



**COUNCIL MEETING  
MARCH 18, 2024  
6:30 P.M.**

Amended 3/15/2024

**ORDER OF BUSINESS**

1. **PLEDGE TO FLAG**
2. **INVOCATION**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
  - a. Regular Town Council Meeting - February 19, 2024
  - b. Work Session Meeting Minutes - February 26, 2024
5. **1st OPEN FORUM**
6. **REGULAR BUSINESS:**
  - a. **MAYOR FLETA BYRD**
  - b. **TOWN ADMINISTRATOR - Leighanna Worley**
    - i. Reschedule April Work Session
    - ii. Discussion of Town Hall Campus Master Plan
    - iii. Appointment to Events Committee - Benjamin Barley
  - c. **PLANNING - Wendy Oldham**
    - i. Call For Public Hearing - Rezone of Parcel ID 17J07022A
    - ii. Call For Public Hearing - Rezone of Parcel ID 17K08028A
    - iii. Amended Memorandum of Understanding - Upper Coastal Plain Rural Planning Organization
  - d. **COUNCILMEMBER COMMENTS**
7. **2nd OPEN FORUM**
8. **ADJOURNMENT**

TOWN OF WILSON'S MILLS  
REGULAR TOWN COUNCIL MEETING  
February 19, 2024

**PRESENT:** Mayor Fleta Byrd, Mayor Pro-tem JC Triplett, Councilmembers David McGowan, Carolyn Dobbin, and Tim Brown.

**OTHERS PRESENT:** Town Administrator Leighanna Worley, Town Clerk Emily Matthews, and Town Attorney Gabriel Du Sablon.

**ABSENT** Councilmember Randy Jernigan

**CONVOCAATION:** Mayor Byrd declared a quorum present and called the meeting to order at 6:30pm.

**PLEDGE** Mayor Byrd led the pledge of allegiance to the flag.

**INVOCATION:** Jim Uzzle gave the invocation.

**APPROVAL OF AGENDA:** Mayor Byrd asked for approval of the agenda.

A motion was made by Councilmember David McGowan and seconded by Councilmember Tim Brown to approve the agenda as presented. Motion carried unanimously.

**APPROVAL OF MINUTES:** Mayor Byrd asked for any comments or corrections to the minutes for the Regular Town Council Meeting for January 17, 2024.

**Regular Town Council Meeting- January 17, 2024:**

A motion was made by Councilmember Carolyn Dobbin and seconded by Mayor Pro-tem JC Triplett to approve the Regular Town Council Meeting Minutes for January 17, 2024, as presented. Motion carried unanimously.

**Work Session Minutes - January 22, 2024:**

Mayor Byrd asked for any comments or corrections to the minutes for the Work Session for January 22, 2024.

Councilmember McGowan mentioned a typographical error on page 2 of the minutes.

A motion was made by Councilmember David McGowan and seconded by Mayor Pro-tem JC Triplett to approve the Work Session Minutes for January 22, 2024, as amended. Motion carried unanimously.

**PUBLIC HEARING:** Mayor Byrd opened the public hearing at 6:34pm.

**Ordinance to Extend Corporate Limits – Johnston County Public Schools**

Mayor Byrd asked if there were any comments of questions regarding the annexation.

Town Administrator Worley said this annexation is for the property for the new high school and the property will also be for the middle school in the future.

With no one else wishing to speak, Mayor Burd closed the public hearing at 6:35pm.

Councilmember Brown asked if the town will be responsible for hiring the School Resource Officer for the high school and Mayor Byrd said when it is

time to assign a SRO the town will be responsible for that.

A motion was made by Councilmember David McGowan and seconded by Carolyn Dobbin to adopt the following Ordinance to Extend Corporate Limits - Johnston County Public Schools. Motion carried unanimously.

#### TOWM #204

### AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF WILSON'S MILLS, NORTH CAROLINA

**WHEREAS**, the Town of Wilson's Mills Town Council has adopted a resolution under G.S. 160A-31 stating its intent to annex the area described below; and

**WHEREAS**, a public hearing on the question of this annexation was held at the Wilson's Mills Elementary School Cafeteria, 4654 Wilson's Mills Road, Wilson's Mills, North Carolina at 6:30 p.m. on February 19, 2024 after due notice by the Johnstonian News on February 7<sup>th</sup> and February 14<sup>th</sup>, 2024 and

**WHEREAS**, the Town of Wilson's Mills Town Council finds that the proposed annexation meets the requirements of G.S. 160A-31.

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Wilson's Mills, North Carolina that:

**Section 1.** By virtue of the authority granted by G.S. 160A-31, the following described contiguous property owned by J Farms, LLC is hereby annexed and made part of the Town of Wilson's Mills, as of February 19, 2024.

