

**TOWN OF WENDELL  
BOARD OF COMMISSIONER BUDGET WORK SESSION MEETING MINUTES  
MARCH 26, 2018**

The Wendell Town Board of Commissioners held a budget work session meeting on Monday, March 26, 2018, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

**PRESENT:** Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: John Boyette, David Myrick, Ben Carroll [arrived at 5:42 p.m.], and Jason Joyner.

**STAFF PRESENT:** Town Manger Teresa Piner, Special Assistant to the Manger-Town Clerk Sherry Scoggins, Finance Director Butch Kay, Planning Director David Bergmark, Public Works Superintendent Brian Bray, IT Administrator Tamah Hughes, Parks and Recreation Director Jeff Polaski and Police Chief Bill Carter.

**MEETING CALLED TO ORDER AND WELCOME**

Mayor Gray called the meeting to order at 5:32 p.m.

1. **CAPITAL AND/OR REPAIR NEEDS BY DEPARTMENT.**

**SPEAKER: Town Manager Teresa Piner and Finance Director Butch Kay**

**ACTION: Board is requested to amend its meeting schedule to include a budget work session on Monday, April 9, 2018 from 5:30 p.m. to 6:45 p.m. and to continue**

Town Manager Teresa Piner stated the first item of the budget work session will take up the majority of this evening's meeting. For this year's budget process, she is hearing the need for more space, equipment, and personnel due to the growth being experienced by the Town. This evening's focus will be on information technology [IT]. The Town is in a position of needing a new server, migrating to Office 365, moving to the cloud, building an active directory, upgrading Microsoft 2016, and protecting against Crypto Lock as some of the IT items on the horizon. IT Administrator Hughes has done a great job of identifying needs. This is a good time to look at IT comprehensively as each of the IT needs cited are expensive. Dale Graver and Kathleen Hall of VC3 are with us this evening. They are making a presentation on options to address IT needs of the Town. She does not anticipate answers this evening and sees additional homework for the upcoming April 9 meeting.

Dale Graver of VC3 provided the following PowerPoint presentation:

*[Remainder of page left blank intentionally.]*



## *VC3 Managed Services for Town of Wendell*

Kathleen Hall  
Dale Graver  
VC3, Inc.

### **VC3 Background**

#### **Extensive Local Government IT Experience**

- Relationships with >200 municipalities, counties, etc.
  - 70 local government clients in NC, alone
- Focused on small and medium organizations
- **Over 20 years experience**
- Broad suite of technology solutions
- Extensive IT experience with Police & Fire Departments
- 104+ employees
- Technology Partners



## VC3 – NC Local Government Experience

Clayton	Tarboro	Washington
Knightdale	Zebulon	Green County
Winterville	Pamlico County	Finance Officers Association
Butner	NLC Mutual	NC Government Investment Association
NCLM	Pender County	NC Retired Gov. Employee Association
River Bend	Apex	NACC
Whiteville	Mooreville	NCCMA
Ayden	Christiansburg, VA	Burgaw
Mount Olive	Wilson's Mills	Forest City
Selma	Laurel Park	Lewisville
Emerald Isle	Wake Forest	Stedman
Kure Beach	Granville County	Atlantic Beach
Leland	OWASA	Marvin
Boiling Spring Lakes	Morrisville	NACIO
Pilot Mountain	George Washington PDC, VA	Person County Senior Center
Hendersonville	Southside PDC, VA	Cramerton
Belmont	Archer Lodge	Elkin
Bessemer City	South Hill, VA	Hillsborough
Creedmoor	Mid-East Commission	Robersonville
Waynesville	Eastern Carolina COG	Weddington
Biltmore Forest	Kerr-Tar COG	White Lake
Land of Sky COG	Jamestown	

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***Does Wendell Require a Different  
IT Experience?***

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## ***Does Wendell Require a Different IT Experience?***

***How VC3 can cost effectively  
compliment & enhance the current  
Wendell IT Experience!***

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### **IT Managed Services - 4 Blocks**

**If You Require a Different IT Experience...**

1. Customer Service Team
2. Centralized Services
3. Network Administration
4. IT Director Services

For **predictable results** you need  
all 4 pieces.

