



**PINEVILLE TOWN COUNCIL WORK SESSION AGENDA
PINEVILLE COMMUNICATIONS for Council & Staff
(Meeting Open to the Public via ZOOM-See Instructions below)
118 COLLEGE ST., PINEVILLE, NC
MONDAY, JULY 27, 2020
6:00 P.M.**

1) Call Meeting to Order:

A. Approval of four sets of minutes from Budget Workshop Discussions:

1. April 1, 2020
2. April 8, 2020
3. April 23, 2020
4. May 4, 2020

2) Discussion Items:

A. Continued Discussion of Hyundai Dealership Followed by Vote (Travis Morgan) Final Review of Plans for a Hyundai Dealership represented by John Fryday on behalf of TT of HY Pineville Property LLC and Nick Berndt of AMSI. (ACTION ITEM).

B. Review and Discuss Proposed Plans for Jiffy Lube Building Renovations (Travis Morgan) Review preliminary plans for new Jiffy Lube Building. (INFORMATIONAL).

3) Adjourn

If you require any type of reasonable accommodation as a result of physical, sensory, or mental disability in order to participate in this meeting, please contact Barbara Monticello, Clerk of Council, at 704-889-2291 or bmonticello@pinevillenc.gov. Three days' notice is required.

INSTRUCTIONS FOR JOINING THE ZOOM MEETING AT 6:00 PM ARE BELOW:

rspitzer@pinevillenc.gov is inviting you to a scheduled Zoom meeting.

Topic: July 27 Work Session

Time: Jul 27, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83319024313?pwd=OEVXV0svV0w5M05QVWpLcm1yQ1BWUT09>

Meeting ID: 833 1902 4313

Passcode: 407943

One tap mobile

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Find your local number: <https://us02web.zoom.us/j/83319024313?pwd=NDZkdXt3I2pp>



**MINUTES OF THE
TOWN COUNCIL 1st BUDGET WORKSHOP
Wednesday, 4/1/20 · 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 1, 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
Fire Chief, Mike Gerin

CALL TO ORDER

Mayor Jack Edwards called the meeting to order at 6:11 p.m. and asked for a motion to open the meeting. Mayor Pro Tem Melissa Davis moved to open the meeting at 6:11 p.m. seconded by Council Member Amelia Stinson-Wesley. There were ayes by all and the meeting was opened.

DISCUSSION ITEMS:

A. GENERAL FUND BUDGET

1. **Overview:** *(Ryan Spitzer)* Town Manager, Ryan Spitzer, gave a general overview of the budget, stating the new Library/Town Hall project was not included in this budget because technically it won't be completed until the next budget cycle. That it when it will be reflected in the budget. He stated that the town would be operating in the red for FY21-22 but then be operating back in the black as of FY23-24. He added that it looked like we would meet our numbers this year even though the occupancy tax & prepared food taxes will decrease because of the Stay at Home Order due to the Coronavirus fallout. He still expected to exceed \$16M in projected revenues with most of the Covid-19 effects being felt in the following year. As of now, however, the town was in good shape but would have to keep a close eye out to see how the occupancy and food taxes pan out over the next few years.
2. **Revenues:** Mr. Spitzer continued, stating that money was taken out for the repairs on Lakewood and Lynwood roads, estimated to cost about \$2.6M, with \$1M of that coming out of Storm Water reserves. He planned this project to be completed in three phases.

The sale of the mill property will be shown in a project budget. The sale of the ladder truck for \$150,000 will be split with ½ going toward this fiscal year and the other half going into next fiscal year. Council Member Joe Maxim asked if there would be any issue in being paid the first \$75,000 due to complications caused by the fallout of the coronavirus. If the purchasing town was hit hard because of it, it may delay or alter payment to the town in some

way. Fire Chief, Mike Gerin, stated he would reach out to the town that is purchasing the truck from us to see if there would be a problem.

Council Member Amelia Stinson-Wesley asked for clarification on a comment made earlier regarding storm water funds. She asked if \$1M came out of that fund for the repairs to Lakewood and Lynwood roads, leaving only \$700,000 in that budget, did Mr. Spitzer feel comfortable with that amount. Mr. Spitzer indicated that he was fine with it.

3. **Fire Department Budget:** Mr. Spitzer noted a major increase from last year's budget in the Fire Department due to increased travel/training expenses, an increase in the stipend paid to the chief and maintenance of vehicles which increased by \$15,000. He also budgeted \$500,000 to purchase property for a new fire station and a request for \$207,000 worth of equipment which he is reviewing. Mayor Edward asked about the land that Carolina Fire was looking to purchase off of Lancaster Hwy. Chief Gerin stated that the plan fell through. Mayor Pro Tem Melissa Davis asked why the town would purchase more property when we already owned several parcels. Manager Spitzer stated that none of the property the town currently owned was centrally located to place a fire station. He added that the property the fire station was currently on was part of the properties that could be purchased by US Developments after it is vacated. This piece of property was suited for development and in line with US Development's plan to expand downtown commercial development beyond Main St. to College St.