*Beginning at a point in the centerline of Southern Railroad, having North Carolina State Plane coordinates of N:663,303.01 feet, E: 2,197,766.10 feet; located North 55°13'32" East, 106.25 feet from NGS Monument "NCRR JO H105 2", having North Carolina State Plane coordinates of N:663,242.41 feet, E: 2,197,678.82 feet; thence along and with the centerline of Southern Railroad North 53°18'30" West, 650.66 feet to a point; thence leaving the centerline of Southern Railroad North 48°38'29" East, 4,420.06 feet to a Concrete Monument found, passing through a Concrete Monument found, on line, at 101.18 feet, passing through a Concrete Monument found, on line, at 2,699.45 feet and passing through a 1/2 Inch Iron Pipe found, on line, at 3,110.49 feet; thence North 66°29'07" East, 345.43 feet to a point in the centerline of Parker Branch; thence along and with the centerline of Parker Branch the following twenty-nine (29) courses and distances: South 1°01'00" East, 34.40 feet to a point; South 3°40'07" West, 55.18 feet to a point; South 39°46'54" West, 7.77 feet to a point; South 34°06'58" East, 8.58 feet to a point; South 77°32'36" East, 26.30 feet to a point; South 62°30'02" East, 23.21 feet to a point; South 71°41'44" East, 21.87 feet to a point; North 75°41'22" East, 15.13 feet to a point; North 27°39'53" East, 25.30 feet to a point; North 78°54'07" East, 23.32 feet to a point; North 56°52'59" East, 42.22 feet to a point; North 73°47'38" East, 47.03 feet to a point; South 89°47'54" East, 68.03 feet to a point; South 71°00'18" East, 79.91 feet to a point; South 65°30'35" East,*

84.87 feet to a point; South 77°24'52" East, 39.51 feet to a point; South 75°28'45" East, 48.18 feet to a point; South 46°06'18" East, 57.51 feet to a point; South 40°24'49" East, 37.05 feet to a point; South 14°47'12" East, 34.88 feet to a point; South 6°18'20" East, 66.91 feet to a point; South 39°07'53" East, 54.42 feet to a point; North 82°32'30" East, 33.94 feet to a point; North 75°26'13" East, 55.16 feet to a point; North 35°42'32" East, 66.32 feet to a point; North 8°34'21" East, 67.13 feet to a point; North 23°03'46" East, 86.03 feet to a point; North 42°38'08" East, 55.71 feet to a point; North 43°08'33" East, 77.79 feet to a point on the western bank of the Neuse River; thence leaving the centerline of Parker Branch, along and with the western bank of the Neuse River the following twenty-eight (28) courses and distances: South 37°47'00" East, 73.23 feet to a point; South 38°57'48" East, 120.47 feet to a point; South 34°38'00" East, 313.31 feet to a point; South 33°45'32" East, 107.67 feet to a point; South 37°50'07" East, 69.40 feet to a point; South 32°46'50" East, 183.78 feet to a point; South 23°59'57" East, 69.48 feet to a point; South 30°12'33" East, 217.19 feet to a point; South 27°49'09" East, 216.14 feet to a point; South 19°57'38" East, 51.09 feet to a point; South 28°01'06" East, 118.36 feet to a point; South 37°52'10" East, 66.76 feet to a point; South 24°48'40" East, 168.55 feet to a point; South 33°50'49" East, 77.45 feet to a point; South 33°32'02" East, 137.20 feet to a point; South 24°23'30" East, 142.44 feet to a point; South 27°29'05" East, 138.95 feet to a point; South 20°08'17" East, 155.34 feet to a point; South 19°15'30" East, 105.27 feet to a point; South 14°35'27" East, 51.96 feet to a point; South 26°13'34" East, 189.18 feet to a point; South 20°31'11" East, 112.26 feet to a point; South 28°44'42" East, 56.66 feet to a point; South 25°03'12" East, 168.56 feet to a point; South 21°46'00" East, 111.13 feet to a point; South 21°26'57" East, 98.40 feet to a point; South 27°46'56" East, 127.78 feet to a point; South 23°11'00" East, 109.89 feet to an Iron Rod found; thence leaving the western bank of the Neuse River, South 58°07'36" West, 464.36 feet to an Iron Rod found; thence North 33°45'24" West, 1,440.41 feet to an Iron Rod found; thence South 78°57'32" West, 465.11 feet to an Iron Rod found; thence South 44°29'18" West, 322.60 feet to an Iron Rod found; thence North 89°34'45" West, 340.03 feet to an Iron Rod found; thence North 54°26'37" West, 231.09 feet to an Iron Rod found; thence North 67°04'52" West, 294.24 feet to an Iron Rod found; thence South 31°09'50" West, 715.64 feet to an Iron Rod found in the southern 60 foot right-of-way line of Bear Farm Road, passing through an Iron Rod found, on line, at 646.77 feet; thence along and with the southern 60 foot right-of-way line of Bear Farm Road the following seven (7) courses and distances: North 88°14'27" West, 660.74 feet to an Iron Rod found; along a curve to the left, having a radius of 39,971.20 feet, an arc length of 618.34 feet and a chord bearing and distance of North 88°41'02" West, 618.33 feet to an Iron Rod found; North 89°07'38" West, 610.56 feet to a 15 Inch Pine tree; along a curve to the left, having a radius of 146.20 feet, an arc length of 111.86 feet and a chord bearing and distance of South 68°57'17" West, 109.15 feet to an Iron Rod found, passing through an Aluminum Monument found, on line, at an arc length of 98.03 feet; South 47°02'12" West, 334.84 feet to an Iron Rod found; along a curve to the right, having a radius of 15,383.80 feet, an arc length of 504.46