***At Wendell, no one person  
can do it all!***



## VC3 Managed Services Solution

### Benefits Summary

- More available resources
- Greater breath of technical expertise
- Single point of accountability
- Lower capital expenditures
- Increased security
- Disaster Recovery
- Public Safety experience
- Fixed Monthly Fee

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## Wendell IT TCO - Example

### Current Premise Based

Wendell Total Annualized IT Costs		
Annual IT TCO Analysis	Town IT Model	VC3 Hosted Desktop IT Model
	Current 1 Staff	
Annualized Capital Cost	\$ 102,917	
Recurring Services Cost	\$ 94,420	
<b>Total Annual Cost</b>	<b>\$ 197,337</b>	
Annual Savings	\$ -	

• Next Year includes Draft Improvement Plan functionality w/o fiber project

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## Wendell Draft Improvement Plan – Next Year

Town of Wendell Proposed Draft Improvement Plan (CIP) - 2018 - 2023 - INFORMATION TECHNOLOGY

Department	Description	Comments	TOTAL	2018-19	2019-20	2020-21	2021-22	2022-23
Information Technology	Fiber Installation	Install Fiber between Town Facilities eliminating the recurring fees for Metro-E and providing 100x performance improvements, going from 5 MBPS to Gigabit speed. Finish Fiber Plans - \$20,000, Fiber Install \$306,000, Geo Analysis - \$6,000	\$332,000					
Information Technology	WiFi System	Add additional Access Points to downtown and at Wendell Parks and Recreation	\$30,000		\$15,000		\$15,000	\$15,000
Information Technology	Server Hardware	Add a physical server with enterprise center license that will allow multiple virtual machines.	\$32,000	\$12,000		\$20,000		
Information Technology	License/Software	Office 365 upgrade and Migrate to Exchange 365. Possible hybrid setup or all in the cloud solution. Anti-virus spam protection and archiving solution included. This will move some annual licensing to this group and remove some.	\$52,500	\$30,000	\$7,500	\$7,500	\$7,500	\$10,000
Information Technology	San Device	Storage of Data is critical to ensure we have access at multiple locations, this will improve speed and provide more reliable data structure.	\$47,000	\$15,000		\$25,000		
Information Technology	Backup and DR Solution	Appliance for Backup and cloud service	\$38,000		\$18,000		\$20,000	\$20,000
Information Technology	Computers	Replace computers on rotation.	\$45,000	\$15,000	\$10,000	\$10,000	\$10,000	\$10,000
Information Technology	Network	Network upgrades include infrastructure upgrades, switches and security audit and upgrades.	\$30,000		\$30,000			
Information Technology	Network Review	Network security audit with immediate repairs/remedy	\$65,000	\$35,000	\$30,000			
<b>TOTALS</b>			<b>\$332,500</b>	<b>\$107,000</b>	<b>\$118,500</b>	<b>\$52,500</b>	<b>\$52,500</b>	<b>\$55,000</b>

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## Wendell IT TCO - Example

### Current Premise Based – Proposed FY19 Improvements

Wendell Total Annualized IT Costs			
Annual IT TCO Analysis	Town IT Model		VC3 Hosted Desktop IT Model
	Current	Next Year	
	1 Staff	2 Staff	
Annualized Capital Cost	\$ 102,917	\$ 131,929	
Recurring Services Cost	\$ 94,420	\$ 148,020	
<b>Total Annual Cost</b>	<b>\$ 197,337</b>	<b>\$ 279,949</b>	
Annual Savings	\$ -	\$ -	

• Next Year includes Draft Improvement Plan functionality w/o fiber project

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## Wendell IT TCO - Example

### VC3 Hosted Desktop Based – Current

Wendell Total Annualized IT Costs				
Annual IT TCO Analysis	Town IT Model		VC3 Hosted Desktop IT Model	
	Current	Next Year	Current	
	1 Staff	2 Staff	1 Staff	
Annualized Capital Cost	\$ 102,917	\$ 131,929	\$ 41,374	
Recurring Services Cost	\$ 94,420	\$ 148,020	\$ 176,766	
<b>Total Annual Cost</b>	<b>\$ 197,337</b>	<b>\$ 279,949</b>	<b>\$ 218,140</b>	
Annual Savings	\$ -	\$ -	\$ (20,803)	