Ms. Davis asked if we were to keep the current fire station on Church St., could we have a satellite station somewhere else. Council Member Les Gladden, speaking as an ex-fire fighter, noted that it would be easier to man one fire station than it would be to man two. Manager Spitzer added that the county was no longer looking to fund Carolina Fire and would most-likely come to Pineville or Charlotte to cover that area. Chief Gerin noted that there were benefits to both a single fire station and multiple ones. He added that the best location for a fire station would be somewhere in the vicinity of Lowry St. to Carolina Place Pkwy.

Mayor Pro Tem Davis asked about the homes in McCullough and existing and planned developments south of the railroad tracks on NC51 and whether the town would be able to find a piece of property for \$500,000? Council Member Gladden stated that it was just a starting point and they would most-likely spend a lot more but they needed to start with something. He added that for those areas they would utilize the mutual aid agreement they had with Flint Hill Fire Department.

Council Member Amelia Stinson-Wesley asked for clarification on the number of radios Chief Gerin was requesting. Chief Gerin stated he needed 25 more at a cost of \$160,000. The department had purchased half the amount they needed in this fiscal year from Motorola but wanted to purchase the remainder that they needed in the coming fiscal year. This will put the department at capacity for the total amount they needed. He continued, stating that the SCBA equipment needed to be replaced and the cost to do that was \$13,000. Additionally, he would like to replace the 30-minute RIT bags with 60-minute ones with an estimated cost of \$2,400 to do that. Three other items, an addition of Edraulics to Squad 8, a Forcible Entry door prop, and a side-by-side (vehicle) completed the list of items he requested.

Council Member Les Gladden, asked Chief Gerin if he thought he could sell any of his old equipment to get money to pay for some of the new equipment, specifically the edraulic equipment. Chief Gerin thought they could possibly but didn't know for sure how much they could get for it. Mayor Pro Tem Davis asked what the side-by-side was for. Chief Gerin responded that since they could not get vehicles down into the greenway, they needed some type of means to go in and get people if there was an emergency and the side-by-side was what he was proposing to do that with. Mr. Spitzer added that a portion of the greenway was expected to be completed by next fiscal year.

Chief Gerin then reviewed his **Performance Initiatives and Goals** from last year. While the EMS Turn Out times remained the same as last year, there was improvement with Fire calls by 5 seconds. The main Community Service event that the fire department participated in was the Read Across America program, providing four fire fighters to assist in this program at Pineville Elementary School. However, a new tool is needed to be put in place to better

track this initiative. The ladder company response fell short of its 75% goal and was only at 63.64%, mostly due to the ladder company being out of service.

The conversation turned towards department goals and a discussion ensued regarding grants. Chief Gerin explained that it was difficult to apply for and get grants due to the competitive nature of the grant programs. Many are intended for small, rural areas with less funds. Some of the federally funded grants require a professional grant-writer to apply because they needed to be done exactly right. Clerk Monticello added that she had attended a grant-writing workshop and discovered the same thing – that they were time-consuming to research, aimed at poorer/more rural areas and were difficult to get because every “t” needed to be crossed and every “i” dotted. She did add, however, that smaller grants offered by independent organizations such as the NCLM, were easier to get.

The fire department’s ISO rating did improve significantly with the last inspection. The department’s rating went from a 9S/5 rating to a 5/9S rating. Additionally, Chief Gerin listed all the training that was conducted for his department during this last fiscal year. There was one additional question from Mayor Pro Tem Davis regarding the large increase in the technology line of the budget for the Fire Department. Manager Spitzer stated that the increase was to replace laptops and ipads in the trucks if council chose to replace them.

- 4. 8 Year CIP Projects:** Mr. Spitzer continued with the meeting, discussing the last topic on the agenda – the 8-year CIP. He indicated that the town still had some computers operating on the Windows 7 platform which will not be supported in the near future and will need to be changed out with new computers utilizing Windows 10. Some had already been replaced while others had not and will need to be this year. He added that this would be the last set of computers that needed to be upgraded. Mayor Pro Tem Davis suggested that we stay on top of this issue so that we don’t get behind on it again. Mr. Spitzer stated that we may look into getting laptops that act like desktops but can also be taken home if necessary, especially since currently being under a “Stay at Home Order” due to the spread of the Coronavirus.

Next year will be when we would start the \$2M payment of the new town hall. A total \$19M was budgeted for this project but that figure should decrease. We also expected to receive \$125,000 from a CBDG grant to engineer the sidewalks and the rest to construct them the next year. The town’s match is \$15,000 the first year and the remaining \$35,000 the following year. The \$600,000 that was planned for the railroad Quiet Zone was pushed back until 2022-2023.