*feet and a chord bearing and distance of South 47°58'34" West, 504.43 feet to the **Beginning**, passing through an Aluminum Monument found, on line, at an arc length of 8.91 feet, passing through an Aluminum Monument found, on line, at an arc length of 344.25 feet and passing through an Iron Rod found, on line, at an arc length of 402.21 feet, containing 218.51 acres, more or less.*

*Excepting from the above, a 1.67 acre parcel, recorded as New Lot 2 in Plat Book 98, Page 224 now assigned Parcel ID 17K08034P, for the total annexed area of 216.84 acres.*

**Section 2.** The Mayor of the Town of Wilson’s Mills shall cause to be recorded in the office of the Register of Deeds of Johnston County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed property, along with a certified copy of this ordinance. Such a map shall also be delivered to the Johnston County Board of Elections, as required by G.S. 163-288.1.

**Presentation of 2023 Audit**

Jay Sharpe of Sharpe Patel presented the audit for 2023. He said cash disbursements, payroll, and credit cards were the controls tested. He also said the audit was submitted to the Local Government Commission last fall and it was accepted with no changes. The town received an unmodified opinion on the financial statements and a significant deficiency was reported. The deficiency was due to over expenditure of budget due to the new town hall building purchase. Mr. Sharpe said the fund balance is at a good percentage, lower than years past due to purchase of Town Hall, but he expects it to come back up.

**1<sup>st</sup> OPEN FORUM**

Mayor Byrd opened the 1<sup>st</sup> Public Forum at 6:50pm.

With no one wishing to speak, Mayor Byrd closed the 2nd Open Forum at 6:51pm.

**REGULAR BUSINESS**

**MAYOR FLETA BYRD:**

Mayor Byrd said she, Town Administrator Leighanna Worley, and Planning Director Wendy Oldham attended the Johnston County Public School Board meeting which named the new high school as “Wilson’s Mills High School” and the mascot will be the Green Waves. There are plans to include a park and a middle school in the future on the property.

Mayor Byrd thanked everyone for their support during the time that her husband was in poor health.

**TOWN ADMINISTRATOR’S REPORT – Leighanna Worley:**

Ms. Worley referenced the contract and the proposal amount of 172,600.

**Approval of Contract – Chamber Upfit Design Services – 310 Architecture and Interiors**

Paul Fox with 310 spoke to Council and answered any questions. He gave a summary of the proposal which includes architectural, plumbing, mechanical, electric, acoustical, audio-visual, structural, civil engineering, and exterior work. Councilmember McGowan asked about the assumptions and exclusions and asked why fire sprinkler protection is not included. Mr. Fox said it is not required by code for the building but can be included if desired. He said the design process can start this week and should be complete by November of this year. Once complete 310 will conduct the bidding process which will take place December through mid-January. Councilmember Brown expressed concerns

about the process taking until November. Mr. Fox explained that there are a lot of steps, and it is a long process. Ms. Worley said other companies we heard from were quoting it to take 18-24 months.

A motion was made by David McGowan and seconded by Mayor Pro-tem JC Triplett to accept the contract from 310 Architecture and Interiors for \$172,600. Motion carried unanimously.

**Policy Amendment –  
Police Department  
Overtime**

Ms. Worley said this is a temporary policy change to allow police officers to earn overtime pay rather than compensatory time. This was discussed at the January work session and will remain in place until the department can hire more officers and have more coverage. She said once the Police Department is fully staffed, the policy change will be removed.

A motion was made by Councilmember David McGowan and seconded by Councilmember Tim Brown to accept the temporary policy amendment for Police Department overtime. Motion carried unanimously.

