



**MINUTES OF THE
TOWN COUNCIL 2nd BUDGET WORKSHOP
Wednesday, 4/8/20 - 6:00 P.M.
Held Remotely via ZOOM
200 Dover St., Pineville, NC**

The Town Council of the Town of Pineville, NC, met in a Budget Workshop on Wednesday, April 8, 2020 @ 6:00 p.m. The meeting was held remotely utilizing ZOOM. The clerk took the roll call and the following individuals were connected into the meeting:

ATTENDANCE

Mayor: Jack Edwards

Mayor Pro-Tem: Melissa Davis

Council Members: Amelia Stinson-Wesley, Les Gladden and Joe Maxim

Town Manager: Ryan Spitzer

Town Clerk: Barbara Monticello

Finance Director: Richard Dixon

Also in attendance were Department Heads: Dornessa Froneberger for Human Resources, Chip Hill for Public Works and Kristy Detwiler for Parks and Recreation/Culture and Tourism

CALL TO ORDER

Mayor Jack Edwards called the meeting to order at 6:08 p.m. but there were technical difficulties in connecting some participants to the meeting which did not get started until 6:30 p.m.

DISCUSSION ITEMS:

- A. **HUMAN RESOURCES BUDGET** (Dornessa Froneberger): Town Manager, Ryan Spitzer, stated that they would again be looking at performance indicators for the Human Resources Department. They were indicated on a sheet distributed in their packets. Ms. Froneberger indicated that one of her goals was to continue to provide training and make available additional resources and services for staff to keep them engaged. A benefits fair and fitness obstacle challenge were both scheduled for employees to attend but had to be cancelled due to Covid-19 and Stay at Home Orders issued by Governor Cooper. Currently, the town was reviewing and evaluating new software to be used for employee evaluations and she was working on developing an employee satisfaction survey as part of her goals. Additionally, to make the benefits enrollment process more stream-lined, the Layman Group has set her up on their portal to get employees enrolled more quickly and smoothly.

Council Member Amelia Stinson-Wesley asked if the Employee Satisfaction Survey would be a simple, standard questionnaire or if it would be more tailored toward Pineville. Ms. Froneberger indicated that it would be more tailored to Pineville. Council Member Joe Maxim asked if it was necessary to obtain three bid proposals for this. Mr. Spitzer stated that if the product or service were below \$30,000, we wouldn't have to but we could if we wanted to. Ms. Froneberger added that the annual cost for this service was \$2500 with a \$1500 implementation fee.

Council Member Les Gladden asked if this was something that we needed to do each year. Ms. Froneberger replied that she would like to use it to gauge turnover for at least one to two years. Council Member Stinson-Wesley asked if the program came with an "exit interview" piece. Ms. Froneberger will check on the components that make up the

program. Mayor Pro Tem Melissa Davis asked what we were doing for a "wellness program" now. Ms. Froneberger stated that the town was leaning towards making the employees more accountable for their health and possibly using some sort of point system or wellness dollars, adding that the results of a wellness program really didn't have an effect on our rates. Human Resources was set to have its annual benefits fair and obstacle course until the Stay at Home Orders went into effect and they had to be cancelled. Each employee is still required to do the biometric screenings each year. There was also some discussion the possibility of paying for gym memberships for up to 50 employees. Mayor Pro Tem Davis asked what the town would do if more than 50 people wanted to join the gym. Ms. Froneberger didn't think there would be that many people interested in joining a gym due to a lack of interest in the past.

- B. POLICE DEPARTMENT BUDGET:** Moving on to the police budget, Mr. Spitzer noted an increase in the line item for Contract Services. He explained that with Chief Merchant retiring in September, additional funds were budgeted to hire a professional company to find a replacement for him. Mayor Edwards asked if our officers would have to go through this company if any of them were to apply for the position. Human Resources Director, Dornessa Froneberger, stated that anyone that applied for the position would go through the same process.

Council Member Les Gladden asked why we couldn't utilize the services of ISS since we've worked with them for some time now and they were familiar with the employees and procedures in Pineville. Ms. Froneberger did not know that ISS could provide those services but would reach out to them to see if it was available. Town Manager, Ryan Spitzer, added that the company they intended to contract with, Developmental Associates, LLC, were experienced in finding Town Managers.

Mayor Pro Tem, Melissa Davis, asked if she had worked on finding any HR-related grants. Ms. Froneberger stated that there wasn't much out there in the way of HR grants. Mr. Spitzer added that we received a couple of thousand dollars savings with our insurance. There were no additional questions from Council regarding the Human Resources Budget.