• Next Year includes Draft Improvement Plan functionality w/o fiber project

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## Wendell IT TCO - Example

### VC3 Hosted Desktop Based – Proposed FY19 Improvement

Wendell Total Annualized IT Costs				
Annual IT TCO Analysis	Town IT Model		VC3 Hosted Desktop IT Model	
	Current	Next Year	Current	Next Year
	1 Staff	2 Staff	1 Staff	1 Staff
Annualized Capital Cost	\$ 102,917	\$ 131,929	\$ 41,374	\$ 35,677
Recurring Services Cost	\$ 94,420	\$ 148,020	\$ 176,766	\$ 176,766
<b>Total Annual Cost</b>	<b>\$ 197,337</b>	<b>\$ 279,949</b>	<b>\$ 218,140</b>	<b>\$ 212,443</b>
Annual Savings	\$ -	\$ -	\$ (20,803)	\$ 67,506

Includes functionality of Draft Improvement Plan

Annual savings greater than cost of 2<sup>nd</sup> staff

• Next Year includes Draft Improvement Plan functionality w/o fiber project

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## Wendell IT TCO - Example

### VC3 Hosted Desktop Based – Proposed FY19 Projects

Wendell Total Annualized IT Costs				
Annual IT TCO Analysis	Town IT Model		VC3 Hosted Desktop IT Model	
	Current	Next Year	Current	Next Year
	1 Staff	2 Staff	1 Staff	1 Staff
Annualized Capital Cost	\$ 102,917	\$ 131,929	\$ 41,374	\$ 35,677
Recurring Services Cost	\$ 94,420	\$ 148,020	\$ 176,766	\$ 176,766
<b>Total Annual Cost</b>	<b>\$ 197,337</b>	<b>\$ 279,949</b>	<b>\$ 218,140</b>	<b>\$ 212,443</b>
Annual Savings	\$ -	\$ -	\$ (20,803)	\$ 67,506
<b>Onetime Project Costs</b>				
Setup Fee		-	\$ 18,895	
Fiber Installation Project	\$ -	\$ 332,000	Not Required	
Security Audit & Adjustments	\$ -	\$ 65,000	Included	
Microsoft 365 Migration	\$ -	\$ 22,500	Included	
<b>Total</b>	<b>\$ -</b>	<b>\$ 397,000</b>	<b>\$ 18,895</b>	

Includes Growth of Draft Improvement Plan

Annual savings greater than cost of 2<sup>nd</sup> staff

Includes functionality of Draft Improvement Projects

• Next Year includes Draft Improvement Projects w/o fiber project

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## VC3 – As Wendell’s IT Partner

### Summary

- Current town IT needs exceeds what 1 person can support
- The need to provide more services to citizens and staff
- Under current IT plan, capital and staff costs continue to increase into the future
- VC3 partnership provides more resources and is less costly than hiring additional staff
- **Greater functionality at a lower total cost!**

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# *Thank You!*

**Dale Graver**  
**VC3, Inc.**

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Commissioner Myrick questioned if the Town enters into an agreement with VC3 is the service costs stable. Mr. Graver stated the contract standard is a five year term with a municipality and there is a fixed increase of three percent each year. He added in year three VC3 would not come to the town and state a cost has significantly increased and pass that along to the Town. He stated this gives town's predictability of costs going into the future.

Commissioner Myrick questioned what the service costs are based on. Mr. Graver stated the costs are the resources being used. It comes down to how many servers and how many seats in the cloud. He explained a seat is an end-user with up to five devices.

Commissioner Myrick stated he could see the service costs increasing in a year or two. Mr. Graver stated correct as there is a cost per seat. He added if there is a reduction in staff, the cost would go down. Costs for the services are a la carte.

Mayor Gray questioned the information received is based on the current number of employees now. Mr. Graver stated yes.