**Salary Grade  
Increases**

Ms. Worley said the salary grade increases were also discussed at the work session in January. She said our salary ranges are now the lowest in the county other than one other town and the salary grade adjustments will help our town be more competitive when hiring. The adjustment would increase the salary grades by 11 percent.

**Exit of  
Councilmember**

Councilmember Tim Brown stepped out of the meeting at 7:20pm and returned at 7:23pm during discussion.

**Salary Grade  
Increases continued:**

Mayor Pro-tem JC Triplett asked when the next salary study will be done. Ms. Worley said next fiscal year and we plan to get a company that specializes in salary studies.

Mayor Byrd verified that this will not mean a salary increase in the next year. Ms. Worley said there will not be a salary grade increase in the next fiscal year unless decided on by council based on the salary study that is scheduled to be conducted.

Councilmember McGowan asked what a DI is and Ms. Worley explained that it is a developmental increase given to the employee between minimum and target range based on a satisfactory evaluation.

Councilmember Brown asked if the overtime for officers is included in the salaries listed and Ms. Worley said it is not included because the overtime would be time and a half and would be beyond the normal hourly rate.

A motion was made by Councilmember David McGowan and seconded by Mayor Pro-tem JC Triplett to approve the salary grade adjustments effective immediately. Motion carried unanimously.

**Highway 70 Updates**

Town Administrator Worley said she attended a Highway 70 meeting last week and got an update on the construction. She said the bridges are substantially complete and should be done by the end of March. Discussion followed in regard to traffic and timeline for completion.

**COUNCILMEMBER  
COMMENTS:**

Mayor Pro-tem Triplett said his term on the Johnston County Economic Development Board is coming to an end. He said he is willing to serve another term but is also welcome to let someone else take over.

Councilmember McGowan gave updates on the food bank donations to Wilson’s Mills Elementary School. He said he will be shopping for the food on March 4<sup>th</sup> and dropping it off at school afterwards.

Councilmember Brown asked when the billboard outside of town hall will be removed and Ms. Worley said the previous owner has until May of this year to have it removed.

**2<sup>nd</sup> OPEN FORUM**

Mayor Byrd opened the 2nd Public Forum at 7:44pm.

Jim Uzzle of 138C Uzzle Industrial expressed his concerns about the construction of the Council chambers. Councilmember McGowan said he feels confident that Council will make sure the funds are spent appropriately.

With no one else wishing to speak, Mayor Byrd closed the 2nd Open Forum at 7:47pm.

**ADJOURN:**

A motion was made by Councilmember David McGowan seconded by Councilmember Carolyn Dobbin to adjourn. Motion carried unanimously.

The meeting adjourned at 7:48pm.

\_\_\_\_\_  
FLETA A. BYRD, Mayor

ATTEST:

\_\_\_\_\_  
EMILY MATTHEWS, CMC  
Town Clerk

TOWN OF WILSON'S MILLS  
WORK SESSION  
February 26, 2024

**PRESENT:** Mayor Fleta Byrd, Mayor Pro-tem JC Triplett, Councilmembers Carolyn Dobbin, and David McGowan.

**OTHERS PRESENT:** Town Administrator Leighanna Worley, Town Clerk Emily Matthews, Finance Officer Sherry Hudson, Public Works Director Patrick Moore, Planning Director Wendy Oldham, and Police Chief AZ Williams.

**ABSENT:** Councilmembers Tim Brown and Randy Jernigan

**CONVOCATION:** Mayor Byrd declared a quorum present and called the meeting to order at 5:34pm.

**Departmental Report Q&A:** Town Administrator Worley asked if there were any questions about the departmental reports.

Councilmember David McGowan asked for an update on the work at the Cottages of Wilson's Mills and Planning Director Wendy Oldham said that work has ceased at this time.

Councilmember McGowan pointed out the service calls for the Police Department have gone up by 69.2 percent and Chief said that is due partially to population but overall, the types of calls have all gone up.

**Town Administrator Project Updates**

Ms. Worley said the branding and logo Requests for Qualifications are due back by March 15<sup>th</sup> and the top 2 choices will be presented to Council at their April meeting.

Ms. Worley said she and Mayor Byrd have been meeting with Chief and Sergeant Barton in regard to the Police Department architectural design and they plan to send out Requests for Proposals next week. She said the cost of the design project will come from the grant we received for capital improvements.

Ms. Worley said the area map for the utilities study will be finalized next week. Planning Director Wendy Oldham said the study should be finished in August and it will be presented to council in July.