- C. PUBLIC WORKS BUDGET -** Mr. Spitzer pointed out the Performance Indicators and goals were included in the packet of information that was sent to Council earlier. They targeted providing prompt and courteous service to residents and maintaining the highest level of service possible. Council Member Les Gladden asked why only 75% of LED lights were replaced to which Public Works Director, Chip Hill, responded that some employees did not like the way the LED lighting glared off their computer monitors. Council Member Gladden asked him to continue to encourage the LED lighting as much as possible. Mr. Hill noted that he had applied for three grants -- one of which did not pan out and the other two he is still waiting to hear back on.

Mayor Pro Tem, Melissa Davis, asked about the 12% increase in the Storm Water personnel line item. Finance Director, Richard Dixon, noted that no salaries were being charged to the Powell Bill anymore. They were being moved to the Storm Water salary line item and, therefore, the increase to that line item. Additionally, there was an increase to the Maintenance/Building Repair line item. The Police Department building is included in this line as well as repairs to the Post Office. There have been a lot of requests for repairs to that building.

Under capital items, a request was made to purchase a new machine to charge vehicles with a new type of freon for their A/C systems as well as a request for a new heater for the Auto Shop. Mr. Hill explained that the heater that is in the Auto Shop now kicks off and on every time the bay doors open and close and it could be regulated better with a different type of heater.

Moving to the Powell Bill budget, there was an increase in mowing which Mayor Pro Tem Davis questioned. Mr. Hill explained the increase was due to adding one extra month (October) to the schedule, at roughly \$9,000 a month. They do not charge a flat monthly rate but by the number of cuts done. Council Member Gladden asked if we were bidding that job out each year. Mr. Hill explained that he tried bidding it out a couple of times and both times the same company won the bid and they agreed to hold the price for three years. Council Member Gladden then asked what the benefit to outsourcing lawn mowing was vs. doing it in-house. Mr. Hill stated his team could concentrate more on building repairs and services such as performing monthly inspections on each of the buildings. It boiled

down to taking better care of our facilities as well as it being a safety issue for his employees when mowing more dangerous areas such as 485 or NC51.

Council Member Gladden asked if Mr. Hill was looking to hire any skilled laborers for plumbing, electrical, etc.? Mr. Hill stated it was difficult to hire anyone that has those skills at \$15.00 an hour. Mr. Gladden asked if he thought the town was saving money by outsourcing the lawn services. Mr. Hill stated that the trade-off was better quality of repairs in the town's facilities.

Council had several other questions regarding the Public Works budget. Mayor Pro Tem Davis asked what the Greenway Outlay Improvement and ADA Dome Ramps were. Mr. Spitzer reminded Council of the tributary improvements that were necessary for the Greenway at a cost of \$65,000, and the plastic mats that go over the ADA ramps on the sidewalk, explaining what an ADA Dome Ramp was. Funds were being put aside to comply with both connecting sidewalks for the greenway and things that need to be addressed to meet ADA requirements.

Mr. Spitzer further explained that Centrum, Rodney and Park Rd. were all scheduled to be paved during the next fiscal year. Mr. Hill explained that Centrum had cross breaks in it, Park Rd. never had a crown or striping on it and Rodney will need to be FDR'd (full depth reclamation). Council Member Gladden asked if Rodney hadn't been paved less than ten years ago so why pave it again. Mr. Hill explained that with the curve in that road being so rough, front tires tend to dig in so with having it FDR'd, he's hoping to give it a longer life. Council Member Gladden asked if concrete would be a better choice for the curve in that road to which Mr. Hill thought that FDR would do the same thing but the asphalt sets up a lot quicker than concrete so that's why he preferred to go with asphalt.

Moving on to the Storm Water budget, a request was made for a new Vac Truck at a cost of \$270,000. Mayor Pro Tem Melissa Davis asked what year our current Vac Truck was. Mr. Hill explained that it was a 2013 with 20,000 miles on the chassis and the rear had logged a total of 2175 hours of use. As for replacing just the back end, a motor itself would be \$45,000 but they weren't making engines for the back of the old trucks anymore anyway so they couldn't even choose to go that route if they wanted to. The newer models are smaller and easier to maneuver and they have only one engine. Mr. Spitzer asked Mr. Hill if we maintained any of the alleys. Mr. Hill replied that we didn't currently but that we may get some in the future so a smaller truck would be more beneficial so that we could access those smaller alleys with more ease.

