town already has a separate Free-Standing Sign Application process for installing signage*).

During the last week of October, the town learned from county planning that in terms of requiring DCCs for new types of permits, there is no formal process that needs to happen between the Town and the County. The Town would just

need to follow its normal processes to adopt the new DCC requirements and then communicate those changes to County staff.

As far as ensuring that County staff consistently require DCCs before proceeding further with applications, they just need a definitive list of all permit types requiring a DCC. Then the county can have further discussions between the Planning and Permitting Departments to make sure all relevant staff are informed.

Based on previous discussions, the simplified version of the DCC is to require DCC's for all permits that are issued, with the exception of trade permits (mechanical, electrical, and plumbing). Below are some specifics on trade permits. General permits, which would require a DCC are for structural changes such as major changes or any new structures.

- **Electrical work:** Includes installing, altering, replacing, or repairing electrical wiring, fixtures, equipment, and appliances, as well as service and panel upgrades.
- **Plumbing work:** Covers the installation, extension, or repair of plumbing systems, including replacing water heaters, adding or relocating water lines, and working on gas piping.
- **Mechanical (HVAC) work:** Required for projects involving heating, cooling, or ventilation systems, including ductwork modifications, installing new equipment, or adding mini-split systems.
- **Gas piping:** Specific permits are needed for the installation of gas logs, appliances, and grills.

Following is a revised Sedalia Development Clearance Certificate for the Town Council to consider for adoption. Please advise of any additional changes needed.

iWorQ Meeting Summary (Permit Software Vendor)

On October 3rd, Town Hall was contacted by Peter Vernon of *iWorQ*, a software company that makes (among other things) software for managing permits. In light of the conversation around DCCs and it being expressed that we could look into modernizing the process, we took Peter up on his offer to see a demo of the software over Zoom. We met with him on October 28th.

The software and service are two separate items for pricing purposes. As an example, a municipality could hypothetically only have the software for their internal permit organizing and then not pay for the public-facing service that citizens would use to submit documents or permits.

The software for the internal side of the process allows for the uploading of data and documents in to files that are then searchable by, more or less, every piece of information entered regarding that DCC or Parcel. The interface can be customized for each user in regards to what fields of data show up in a list. This would be a convenient way to have these documents consistently organized for the purposes of archiving and reference. The data recorded or displayed includes the progress of the DCC as it goes through our review/process.

As for the public facing side of what they provide, they host individual portal websites for each government that uses this service. Picture something very similar to the Civic Portal that Guilford County has. Hypothetically, we would have a link to their website on ours for members of the public to find and then access.

Unrelated to this specific meeting, we asked about other services from iWorkQ and it looks like they make software for just about every governmental process one would need. There was software for managing public works, fleet management, stormwater management, water and sewer management, signs, roads, sidewalks, FEMA, public engagement, and more.

Pricing

Payment for their service is scaled based on the size of the municipality. He also stated that though the pricing is based on population, that they do not raise the price as demographics change. We were given *ballpark* estimates; for just the software or “Permit Module” they expect the price to be \$1,500-1,800 annually or \$125-\$150 a month. For the Permit Module and Online Portal together they expect the price to be \$2,500-2,800 annually or \$208-233 a month.

Opinions

During the demo, Peter gave us a list very early on of other municipalities in NC using their services, those being:

- Mebane
- Graham
- Asheboro
- Raeford
- Newport
- Sunset Beach
- Belhaven
- Sampson County

Additionally, I found an old email (2023) where the town of Denton was asking what other municipalities used, as they were looking to **stop** using iWorQ.

As of this writing, I've heard back from Newport. Their Permitting Specialist said:

We currently use iWorQ for **planning/zoning, inspections, fire, and code enforcement**. Previously the town used a service called Edmunds, and iWorQ is far more advanced. Something I share with everyone is how simple iWorQ is. When we get new employees in our department, I give them a 30-minute crash course on everything they need to know and rarely do they have any questions or any confusion. That is why I enjoy this software is it is simple and user friendly, to put it into perspective, we have someone in their 20s, 30s, 40s, and 50s all use the software, and everyone gets along with it great! We have a single point of contact and they typically respond same day.

(She had a lot of positive things to say about the code enforcement software that I did not include.)

The emphasis in the quotes is mine. And I've also heard from Raeford, which was slightly less positive, and is seeking to replace iWorQ:

We use it for **planning, zoning, permitting, inspections, public works and fleet management**. It was (emphasis on "was") amazing for the first couple of years. We were originally able to make adjustments and formulas for our fees. They took that out and now you have to contact them to make the adjustments. Unfortunately, they are in another time zone and that increases the length of time that it takes for them to respond. In addition, sending them the formula doesn't help. It took almost 2 months to get a new fee added and it delayed the processing of a permit

application. The fee they put in didn't work and it took another week or so to get it correctly. There is also an issue with the property ownership side. If you have been using it for a while and you allow them to update the ownership by the parcel data, it just replaces the previous data which can be a real issue when permitting for an address you had a previous permit issued. The property will only show the new owner. I had to have them add another section and I have to manually add the new owners and move the previous owners to a new section with the date and deed book and page to show who owned it previously.

The plus side is that they don't charge extra for each person that has access and you can control what they are capable of doing. It's relatively easy to learn and use but it feels "basic" and I feel like I'm working with a database rather than software. It really doesn't work for me. I need a little more automation.

I received a follow up about payment processing on the web portal:

The portal is not that great. For example, the permits and payments are emailed to me but the inspection request "sit" in a little screen that I often forget to check. Thankfully, most of the contractors know to email me to schedule or if they haven't heard back from me confirming receipt. The online payment was a great issue for us, too. We went with Payroc as our provider because they take their money off the top and we don't have to pay them for the service. They also provided a USB card swipe for the office.

Sunset Beach responded only to say that they have used it for 6 years.

Denton, the town looking for alternatives responded that they were only looking for alternatives simply to compare pricing. Otherwise:

Overall, the system has been great, and their customer service team is very responsive. We use the Work Management application regularly—primarily within our Public Works department. Recently, other departments have also started using it and are finding it convenient for tracking ongoing work. Even our Police Department is now using it to track vehicle maintenance. The system makes it easy to schedule jobs, create checklists, and generate reports from the collected data.

Before iWorQ, we relied on a paper-based system, which wasn't very effective. This platform allows administrators to track project costs—including time, equipment, and materials—which has been a big improvement.

We also use the Code Enforcement and Permit Management applications. The **Code Enforcement** module helps us track cases that are referred to our contractor, and the Permit Management module supports our zoning processes.

The only downside we've experienced is related to the multi-year contract. Our former Manager had initiated a project with their team to develop a customer bot program. After his departure, we decided it wasn't something we needed to continue. We requested to cancel that service, we received some pushback from the company's owner at the time.

Overall, we've been very satisfied with the system and the support we've received.

For my own thoughts, the Permit Module would be an improvement in record keeping. Though improved record keeping is something we can achieve without paying for software. And when I say an improvement, I mean in the quality and consistency of the records, I do not mean as a way to save time or work. This looks like it would be about the same amount of work or negligibly more work.

As for the Portal. Right now the majority of DCCs I've seen since starting have been handled entirely by email, so it appears that most applicants prefer web based ways to submit. I think when we get to a point that we're processing enough DCCs a month that we would break even on the amount they would potentially charge \$208-233, it could be a great addition for the ease of applicants. That or if we found other software of theirs that would benefit Sedalia, then I could see this being an addition to a bundle.