**FINANCE DEPARTMENT**

**Review of Earmarked Funds from FY 23/24**

Ms. Worley said Council put a capital outlay projects line item in this year's budget. She said there is \$150,000 remaining and Council estimated the use of the funds for the following projects: \$10,000 for excess for sewer feasibility study. \$50,000 for branding and logo \$10,000 for pay scale updates and \$5000 for a staffing plan. She said pay scale updates and staffing plan will be moved to next year since that is when the salary study is estimated to be completed. She also said \$50,000 is for the capital improvement plan but there is not enough time left in this fiscal year to complete the plan. The remaining \$25,000 was for extra funds needed on each of these projects. All of the funds not used will be moved again to a Capital Outlay Projects line for the upcoming fiscal year.

**Discussion of Proposed Tax Increase for FY 24/25**

Ms. Worley said there has not been a tax increase in town in 6 years and we are the lowest town in the county other than one other town. She said the average in the county is 53.5 cents and we are currently at 42 cents. She referenced a chart from Finance Officer Sherry Hudson which showed the changes in revenue based on a 5 to 11 cent increase.

Councilmember McGowan expressed concerns about going up 11 cents and Mayor Pro-tem Triplett suggested going up to 50 cents which would be an 8 cent increase.



Councilmember McGowan suggested going up to 51 cents this year and then increasing it gradually in years to come. Councilmember Dobbin said it is better to do it all in one year instead of gradually.

After discussion it was the consensus of council to have Ms. Worley work up a spreadsheet reflecting an 11 cents increase making the overall tax of 53 cents.

**Discussion of Budget-related Items in Finance**

Ms. Worley said after discussing it with Finance Officer Hudson, it was determined there are no budgetary requests for the Finance Department this year.

**POLICE DEPARTMENT**

**Review of Annual Report**

Councilmember McGowan discussed the number of traffic violations in the report and asked what the process is for handling a driver without a license. Chief said the car is usually left there until someone licensed can pick it up.

Councilmember McGowan asked for a more detailed vehicle report and Chief said he would make copies of a more detailed report and distribute it to Council later this week.

**Discussion of Budget-related items in Police Department**

Ms. Worley said in the coming fiscal year the Police Department is requesting 4 officer positions as well as an Administrative Assistant position. In addition to the 5 positions, they are also requesting 2 new vehicles. Ms. Worley said 2 officers were not received last year and now the Police Department is behind in the staffing plan.

Ms. Worley said the Domestic Violence Officer has been approved again for the upcoming year via grant.

**Arrival of Councilmember**

Councilmember Randy Jernigan arrived at 6:16pm.

**310ai – Discussion of Timeline and Goals**

Paul Fox, Albert McDonald, and Monica Browning Carpenter from 310 Architecture and Interiors were available for any questions regarding the council chamber upfit. Paul reviewed the timeline the company has created in regard to the construction process with 310. He said he is open to having special meetings with Council in order to review the progress of the timeline.

**ADJOURN:**

A motion was made by Councilmember David McGowan and seconded by Councilmember Randy Jernigan to adjourn. Motion carried unanimously.

The meeting adjourned at 6:46pm.

\_\_\_\_\_  
FLETA A. BYRD, Mayor

ATTEST:

\_\_\_\_\_  
EMILY MATTHEWS, CMC  
Town Clerk

---

# *Request for Council Action*

*Agenda Items 6b(iii)*

---

**TO:** MAYOR FLETA BYRD AND TOWN COUNCILMEMBERS  
**FROM:** EMILY MATTHEWS, EVENTS COORDINATOR  
**DATE:** MARCH 18, 2024  
**RE:** EVENTS COMMITTEE APPOINTMENT

---

Attached for your consideration is the Events Committee appointment applications for Jeff Barley. Jeff is involved with the Clayton Rugby Club and has attended a couple meetings already and would like to join our committee.

**ATTACHMENTS:**

Town of Wilson's Mills Committee Appointment Application – Jeffery Barley

**ACTION REQUESTED:**

Vote to approve, deny, or table the appointment of Jeff Barley to the Wilson's Mills Events Committee.

**Town of Wilson's Mills**

P. O. Box 448

Wilson's Mills, N.C. 27593

919-938-3885 – Office 919-938-1121 - Fax

**Application for Committee Appointment**

**(Please Print When completing the application)**

Please indicate below which committee(s) or board(s) you are interested in serving on.

\_\_\_\_\_ Planning Board

\_\_\_\_\_ Historic Preservation Committee

Events Committee

\_\_\_\_\_ Board of Adjustment

**1<sup>st</sup> Time Appointment**

\_\_\_\_\_ **Reappointment**

Full Name: Jeffrey Scott Barley

Address: 114 Kershaw Lane Clayton N.C. 27520

Phone Number (Home) \_\_\_\_\_ (Mobile) (919) 588-9051

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Do you live in the Wilson's Mills Corporate Limits? No How long? \_\_\_\_\_

Are you a citizen of the United States? Yes How Long? 50 years

Have you ever served on any committees or any of the above listed committees or Boards? If so, please list.

