



**MINUTES OF THE  
TOWN COUNCIL MEETING OF THE  
TOWN OF PINEVILLE, NORTH CAROLINA  
TUESDAY, NOVEMBER 12, 2013**

The Town Council of the Town of Pineville met in regular session on Tuesday, November 12, 2013 at 6:30 p.m. at the Hut Meeting Facility in Pineville.

**ATTENDANCE**

Mayor: George C. Fowler  
Mayor Pro-Tem: David Phillips  
Town Council Members: Les Gladden, Debbie Fowler and Melissa Davis  
Interim Town Administrator: Ed Humphries  
Planning Director: Travis Morgan was absent  
Town Clerk: Barbara Monticello

**CALL TO ORDER**

Mayor Fowler called the meeting to order at 6:27 p.m. and welcomed those in attendance. Those wishing to speak on an agenda item were invited to sign the speaker list.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

The Pledge of Allegiance was lead by Mayor Pro Tem David Phillips.

**MOMENT OF SILENCE**

Mayor Fowler called for a moment of silence for the following: Town employee, Don Boatwright with the Pineville Volunteer Fire Department for over fifty years (passed).

**ORDER OF BUSINESS**

**Adoption of the Agenda:**

One change to the agenda was requested to add item "g" under the consent agenda which was a last minute tax refund. Additionally, the Interim Town Administrator requested that Item B under New Business regarding a Marketing Proposal be pulled from the agenda. With no other changes to be made, Council Member Debbie Fowler motioned to adopt the agenda with the changes. Mayor Pro Tem Phillips seconded the motion and there were ayes by all to adopt the agenda with the changes.

**Approval of Minutes for the Regular Session and Closed Session Meetings of October 15, 2013:** Mayor Fowler called for a motion on the Regular and Closed Session Minutes from October 15, 2013. Council Member Melissa Davis asked that those that were specifically mentioned under Moment of Silence be added by name and Council Member Debbie Fowler asked that a date be corrected to read "October" in lieu of "September". Council Member Debbie Fowler then moved to approve the minutes with the corrections and Council Member Melissa Davis seconding the motion. There were ayes by all to approve the minutes with changes.

**Consent Agenda:** The following items were included: a) *Improvement Report (Public Works)*; b) *Budget Amendments (Mickey Hicks)*; c) *Financial Report ending 10/31/13 (Mickey Hicks)*; d) *Approve Truck Purchase (Electric)*; e) *Approve Contract for Town Administrator*; f) *Set Public Hearing Date for December (none)*; and g) *Tax*

*Refund for Randall Smith.* Council Member Les Gladden moved to approve the consent agenda as is with Mayor Pro Tem David Phillips seconding the motion. There were ayes by all and the consent agenda was approved as is.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

**A. Presentation Regarding Website Redesign** – Interim Town Administrator, Ed Humphries, stated that a committee was formed including employee Stephanie Puzzo, Town Clerk Barbara Monticello and Council Member Melissa Davis to oversee a redesign of the town's website. RFP's had been sent out to various website design companies and one company was selected from a total of 11 firms. Mia Holshauser was in attendance to make a brief presentation regarding plans for a website makeover. She has been working with municipalities for a total of 14 years and has found that meeting with the stakeholders and holding focus group sessions to collect and compile information tends to work best. Once the info is compiled and analyzed, designs are worked up and presented to the committee. Once everyone is on board with the design, the programming phase of the project begins. Each department head will be met with to get their feedback.

The current website would remain active until the new site is ready to go live. Additionally, Granite Sky would look at what sets us apart from other towns and use characteristics unique to Pineville to develop the site. Ideas from Pineville Telephone and Electric could be used to expand on a marketing scheme for the future.

Hearing no further comments, Council Member Melissa Davis moved to award the contract to Granite Sky. Council Member Debbie Fowler seconded the motion and there were ayes by all.

Mayor Fowler acknowledged and thanked Boy Scout Troop #315 for attending the meeting. The scouts were there as part of the requirements to obtain their Citizenship Merit Badge.