Mayor Gray questioned what happens if the Town opts to part ways from VC3. Mr. Graver stated there are several options. The contract provides for assisting the Town with moving its data to a new vendor. He added none of the clients have departed from VC3.

Mayor Gray stated she heard having our staff check on VC3 clients. She is curious what the Town's IT person thinks.

Commissioner Joyner stated part of the logic of the fiber project is speed. He understands the

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cloud replaces the need for fiber. He questioned speed. Mr. Graver stated this technology is virtual desktop. VC3 would do an analysis of all sites to ensure it is adequate or VC3 would make recommendations for improvement. This is not a big bandwidth consuming device.

Mayor Gray questioned the location of the data center. Mr. Graver stated there is one in Columbia, SC. He stated there is one in Raleigh, NC. He stated VC3 anticipates a third site in the Tennessee area.

IT Administrator Hughes questioned Mr. Graver about software, hardware, equipment, and high speed connectivity.

Commissioner Joyner suggested staff coming back with findings. If this moves forward, there would be a partnership.

Mayor Gray stated this shows that the Town needs an advocate who speaks the IT lingo. She requested additional information at the next meeting.

Mayor Pro Tem Lutz questioned if the internet goes out at Town Hall what happens.

IT Administrator Hughes stated with a content solution, only have contact with the local information – phones, file server, and email would work internally. If on a hosted solution and the Town does not pay for a backup secondary connection, then the Town is at a standstill.

Mr. Graver stated that is correct and there are options until the full internet comes up.

Mayor Gray keeps hearing about the Town's server.

IT Administrator Hughes stated a server lasts about four to five years. There is one more year of life for the current server.

Mayor Gray stated it is on the front burner.

IT Administrator Hughes stated it is not an emergency. She added if IT needs were included on the Asset Replacement as she requested, this would reflect the red, yellow and green.

Commissioner Boyette stated he has a personal laptop. He questioned if the Town goes to the hosted solution and he wants to access the Town email from his laptop would he be able to do so without the updates pushed out by VC3. Mr. Graver stated the only devices maintained would be those devices as requested by the Town. And he would be able to obtain his email from up to five devices. He added VC3 would only support those devices the Town wants supported.

Town Manager Piner stated if this is something the Board is interested in, then she will work with Ms. Hughes this week.

Mayor Gray stated she would like to hear from a variety of vendors. The Town is responsible with the citizens' money and they would be remiss to not hear from a variety of vendors. And if this is not urgent, then there is time to do that. This will be brought back in two weeks for further discussion.

**2. ASSET REPLACEMENT BY DEPARTMENT.**

**SPEAKER: Town Manager Teresa Piner and Finance Director Butch Kay**

**ACTION: Board is requested to continue discussion at a special called budget work session on Monday, April 9, 2018 from 5:30 p.m. to 6:45 p.m.**

Finance Director Butch Kay provided an overview of the Asset Replacement schedules for parks and recreation, police and public works departments.

Mayor Gray questioned for the new equipment the maintenance process is in place. Finance Director Kay stated there is preventative maintenance performed.

**Public Hearing Guidelines:**

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- Case is announced
  - Staff presentation
  - Applicant presentation
  - Public hearing is opened; citizens will follow the same rules as Public Comment Period and will have five minutes to speak
  - Close public hearing
  - Board members ask questions
  - Board may take action
- 

**3. PUBLIC HEARING continued from January 22, 2018: PUBLIC HEARING ON A ZONING TEXT AMENDMENT TO CHAPTERS 11 AND 17 OF THE UDO AS THEY RELATE TO STREET LIGHTS.**

**SPEAKER: Planning Director David Bergmark**

**ACTION: Board is requested to provide direction and to continue the public hearing to its Monday, April 9, 2018 regular meeting.**

*[Staff Report]*

**Applicant:** *Town of Wendell*

**March 26, 2018 Update:**

*At their January 22, 2018 meeting, the Wendell Board of Commissioners moved to continue the public hearing regarding street light regulations to the first budget work-session (March 26, 2018). Staff was requested to bring back information regarding what the Town is currently paying Duke Energy for its street lights. In January of 2018, the monthly bill to Duke Energy for Street light service for the Town of Wendell was \$10,418. Based on this figure, the annual cost to the Town would be \$125,013.*