Yes, Clayton Rugby Club & Johnston County Parks & Rec.

What do you feel are your qualifications for serving on the committee and why do you think you would be an asset to this committee? Been with Clayton Rugby Club 6 years & on the board for 50 3 years Johnston County Parks & Rec. Council

\_\_\_\_\_

What areas of concern would you like to see the committee address? \_\_\_\_\_

\_\_\_\_\_

Signature Jeff Barley

Date 3-11-24

**Any comments can be written on the back of this page if you need more room to do so.**

Appointed to \_\_\_\_\_ Committee on \_\_\_\_\_

# *Request for Council Action*

Agenda Item 6c(i)

---

**TO:** Mayor Fleta Byrd and Town Council Members  
**FROM:** Wendy Oldham, CZO, Planning Director  
**DATE:** March 18, 2024  
**RE:** Call For Hearing  
**REQUEST:** Rezone of Parcel ID # 17J07022A

Applicant has requested the rezone of Parcel ID # 17J07022A from Agriculture (AG) to Mixed Use (MU -1). A hearing must be called and held prior to a vote taking place.

Please call for a hearing of the rezone of Parcel ID #17J07022A from Agriculture (AG) to Mixed Use (MU -1) at the Monday April 15<sup>th</sup>, 2024, Town Council Meeting at 6:30 p.m. or as close as possible thereafter.

Respectfully,

Wendy Oldham

# *Request for Council Action*

Agenda Item 6c(ii)

---

**TO:** Mayor Fleta Byrd and Town Council Members  
**FROM:** Wendy Oldham, CZO, Planning Director  
**DATE:** March 18, 2024  
**RE:** Call For Hearing  
**REQUEST:** Rezone of Parcel ID # 17K08028A

Applicant has requested the rezone of Parcel ID # 17K08028A from I-2 to Civic. A hearing must be called and held prior to a vote taking place.

Please call for a hearing of the rezone of Parcel ID #17K08028A from I-2 to Civic at the Monday April 15<sup>th</sup>, 2024, Town Council Meeting at 6 p.m. or as close as possible thereafter.

---

# *Request for Council Action*

Agenda Item 6c(iii)

---

**TO:** Mayor Fleta Byrd And Town Council Members  
**FROM:** Wendy Oldham, Planning Director  
**DATE:** March 18, 2024  
**RE:** Memorandum of Understanding for Upper Coastal Plain Rural Planning Organization

---

## **BACKGROUND:**

On October 7, 2002, the Town of Wilson's Mills entered into an agreement through a Memorandum of Understanding (MOU) with Upper Coastal Plain Rural Planning Organization (UCPRPO) regarding transportation planning, with Nash County being the Local Purchasing Agency (LPA). On September 14, 2022, it was approved for the LPA to change to City of Wilson. The Technical Coordinating Committee (TCC) and Technical Advisory Committee (TAC) both voted to approve the change and an amended MOU was signed. Both committees are still intact with no changes. The amended MOU must be adopted by Council and signed by Mayor Byrd. Wendy Oldham is the current Town of Wilson's Mills representative on the TCC and attends all meetings.

## **TOWN COUNCIL ACTION REQUESTED:**

Approve the adoption of the Amended Memorandum of Understanding for cooperative, comprehensive and continuing transportation planning and continue the establishment of a Rural Planning Organization for the County of Johnston, municipality of Wilson's Mills.

Respectfully submitted,

Wendy Oldham  
Planning Director

**AMENDED  
MEMORANDUM OF UNDERSTANDING  
FOR  
COOPERATIVE, COMPREHENSIVE AND CONTINUING  
TRANSPORTATION PLANNING  
AND THE ESTABLISHMENT  
OF A RURAL PLANNING ORGANIZATION  
FOR**

The County of Edgecombe and the participating municipalities therein; the County of Johnston and the participating municipalities therein; the County of Nash and the participating municipalities therein; the County of Wilson and the participating municipalities therein; and the North Carolina Department of Transportation (NCDOT) (hereinafter collectively, "the Parties").