Council Member Amelia Stinson-Wesley asked if the money that was being put aside to meet ADA requirements was enough to meet everything. Mr. Spitzer stated that it was just a portion of what was needed but as long as the town was making progress each year with compliance, the DOT was OK with it. All of the bus stops in town are not in compliance and he was trying to get CATS to fund the cost to get at least some of them into compliance. Mr. Spitzer added that the ADA consultant, Julia Sain, that has worked with Aaron Parks previously on ADA compliance will be reviewing the new town hall/library plans to be sure they are all in compliance.

Mr. Spitzer continued, stating the Sanitation budget went up by 6% because our contract has a 3% increase built into it. The cemetery budget was set at \$4,000 again and is now being maintained by Parks and Recreation. That concluded the Public Works budget presentation.

- D. PARKS AND RECREATION BUDGET:** Parks and Recreation Director, Kristy Detwiler, reviewed her Performance Indicators stating that a total of 14,420 participants engaged in classes this fiscal year. The number of Fall Fest sponsors increased as well as the number of sponsors for the dog park. Field utilization was up from last year at Jack Hughes Park. Ms. Detwiler continued, stating that in November an RFP had gone out for a Parks and Recreation Master Plan. The town received five responses back with Kimley Horn being selected for the job. A steering committee was set up in February with a meeting following in March. Over 200 surveys had been sent out to residents so far with April 20, 2020 being the last day to respond to the survey questions.

A second steering committee was being set up on May 1st but a second community meeting still needed to be held once the Stay at Home Order has been lifted. Additionally, Ms. Detwiler received her Facility Maintenance Certificate through an on-line training course she completed. There were increased athletic offerings such as Tot Soccer, youth

all-sports, volley ball and dodge ball. A couple of different toddler programs were tried such as Storytime with Toddlers and Storytime in the Park, along with Family Game Night which is proving to be very popular. Strides were also made in increasing public information output by increasing the number of Park and Recreation Board Members from 8 to 13 as well as increasing the number of followers and posts put on social media platforms each week.

When asked about researching grants for the Parks and Recreation area, Ms. Detwiler explained that she wanted to try for the LWCF (Land & Water Conservation Fund) grant but hit a road block when she couldn't find anyone to do yellow book appraisals which are required for this grant. She applied for 3 playground grants and got one but did not go with it because the company she decided to go with was not charging the town for the zip line which will be part of the playground equipment. She was also checking into grants for fitness equipment.

Ms. Detwiler was requesting an increase in pay for the summer camp counselors. Council Member Joe Maxim asked what the average tenure for a camp counselor was. Ms. Detwiler responded that it was all different – 3,5,6,8 years – and one that had been there before she become Parks Director. They were all making between \$10-12.50 per hour but was recommending a tiered escalation depending on tenure for each counselor. She added that most of the counselors were teachers in the regular school system and she was looking for a 2-3% increase, which worked out to about 25¢ each. Mayor Pro Tem Davis asked for a spreadsheet with the names, hourly wages and years of service of each of the counselors. She also wanted to know what counselors in the other towns – Huntersville, Davidson and Matthews – were making. Ms. Detwiler agreed to have the information by the next Budget Meeting.

Under **MAINTENANCE/BUILDING REPAIR**, it was noted that painting of the Belle Johnston Community Center did not make it into last year's budget so it was being moved to this year. Included in that figure were some shelters and the stage area. The large shelter was peeling and it had been about 8 years since it was last painted. There were also funds budgeted for Gym Floor Maintenance. Mayor Pro Tem Davis did not recall that maintenance was required on the floor each year when the contract details were being discussed just before the floor was installed. Ms. Detwiler stated that the floor needed to be finished by the company each year as part of the warranty – that included sanding, rebuffering and recoating each year.

For **CAPITAL** items, \$26,600 was budgeted for LVT to redo all of the floor at the BJCC except for bathrooms and kitchen, along with \$6,500 budgeted for a new A/C unit for the Hut. The new flooring will be commercial grade and would not need to be stripped and waxed every four months. Council Member Gladden wanted to be sure that Public Works Director, Chip Hill, checked to be sure the A/C drainage doesn't warp the wood floor like it does now. Ms. Detwiler stated that the floor has been better since the dehumidifier was installed.