*This annual cost figure does not include fees for any street lights in Wendell Falls, as they contracted directly with Duke Energy and are seeking reimbursement from the Town. As of January 2018, Wendell Falls had 146 pedestrian street lights, costing them approximately \$26,000 on an annual basis. Using the Town's proposed streetlight policy for all developments,*

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*which bases its reimbursement on standard street light fixtures spaced 300 feet apart, the Town's annual reimbursement to Wendell Falls for the same area would be approximately \$12,500, approximately half. This policy also provides relief to the developer who would otherwise be required to pay upfront fees for all street lights for the length of the 20 year contract with Duke Energy.*

**Petition:**

*Due to an increase in residential development, the need to make modifications to the Town's street light policies has been identified. While Town Policies, such as a new Street Light Policy, do not require a public hearing for adoption, two sections of the UDO which reference Street Light standards would need to be amended to comply with recommended policy standard updates.*

*As can be seen in the existing language of Section 17.5 of the UDO, the Town's current standard requires the developer to be responsible for the difference in the costs between the Town's standard pole (a 25' wood pole) versus the upgraded lighting for a period of 20 years. This requirement creates a large up-front cost for the developer, and creates a long-term cost for the Town as that development will extend beyond 20 years. While this standard worked adequately for smaller subdivisions, the up-front cost can become untenable for larger subdivisions with hundreds of lots. Ultimately the existing standard could harm the Town, as after the 20 year period, the Town would be financially responsible for the full cost of the upgraded fixture indefinitely into the future.*

*At the request of the Town Board, an analysis of the financial impact of the existing and proposed streetlight standards is contained in Attachment C. This analysis consists of a price comparison summary with bulleted points illustrating the financial impact, as well as a detailed cost table. This analysis shows that under the existing policy the Town is paying more for pedestrian lights after 11 years, even with the up-front payment from the developer. Visual illustrations of different street light options are contained in Attachment D.*

*As proposed in the recommended changes to Section 11.10, the new Town regulation would call for a 25' fiberglass pole vs a wooden pole as the Town's standard residential street light. If a given developer uses this standard street light at the recommended spacing, the Town would pay all monthly operating costs due to Duke Energy. However, if the developer chose upgraded street light poles and/or fixtures, the new standard would require that a HOA enter into a contract with Duke/Progress Energy, with the Town reimbursing them the cost of the standard pole and fixture. An example agreement between the Town and a HOA is included as Attachment A.*

*Following the January 8, 2018 Town Board meeting, staff met with representatives of the Wendell Falls, Edgemont Landings, and Groves of Deerfield subdivisions to discuss the proposed street light policy. Lucius Jones expressed concerns for the up-front cost required under the current policy for pedestrian lighting (which would be approximately \$60,000 for Phase 3 and 4 of Groves of Deerfield). He did not wish to pursue the option to form an HOA to assume the cost of pedestrian lighting installation under the proposed policy, but he also voiced his desire to avoid payment as a developer for the up-front cost. His expressed preference was for the Town to pay street light installation costs using tax dollars. He said he would consider changing the lighting in Phase 3 and 4 to the proposed standard to avoid payment of up-front costs.*

*Jason Reiswig of DR Horton said he was very much in favor of the proposed street light policy. This response was expected, as DR Horton had already contracted directly with Duke Energy for*

lighting to avoid the up-front fee called for under the existing policy for Phase 2A-1 of Edgemont Landings. Newland also expressed support of the new street light policy structure. Similar to DR Horton, Newland Communities has been contracting directly with Duke Energy for lighting in order to avoid the up-front cost to the developer required by the Town’s current policy.

The proposed text amendment would also reduce the number of zoning districts which require pedestrian street lights, as the long-term cost to the Town for pedestrian vs. roadway street lights is significantly higher. Developers who desired pedestrian lights in any zoning district could choose the option provided in the policy for installation, with the Town reimbursing them the cost of standard street lighting and the HOA assuming financial responsibility for the cost beyond the standard.

