



**MINUTES OF THE
TOWN COUNCIL WORK SESSION OF
Tuesday 1/21/2020 - 6:00 P.M.
Pineville Telecommunications Bldg.
118 College Street, Pineville, NC**

The Town Council of the Town of Pineville, NC, met in a Work Session on Tuesday, January 21, 2020 @ 6:00 p.m. at the Telephone Building located at 118 College St. in Pineville NC.

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

Planning & Zoning Director: Travis Morgan

CALL TO ORDER *(meeting got started late due to a malfunction in the recording software; meeting did not record).*

At 6:19 p.m. Mayor Jack Edwards asked for a motion to open the meeting. Mayor Pro Tem Melissa Davis moved to open the meeting, seconded by Council Member Joe Maxim. There were ayes by all and the meeting commenced.

DISCUSSION ITEMS:

- A. **NTB Tire** – *(Travis Morgan)* Planning Director, Travis Morgan, explained that this was a continuation of a previous discussion regarding a request to reestablish an auto-related use in a district where it is no longer allowed. The town's Zoning Ordinance states that if a building is vacant for more than 180 days, the same use is no longer allowed unless conditionally approved. The bay doors on the front of the building were part of the discussion at the last meeting since they are no longer permitted on the front side of a building, only the back side. Mr. Morgan noted that the applicant was hesitant to change that. New sidewalks will be done in front of the property but they are asking for them to go to the property line.

The trash enclosure is shown on the plan but the applicant is four spaces short of the necessary parking requirements. If the front bays were not used, there could potentially be space for additional parking.

Council Member Les Gladden stated that the plan that was being present was nothing like what the applicant had said he was going to bring to us. He and Mayor Pro Tem Melissa Davis had a phone conversation with his engineer and this was nothing like what they discussed but a waste of their time and effort. Both Council Member Gladden and Mayor Pro Tem Davis had told his engineer that they did not want to see the bay doors on the front of the building being used.

Mayor Pro Tem Melissa Davis also noted that the engineer had stated that the bottom of the bay doors were going to look like brick. When the company was in business previously, they had been written up many times for violations and it was still unclear where the property line was in the back of the building. These were all things that needed to be resolved before heading to a public hearing.

The representative for NBT Tires, Jim Treadwell, stated that they were going to do extensive landscaping in the front and that there was a 6-7foot grade difference in the front that makes it difficult to work with. They tried to put as much landscaping in the front and detail on the doors as possible to make it look good. He stated the doors were customized and very carefully matched colors, believing that it was a 100% improvement over the last plan presented.

Council Member Les Gladden asked how Mr. Treadwell planned to address the parking shortage. Mr. Treadwell replied that he had a plan to put more parking in but it would take away from some of the nice, lush landscaping that was planned in the front. If we lost the spaces in the back, we would have to make up for them somehow.

Mayor Jack Edwards reiterated that the parking was still an issue and Council did not want to see the bays in the front. Council Member Les Gladden added that having the garage doors on the front side open was a deal breaker for them. The business had vacated the property longer than what was allowed for reestablishing the auto-related business and it was the town's desire to do away with this use.

Mayor Pro Tem Melissa Davis stated the doors were still an issue for her, and with an easement issue on the back of the property, you will lose the parking spaces as well. Council Member Joe Maxim added that whether the doors stay closed during the day was the issue. Mr. Treadwell replied that timers could be installed on the doors, although he couldn't say for sure that doors would stay closed for the entire day. The bays were all air conditioned.

Mayor Pro Tem Melissa Davis then asked Mr. Treadwell why the business was closed and then came back to reopen? Mr. Treadwell did not know the reason; only that the corporate offices were trying to make it better than it was before. Mr. Morgan stated that if the business vacated the premises a second time and somebody else opened the business after them, they would not know that the doors could not be used and the town would be stuck with the open bay doors once again. Mr. Treadwell added that they were improving storm drainage and the path of entry. He was open to suggestions such as plants on either side of the bay doors, etc.

Mayor Pro Tem Melissa Davis reminded him that his engineer stated he could do something on the bottom of the bay doors to make it look like brick but the plan did not show that at all. Council Member Joe Maxim stated that Mr. Morgan was not in favor of the bay doors. He added that if the front of the building were a solid wall, it could change his perception and mind about the project. Mr. Morgan stated that he was having trouble defending why other auto-related services in town could utilize only bay doors on the back side of their building but questioned why this one could not be used in the same way.

Mayor Pro Tem Melissa Davis was concerned about the number of citations this business received in the past. While Mr. Treadwell could provide assurances now while in front of Council that violations won't occur, once he is gone, some employee will commit a violation and say he didn't know he was doing anything wrong. Mr. Treadwell still asked if something could be worked out to keep the doors in front.

Discussion continued on the front bay doors, where the additional parking spaces would come from, and resolving the easement issue on the backside of the property. Council Member Les Gladden stated that for him to approve this, the doors have got to go. The only way he would approve the plan is if the doors are gone. He then suggested that Mayor Edwards take a poll of who was or wasn't in favor of the bay doors in front. He took an impromptu vote of council members; none were in favor of seeing the bay doors in front. Mayor Edwards added that Travis was against it as well.

- B. MOU for Library: (Ryan Spitzer)** - Town Manager Ryan Spitzer stated he received an MOU (Memorandum of Understanding) from the County regarding the new library. Mr. Spitzer stated he would finalize the agreement with the county on Friday. It would be presented to the County Board on February 18 and if all goes well, he expected the library to be up and running by July of 2022.