**B. Marketing Plan Presentation for Pineville Telephone** (pulled from agenda).

**C. Additional Paving Repairs** -- An additional paving project was presented for consideration. Council Member Les Gladden stated that additional work was needed to correct the flooding situation on Main St. The additional repairs estimated to be \$15,372 were not part of the contract awarded to Eddie Smith & Sons at last month's meeting but were necessary and would be paid for using Storm Water Funds. Council Member Gladden moved to approve the additional repairs with Mayor Pro Tem David Phillips seconding the motion. There were ayes by all.

**D. Approve and Award Park Master Plan** -- Park and Recreation Director, Kristy Detwiler, stated that she had sent out Requests for Proposals to at least five local, qualified firms to do a Comprehensive Park Master Plan for the town in order to be eligible for Part F grant money. Two proposals were submitted for consideration: one from Woolpert Design and one from Site Solutions. Even though the Site Solutions proposal was less than Woolpert's proposal, Ms. Detwiler was recommending that the town go with the Woolpert proposal because of all the work they had done with the town in the past, particularly with Jack Hughes Park. She had noted a number of reasons for her recommendation, one of which was because there was a requirement in the request that Woolpert could fulfill but Site Solutions was unable to.

Council Member Melissa Davis had some concerns regarding the cost of the proposal being \$6,000 more than what was budgeted and asked that the item be tabled until the new Town Administrator was here. Mayor Pro Tem Phillips liked the idea of having Woolpert do the Master Plan because of all the experience they've had working with the town and Ms. Detwiler added that Woolpert knows the town the best. Discussion continued regarding the timeframes of getting the Master Plan finished in order to make the deadline for the grant. Interim Town Administrator, Ed Humphries, added that both firms were excellent and either would do a great job but if we didn't move quickly, we would miss the opportunity for the 2014 grant and would then have to wait until 2015. Ms. Davis wanted a clear

understanding and breakdown of the assessment charge on the proposal and an opportunity for the new administrator to review it. Mr. Humphries suggested they all meet with Woolpert to get a better understanding and to negotiate and iron out the details. Mayor Pro Tem Phillips motioned to approve the contract for Woolpert pending a meeting with Kristy Detwiler, Melissa Davis, Les Gladden and Woolpert to iron out the details of the proposal. Council Member Gladden seconded the motion and there were ayes by all.

**E. Resolution No. 2013-10 to Declare Certain Property Surplus** – Town Clerk, Barbara Monticello, gave a quick update on the results of the last auction held for surplus items and stated there were a few additional items that still needed to be declared surplus which were listed on Exhibit A of Resolution No. 2013-10. Council Member Gladden requested that two items on Exhibit A, the picnic tables and wooden swings, not be added to the auction site as they would be donated or given back to those that originally purchased the swings. Council Member Debbie Fowler moved to approve the surplus items with Mayor Pro Tem Phillips seconding the motion. There were ayes by all.

**F. Ordinance No. 2013-04, an ordinance amending Chapter 93, Parks and Recreation** – Interim Town Administrator, Ed Humphries, reviewed a small change to the statues regarding concealed handguns at parks which allows for more leeway to carry a concealed handgun, specifically onto a playground. Our current ordinance needed to be amended to reflect this change. Mayor Pro Tem Phillips suggested that the signs posted at the park be removed but not replaced. Council Member Fowler moved to approve the amendment to the ordinance with Council Member Davis seconding the motion. There were ayes by all.

**G. Staff Update:** the Calendar of Events for December was reviewed. Mr. Humphries noted that Council will have its organizational meeting in December but that Mayor Elect Edwards would not be in attendance to be sworn in. He would be sworn in sometime after he returns from his vacation but before the end of December.

Resident Sue Campagna of the Cottages stated that she was proud of the community, proud of the scouts and thanked all for the services they perform for the residents of town.

#### **ADJOURNMENT**

There being no additional business to discuss, Council Member Les Gladden moved to adjourn the meeting at 7:30 p.m. with Mayor Pro Tem David Phillips seconding the motion. There ayes by all and the meeting adjourned.

  
\_\_\_\_\_  
Mayor George C. Fowler

**ATTEST:**

  
Barbara Monticello, Town Clerk