**WITNESSETH**

**Whereas**, on October 7, 2002, the Parties entered into a Memorandum of Understanding which created the Upper Coastal Plain Rural Planning Organization (hereinafter, "RPO"); and

**Whereas**, the RPO provides rural areas the opportunity to work in partnership with the NCDOT toward development of sound, short and long-range transportation planning for rural areas; and ,

**Whereas**, the Parties have agreed to amend the Original Memorandum of Understanding.

**Now, therefore**, the following Amended Memorandum of Understanding is made on this the 14th day of September, 2022.

**Section 1.** It is hereby agreed, that the County of Edgecombe and the participating municipalities therein; the County of Johnston and the participating municipalities therein; the County of Nash and the participating municipalities therein; the County of Wilson and the participating municipalities therein; and the NCDOT intend to establish and participate in a RPO created for the general purposes and responsibilities outlined in the following:

1. Develop long-range local and regional multi-modal transportation plans in cooperation with the area Metropolitan Planning Organizations (MPOs) and the NCDOT.
2. Provide a forum for public participation in the rural transportation planning process.
3. Develop and prioritize suggestions for regional transportation projects that the RPO believes should be included in the State Transportation Improvement Program (STIP).

4. Provide transportation-related information to local governments and other interested organizations and persons.
5. To conduct transportation related studies and surveys for local governments and other interested entities/organizations.
6. To undertake mutually agreed upon transportation related tasks to enhance transportation system development, coordination and efficiency.

**Section 2.** It is hereby further agreed that transportation plans and programs and land use policies and programs for the RPO will be coordinated by the the City of Wilson, an agency selected on behalf of participating local governments and the North Carolina Department of Transportation, to be the administrative entity and to serve as the lead local planning agency for coordinating rural transportation planning in the four county planning area. The RPO hereby authorizes the City of Wilson to be the recipient of any funds appropriated to the RPO by the North Carolina Department of Transportation pursuant to North Carolina General Statute 136-213(c).

**Section 3.** Establishment of Rural Transportation Advisory Committee (RTAC). The RTAC is hereby established with the responsibility for serving as a forum for cooperative transportation planning decision making for the RPO. The RTAC shall have the responsibility of keeping the policy boards informed of the status and requirements of the transportation planning process; to assist in the dissemination and clarification of the decisions, inclinations, and policies of the policy boards; and to help ensure meaningful public participation in the rural transportation planning process.

1. The TAC will be responsible for carrying out the following:
  - A. Establishment of goals, priorities, and objectives for the rural transportation planning process.
  - B. Endorsement and review of changes to adopted transportation plans within the RPO.
  - C. Endorsement, review, and approval of a Planning Work Program (PWP) for transportation planning that define work tasks and responsibilities for the various agencies participating in the RPO.
  - D. Endorsement, review, and approval of transportation improvement projects that support and enhance both regional and local transportation in the four county RPO.
2. The membership of the Rural Transportation Advisory Committee shall consist of the following:



- A. Edgecombe County
    - One Commissioner representing the County of Edgecombe; and
    - One elected official from the RPO member municipality with the largest population in Edgecombe County that is not a member of an MPO; and
    - Two at large elected officials from two different RPO member municipalities therein.
  - B. Johnston County
    - One Commissioner representing the County of Johnston; and
    - One elected official from the RPO member municipality with the largest population in Johnston County that is not a member of an MPO; and
    - Two at large elected officials from two different RPO member municipalities therein.
  - C. Nash County
    - One Commissioner representing the County of Nash; and
    - One elected official from the RPO member municipality with the largest population in Nash County that is not a member of an MPO; and
    - Two at large elected officials from two different RPO member municipalities therein.
  - D. Wilson County
    - One Commissioner representing the County of Wilson; and
    - One elected official from the RPO member municipality with the largest population in Wilson County that is not a member of an MPO; and
    - Two at large elected officials from two different RPO member municipalities therein.
  - E. One member from the North Carolina Board of Transportation Member for Division 4.
3. The Commissioner representing each county on the TAC shall be elected every year by the Board of County Commissioners of each County in regular session. In addition, prior to December 31 of each year the county commissioners from each county shall determine the two at large municipalities. The municipal member representing each of the three municipalities on the TAC shall be elected each year by the governing body of the municipality in regular session. All terms of appointment to the TAC shall be for one year. Reappointment is possible. One alternate may be designated for each member providing they meet the same criteria as the original appointee.
  4. An RPO TAC membership roster will be compiled and updated at least annually, listing each attendee and alternate, if applicable, for each member county or municipality. The membership of a county or municipality member who fails to send the appointee or alternate to two consecutive RPO meetings will be designated as a

vacant seat and will not count towards quorum. Attendance at future meeting will reinstate the member.

5. A quorum is required for the transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting the public business. A quorum consists of 51% of the members of the TAC, plus as many additional members as may be required to ensure that 51% of possible votes are present. The TAC will meet as often as it is deemed necessary, appropriate and advisable. On the basis of majority vote of its membership, the TAC may elect a member of the committee to act as chairperson with the responsibility for coordination of the committee's activities.
6. The City of Wilson will provide staff to the TAC.