More detailed procedural information on the Town’s proposed Street Light standards are contained in the proposed Wendell Street Light Policy (Attachment E). This policy has been reviewed by the Town attorney.

The following section details the specific changes proposed for Section 11.10 and 17.5 of the UDO, with the *amended text shown in red*.

Existing Language (Section 11.10)

**11.10 Street Lighting**

- A.** Street lighting shall be placed on all streets by the developer to allow for the safe use of streets by both cars and pedestrians. All street lighting shall be placed in accordance with the following minimum design standards:

- 1.** *Minimum average street light spacing:*

	<b>R7, TND, RR, R2, NC, R3, R4, CMX, CH, MH CC, DMX M&amp;I</b>				
	<b>OSC</b>	<b>RA</b>	<b>MH</b>	<b>CC, DMX</b>	<b>M&amp;I</b>
<b>Minimum Average Street Light Spacing</b>	n/a	n/a	300 ft.	150 ft. (pedestrian-scaled)	300 ft.

- 2.** Lighting shall be placed at street intersections and is preferred at street curves.  
**3.** Pedestrian-scaled lighting (no taller than 18 feet) should be prioritized over automobile lighting. Lighting should be placed in a manner to limit the casting of shadows on sidewalks.  
**4.** All lighting shall utilize a cutoff fixture. Where buildings are close to the street (less than 15 feet from the right-of-way), full cutoff fixtures are required to limit glare and light spillage on upper levels.

- B.** Alleys are excluded from the spacing and lighting requirements of this Chapter.

Proposed Language (Section 11.10) (*modified language shown in red*)

**11.10 Street Lighting**

- A.** Street lighting shall be placed on all streets by the developer to allow for the safe use of streets by both cars and pedestrians. *Developer placed lighting shall also include all improved frontages on local and NCDOT streets (with DOT approval). Developers requesting upgrades beyond the Town’s minimum street light specification of a 25’ fiberglass pole with a fully-shielded, arm-mounted LED fixture must follow the procedures outlined in the Town’s Street Light Policy.* All street lighting shall be placed in accordance with the following minimum design standards:

<i>Minimum average residential street light spacing:</i>	<i>R2, R3, R4, MH, R7, TND, NC, CMX, CC, CH, M&amp;I</i>			
	<i>OSC</i>	<i>RA, RR</i>	<i>M&amp;I</i>	<i>DMX</i>
<b>Minimum Average Street Light Spacing</b>	n/a	500 ft.	300 ft.	150 ft. (pedestrian-scaled)

1. Lighting shall be placed at street intersections *and at the end of cul-de-sacs or street stubs 200 ft. or longer*, and is preferred at street curves.
  2. Pedestrian-scaled lighting (no taller than 18 feet) *is required in the DMX zoning district. Developers electing to use pedestrian lighting in other zoning districts may do so with the Administrator’s approval, using the same spacing requirement as listed for the DMX district.* Where used, pedestrian lighting should be placed in a manner to limit the casting of shadows on sidewalks.
  3. All lighting shall utilize a cutoff fixture. Where buildings are close to the street (less than 15 feet from the right-of-way), full cutoff fixtures are required to limit glare and light spillage on upper levels.
  4. *Nothing in these provisions shall exempt the developer from meeting any additional NCDOT lighting standards along state maintained roadways.*
  5. *The construction of a single dwelling not part of a major or minor subdivision, or which is located within a Family Subdivision shall not initiate street light requirements.*
- B.** Alleys are excluded from the spacing and lighting requirements of this Chapter.  
**C.** *More information on Street Lighting may be found in the Town’s Street Light Policy.*

Existing language (Section 17.5)

**17.5 Street Lights**

- A.** The developer shall install underground wiring for street lights and shall install lights at the developer’s cost prior to final plat approval. The Town will notify Progress Energy when the lights should become operational for each block within the applicable phase.
- B. Decorative Street Lights:** Custom or decorative street lighting proposed by the developer is subject to approval by the Town prior to installation. The developer is responsible for all costs associated with the use of custom or decorative materials, to include the difference in the costs associated with the town’s standard pole versus the upgraded lighting for a period of 20 years.