Mr. Spitzer continued with additional capital items -- \$14,000 was budgeted for storm drainage to alleviate the ponding water by the playground. Ms. Detwiler explained that the town engineering firm, LaBella, recommended not putting the playground in that area since the water does pond. New inlets and pipes needed to be installed in order to stop that from happening. Mr. Spitzer added that they were looking into whether it could be done in-house vs. via a contractor. Another \$10,300 was budgeted for a new cooking range for the kitchen at the BJCC. The current one is about 30 years old and needs to be replaced. Council Member Gladden asked if it would be a commercial unit to which Ms. Detwiler stated that it would be. The hood was already in place and in good condition so it did not need to be replaced.

Moving to **CULTURE AND TOURISM**, there was an increase in utilities due to the operation of the new Splash Pad with the use of additional electricity and water as well as an increase in Programming of \$8,000 if the town took over operation of the Farmer's Market. Mr. Spitzer questioned who would be in on Saturdays to oversee set-up, etc. Council agreed someone would need to come in for that. Ms. Detwiler was working on getting vendors together. Discussion amongst council as whether they should allow craft vendors, etc. There was some hesitation in having employees get involved as it would take away from their other responsibilities. Council Member Joe Maxim would rather see well-planned, quality events instead of a larger quantity of events. Employees needed to concentrate on other opportunities. Mayor Pro Tem Davis asked if it was necessary to spend \$8,000 on this event to which Mr. Spitzer replied that they did not. That money could be used for fireworks at Fallfest. Ms. Detwiler had been checking around and found a company that could shoot them off from a barge in the lake. Mayor Pro Tem Davis asked if there were

any safety concerns with that. Mr. Spitzer stated there should be enough distance between the point of shooting them off and where attendees would sit that there shouldn't be any concern about blowing ash from the fireworks. Mr. Spitzer stated that they would look into the Farmer's Market and fireworks more.

Mayor Pro Tem Davis asked about the company that was hired last year, Paschal, and if they were still doing advertising for the town. Ms. Detwiler stated that their fees were all built into the fee that they charge to promote Fallfest. Mr. Spitzer added that we paid them \$3,500 for getting sponsors and advertising for Fallfest as well as Rockin' and Reelin'. The company also has ties with folks from Atrium and was able to get us a sponsorship for more than what his fee is.

CAPITAL OUTLAY FOR PARKS & RECREATION – Capital outlay items for Parks and Recreation included budgeting \$10,000 for heaters in the bathroom at Shay Stage and storage area. Council Member Les Gladden asked what type of units were planned to be put in the bathrooms. Ms. Detwiler replied that they would be electric units like the one at the splash pad. Council Member Gladden asked Mr. Spitzer to check on a combination heating/air unit because the bathrooms in the summer can be stifling.

The parking lot at the Belle Johnston Community Center is in need of paving. A total of \$181,405 was budgeted for that project, along with \$58,000 for Splash Pad implements including shade structures at either end of the pad and \$5,000 for a Jack Hughes Park sign. Mr. Spitzer stated the shade structures will have a 12' X 12' fabric covering that has a 10-year warranty on it for discoloration/fading. They can be taken off during the winter and stored. When it comes time, the cost to replace them, is about \$1200. Mr. Spitzer stated that P&R would look into the cost for an even larger covering. Three signs at Jack Hughes Park were faded and cracking; to replace all three would be \$5,000. Ms. Detwiler stated that all the black signs were replaced but the ones by the bridge, concession stand and other field area all needed to be replaced. As for the Atrium and Charlotte Catholic sponsorship signs that are out at Jack Hughes Park, they both were initially \$800 a piece and \$300 to renew.

Mr. Spitzer continued, stating that another \$105,000 was budgeted for outdoor fitness equipment (\$35K) and a mini bus (\$70K). When asked why we needed a mini bus, Ms. Detwiler explained that the seniors had a very difficult time getting in and out of the van. The bus will be much easier for them to get in and out of as well as be able to accommodate wheelchairs and walkers. The van that is currently used for trips is a 2005, 15-passenger minivan. Mayor Pro Tem Davis asked if C&T funds could be used to purchase the bus to which Mr. Spitzer replied that it "was a stretch" but it could be done. Council Member Amelia Stinson-Wesley asked about the type of fitness equipment that would go outside. Ms. Detwiler responded that typical gym equipment like an elliptical machine, push-up bars, stationary bikes, etc.

ADJOURNMENT: There were no further questions or comments; at 8:55 p.m. a motion was made by Council Member Maxim and seconded by Mayor Pro Tem Davis to adjourn the meeting. There were ayes by all and the meeting concluded.



Jack Edwards, Mayor

ATTEST:



Barbara Monticello, Town Clerk