**Section 4.** Establishment of Technical Coordinating Committee (TCC). A TCC shall be established with the responsibility of general review, guidance, and coordination of the transportation planning process for the RPO and the responsibility for making recommendations to the respective local, state, and federal governmental agencies and the TAC regarding any necessary actions relating to the continuing transportation process.

1. The TCC shall be responsible for development, review, and recommendation for approval PWP for the RPO, the STIP requests, and revisions to the STIP.
2. Membership of the TCC shall include technical representatives from all local and state government agencies directly related to and concerned with the transportation planning process for the RPO planning area. Initially, the membership shall include, but may not be limited to, the following:
  - A. The Manager, Assistant Manager, Planner, Clerk, or Engineer from each of the four counties of the RPO planning area, or his/her designated staff representative.
  - B. The Chief Administrative Official, City Planner, City Engineer, or City Clerk from each member municipality in the RPO planning area, or his/her designated staff representative.
  - C. Division Engineer serving Highway Division 4, NCDOT, or his/her designated staff representative.
  - D. Manager, Transportation Planning Branch, NCDOT, or his/her designated staff representative.
3. Membership of the TCC may be altered on the basis of a majority vote of its membership and approval of the TAC of the RPO. One alternate may be designated for each member providing they meet the same criteria as the original appointee. Membership may be further defined in the duly adopted bylaws. An RPO TCC

membership roster will be compiled and updated at least annually, listing each attendee and alternate, if applicable, for each member-county or municipality. The membership of a county or municipality member who fails to send the appointee or alternate to attend two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.

4. A quorum is required for the transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting the public business. A quorum consists of 51% of the members of the TCC, plus as many additional members as may be required to ensure that 51% of possible votes are present. The TCC will meet as often as it is deemed necessary, appropriate and advisable. The TCC shall by majority vote of the membership elect one member to serve as a Chairman with the responsibility for coordinating the committee's activities. Membership of the TCC may be altered on the basis of a majority vote of its membership and approval of the TAC of the RPO.

**Section 5.** It is further agreed that all participating agencies will assist in the Rural Transportation Planning Process by providing planning assistance (where possible), data, information and inventories in accordance with the approved PWP.

**Section 6.** Each county and its RPO member jurisdictions shall have the support of the RPO staff in developing local transportation projects and priorities. Each member agrees to coordinate its transportation plans with those of other RPO members. Additionally, by consensus, the RPO may identify projects of a regional nature for development and presentation to NCDOT for consideration.

**Section 7.** Parties to this Memorandum of Understanding may terminate their participation in the continuing transportation planning process by giving a 90 day written notice to the other parties to the date of termination.

**Section 8.** Municipalities desiring to join the RPO following the signing of this Memorandum of Understanding must do so no later than 90 days after the date given below in Section 10, by submitting a fully-executed Municipal Statement of Adoption. Any municipality desiring to join the RPO after the initial 90-day period must notify the lead planning agency and the other members of the RPO in writing of its intent to join, and provide each with a copy of a fully-executed Municipal Statement of Adoption. New memberships will become effective on July 1<sup>st</sup> of each year.

**Section 9.** This Amended Memorandum of Understanding supersedes and replaces any prior memorandum(s) of understanding between the Parties regarding the RPO.

**Section 10.** In witness whereof, the Parties have been authorized by appropriate and proper resolutions, and/or legislative authority to sign this Amended Memorandum of Understanding, this the 14th day of September, 2022.

BY:

COUNTY OF EDGECOMBE

  
Leonard Wiggins, Chairman

  
Clerk of the Board

COUNTY OF JOHNSTON

  
R.S. "Butch" Lawter, Jr., Chairman



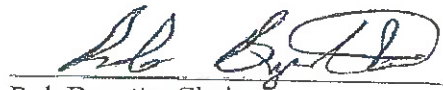
  
Clerk of the Board

COUNTY OF NASH

  
Robbie B. Davis, Chairman

  
Clerk of the Board

COUNTY OF WILSON

  
Rob Boyette, Chairman

  
Clerk of the Board

NCDOT

DocuSigned by:  
  
+D46DA6425B6406  
J.R. Hopkins, P.E.  
Secretary, NCDOT

MUNICIPAL STATEMENT OF ADOPTION  
OF THE  
AMENDED MEMORANDUM OF UNDERSTANDING REGARDING  
THE RURAL PLANNING ORGANIZATION  
FOR EDGECOMBE, JOHNSTON, NASH, AND WILSON COUNTIES

The Amended Memorandum of Understanding for cooperative comprehensive, and continuing transportation planning and the establishment of a Rural Planning Organization for the Counties of Edgecombe, Johnston, Nash and Wilson and the participating municipality in each county is hereby adopted by the Town of Wilson's Mills,  
18<sup>th</sup> day of March, 2024.

---

Mayor, Town of

---

Clerk to the Board