Proposed Language (Section 17.5)

**17.5 Street Lights**

- A.** The developer shall install underground wiring for street lights and shall install lights at the developer’s cost prior to final plat approval. The Town will notify **Duke Energy** when the lights should become operational for each block within the applicable phase.
- B. Decorative Street Lights:** *Use of any street lighting other than the Town’s standard 25’ fiberglass pole with a fully-shielded, arm-mounted LED fixture must follow the procedures outlined in the Town’s Street Light Policy, and is subject to approval by the Town prior to installation. Use of non-standard poles shall require the owner to enter into a contract directly with the utility provider. The Town shall issue reimbursements to the owner based upon its standard pole costs, as outlined in the Town’s Street Light Policy.*

Statement of Plan Consistency and Reasonableness

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- *Any recommended change to the zoning text should be accompanied by a statement explaining how the change is consistent with the comprehensive plan, and is reasonable in nature.*
  - *At their November meeting, the Planning Board found the requested zoning text amendment (as modified at the meeting) to be consistent with Principle # 5 of the Wendell comprehensive plan and reasonable in order to protect vehicular and pedestrian safety through adequate lighting.*
    - *Principle # 5: Promote Wendell's attractiveness to business and people of all walks of life.*

**Planning Board Recommendation:**

*At their November 20, 2017 meeting, the Wendell Planning Board voted 6-2 in favor recommending approval of a modified version of the proposed text amendment. The only change made by the Planning Board was to remove the requirement for street lighting in the Residential Agricultural (RA) zoning district, and to leave the spacing requirement for the Rural Residential (RR) zoning district as 300 feet.*

***Voting in Favor:** Michael Clark, Errol Briggerman, Gilda Wall, Jonathan Olson, Kathe Schaecher, and Victoria Curtis.*

***Voting Against:** Lloyd Lancaster and Allen Swaim*

***Absent:** Ashley Anderson*

**Staff Recommendation:**

*Staff supports the proposed UDO amendments and Street Light Policy. The attached ordinance for adoption reflects the Planning Board's recommended amendment.*

Planning Director David Bergmark provided an overview of the costs for street lights as requested by the Board at its January 22, 2018 meeting; staff report above in italics. He requested this public hearing be continued to the April 9, 2018 regular meeting.

Mayor Gray opened the public hearing at 6:37 p.m. No one spoke. Mayor Gray closed the public hearing at 6:37 p.m.

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to continue the public hearing to the April 9, 2018, regular board meeting.

Vote: Unanimous.

4. *Personnel Additions.*

*SPEAKER: Town Manager Teresa Piner and Finance Director Butch Kay*

*ACTION: Board is requested to discuss at a special called budget work session on Monday, April 9, 2018 from 5:30 p.m. to 6:45 p.m. is requested.*

5. *Matching Grant Funds.*

*SPEAKER: Town Manager Teresa Piner and Finance Director Butch Kay*

*ACTION: Board is requested to discuss at a special called budget work session on Monday, April 9, 2018 from 5:30 p.m. to 6:45 p.m. is requested.*

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6. *Comprehensive List of Fees and Charges.*

*SPEAKER: Town Manager Teresa Piner and Finance Director Butch Kay*

*ACTION: Board is requested to discuss at a special called budget work session on Monday, April 9, 2018 from 5:30 p.m. to 6:45 p.m. is requested.*

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to include on the 2018 meeting calendar a budget work session meeting on April 9, 2018, to begin at 5:30 p.m.

Vote: Unanimous.

**7. ADJOURN.**

**ACTION:**

Mover: Mayor Pro Tem Lutz moved to adjourn at 6:38 p.m.

Vote: Unanimous.

Duly adopted this 9th day of April 2018, while in regular session.

**ATTEST:**

\_\_\_\_\_  
Virginia R. Gray, Mayor

\_\_\_\_\_  
Sherry L. Scoggins, MMC; Town Clerk