Mr. Spitzer stipulated that the county would pay their own bills and the town would pay their own bills. Both parties would chip in if a roof problem arose. The common areas, tree maintenance and landscaping will be taken care of by the town. The library will pay us an agreed upon amount and we will take care of it. The water, air conditioning and heat for the common atrium is also considered common space with shared payment by both parties.

Council Member Amelia Stinson Wesley asked if there was any way the library could use their space for anything other than what it was intended. Mr. Spitzer responded that the space was committed to being a library for at least thirty years. The town's Attorney had read the agreement and said it was fine. The cost of the building is being worked up and in February, he should have the cost for the design and building of new Town Hall/Library.

- C. **Payroll/Time Clock System:** *(Ryan Spitzer)* Town Manager, Ryan Spitzer, reminded Council that he had looked at two different payroll/time clock systems: Kronos and Time Clock Plus. Both Time Clock Plus and Kronos can do a web-based time clock system or a physical "clock in" system. Council Member Les Gladden asked who would be able to see the data. Ryan said managers could go in to approve a timesheet and then it would go to Ryan for approval before continuing on to the Payroll Clerk. We can mix and match a web-based program with a device-based program but the web-based program is a lot cheaper.

Council Member Joe Maxim said that if there was a potential that timesheets could still be tampered with, it might defeat the purpose of having the time clocks. Mr. Spitzer suggested a web-based version for the Police Department and a "clock-in" version for all other employees. Council Member Les Gladden stated all civilians should be on the same system but the Police Department would be difficult to do – they police themselves. Mr. Spitzer clarified that it was because of the Police Department that this system was being considered.

Manager Spitzer then asked if council wanted to move to the time clock system and not use a web-based one at all. Mayor Pro Tem Melissa Davis stated she was for a time clock system. Council Member Les Gladden asked how holiday, sick and vacation time would be handled, as well as lunch times. Mr. Spitzer replied that an employees would have to punch out for lunch and back in once lunch was completed. Council Member Joe Maxim stated he had issues with employees having to clock in and out at lunchtime. He said it felt oppressive to him. He suggested identifying the culprits and put them on notice. If this type of monitoring is necessary, was like imposing marshal law on everyone. It should be clear what we are attempting to accomplish.

Mayor Edwards commented that it is a lot of money to spend for just a few offenders. Council Member Amelia Stinson Wesley asked if we were addressing a large spread problem or just wanting to automate the process. Manager Spitzer advised that he wanted us to get away from using paper as a goal. Council Member Joe Maxim wanted to be sure that we would not be duplicating the costs once we moved into the new building. Manager Spitzer asked Council if they were in favor of a card system to scan in and out or cards to punch in and out on a time clock.

- D. **Performance Management System:** *(Ryan Spitzer)* Mr. Spitzer stated he had looked at two systems to evaluate employees more fairly. He had settled on a web-based system called EmPerform. It will have 4-5 core competencies/goals that everyone will be scored on. There would be scheduled check-ins for managers and employees. Both can make journal entries into the system. Each department would have a pot of money for merit increases which it could not exceed. Increases given to employees would all have to be approved by the manager and would be based on the core competencies for that position. Each position would have a handful of different core competencies; not 100 of them. The plan is to have the new evaluation implemented by 7/1/20, as we move toward a single anniversary date for everyone. Mr. Spitzer was looking at April or May as the anniversary date for each person.

Council Member Les Gladden brought up that the Police Department all got 2.5% in their step system. Manager Spitzer acknowledged that they would continue to get 2.5% or nothing. We will set up actions plans if employees are not performing up to speed. Council Member Amelia Stinson Wesley suggested orienting the department heads to doing evaluations all at the same time. Mr. Spitzer noted that the system would also allow for 360°

evaluations. He will present the contract at the February Council Meeting. It will be an action item on the agenda in February.

Mayor Jack Edwards called for a 10-minute break before going into closed session at 8:00 p.m.

Closed Session: Discussion of matters pursuant to NCGS 143-318.11 (5), Real Estate Matter and (6) personnel matter. At 8:13 p.m. a motion was made and seconded to move to Closed Session. There were ayes by all and Council was in Closed Session. Once in Closed Session, a discussion took place regarding a former employee and one on a current employee. Additionally, a real estate item was discussed. Council directed the manager on what to do regarding the personnel issues discussed and how to handle the real estate item.

Open Session: A motion was made and seconded to go back into Open Session at 9:15 p.m. Once in Open Session a discussion took place regarding digital speed limit signs – semi-permanent digital ones to be installed on Main St. Members of the police department were proposing they start writing town citations for speeders on Main St. vs. state citations. If the state issues a citation and there are fines attached, that money goes to the state but if our officers pull someone over on the side roads, they can issue Town citations. Those funds would come directly to the town. They were proposing a group of dedicated traffic officers to spend about 20 hours a week, 4-5 hours a day, on 4-5 days a week to strictly work speeding @ \$29,000 a year. Mayor Edwards asked for something in writing to be presented at the February Work Session or have Toby Calhoun or Bill Wright come in to explain and answer questions.

Council was reminded that there was an Ethic Training class scheduled at 1:00 p.m. on February 5th before the Telephone Board Meeting. It will be held at the Pineville Telephone/Electric Bldg.

ADJOURNMENT: Having no further business, Council Member Joe Maxim moved to adjourn the meeting with Mayor Pro Tem David Phillips seconding the motion. There were ayes by all and the meeting was adjourned at 9:32 p.m.



Jack Edwards, Mayor

ATTEST:



Barbara Monticello, Town Clerk