Mr. Spitzer continued, stating that we should be replacing 9 police vehicles this year. It would be several thousand dollars cheaper to purchase an unmarked vehicle to be used for speeders. Council Member Gladden requested to talk more about this when Chief Merchant presents his budget. Finance Director, Richard Dixon, added that it costs about \$52,000 to outfit a police vehicle. Council Member Amelia Stinson-Wesley asked if we traded old vehicles in for new ones to which Mr. Spitzer replied that we purchased police vehicles using a state contract to get a discounted price but we did not trade in vehicle but sold them as surplus items on an online government website.

Town Manager Spitzer noted that Enterprise Rentals had a new program out for municipalities that allowed them to lease vehicles. Council Member Gladden stated he knew a firm on Downs Rd. that was utilizing that program and suggested that Mr. Spitzer contact that company to see how they like the program.

In the Public Works Department there are a number of projects such as installing a right-hand turn lane from Lowry St. onto Polk St., doing a mobility study once we receive the funding for it so that we can begin new sidewalks and other mobility plans, and replace the street sweeper with a smaller one at a cost of \$282,500. The smaller truck is for the purpose of getting into and sweeping the alleyways. Some of them are privately maintained, but not all, so we would be responsible for them.

Moving onto to the Culture and Tourism budget, Mr. Spitzer stated that \$118,000 had been budgeted for paving the Belle Johnston Community center parking lot. Additionally, \$58,000 was budgeted for the splash pad to complete it and to provide shade for the seating as parents have complained about how hot it gets out there. Most people would like to see some sort of a “bucket” feature on the splash pad. He stated that council would need to let him know if

they want him to proceed with this project and also if they wanted to keep the park bathrooms open in the winter. If so, they would need to be heated to keep pipes from freezing.

Council Member Joe Maxim asked if there was enough seating and would there be enough shade for all of the seating? Mr. Spitzer replied that there would be two shade features which should be enough to provide shade to all the seating. Council Member Les Gladden asked if the shade feature would be canvas or a hardtop. Mr. Spitzer replied it was canvas but could be taken down in the winter. Council Member Gladden asked Mr. Spitzer to obtain a quote for a hardtop canopy just to compare. If we had to replace the canvas frequently, it may be more cost effective in the long run to go with a hardtop shade feature. Mr. Spitzer agreed to provide a quote to council members. Council Member Gladden was OK with moving forward with completing the Splash Pad.

An additional \$14,000 was budgeted for a storm drainage problem in P&R. Water ponds on the playground by the lake. The engineer firm, LaBella, provided the town with a schematic to alleviate the water from ponding there. Council Member Gladden asked if that was a project that could be done in-house which Mr. Spitzer would check on. Paving of the maintenance building was pushed out to the following year because a new oven/range was needed for the Belle Johnston kitchen, along with replacement of the vinyl floor at the BJCC as well as replacement of the HVAC system at the Hut.

Council Member Stinson-Wesley asked how old the vac truck was. Both Mr. Spitzer and Dixon thought it was about 6 years old. Council Member Gladden asked if just the back part of the truck could be replaced with a smaller unit rather than purchasing an entirely new truck. Mr. Spitzer will investigate the possibility. Mr. Spitzer added that the next roads on the list to be paved were Centrum Parkway, Rodney Street and Park Road extension. Additionally, he would continue to program money into the budget for sidewalks. Fifty thousand dollars was budgeted for a cross-walk by Bucca di Beppo restaurant to connect to the greenway. He added that these would be Project Budgets that would be voted on so that they could track the projects and funds being spent.

Mr. Spitzer continued, stating that a professional company will be hired to obtain R-O-W's from 49 residents pertaining to the Lakeview/Lynwood Lane stormwater project. Both Mayor Pro Tem Davis and Council Member Gladden asked if that was something we could do ourselves to save some money. Mr. Spitzer stated that it was, but there were 49 properties to get R-O-W easements from which was a sizable amount and there were always a few holdouts for more money than the town was willing to pay so it was best to have professionals handle it. They were expecting to payout an estimated \$500 to each homeowner. A total of \$2.6M dollars were budgeted for this project.

The town hall/library project will also be set up as a Project Budget to track. We had committed to a total of \$3.8M dollars for the project which includes demolition of the mill. Any discussion for the telephone and electric departments will be held off until they meet with those departments on April 23, 2020. The \$7.1M in the General Fund matches the 5-year CIP projection. Council Member Gladden asked if we were still a healthy fund balance to which Mr. Spitzer replied that we were. Both Mayor Edwards and Mayor Pro Tem Davis asked to have "read-only" access to the Clear Gov program so they could open up the files and read along with the discussions/presentations. Mr. Spitzer will send an email out to Council with log-on information to gain access to Clear Gov.

Mr. Spitzer provided an update on the situation with Ashley Furniture. They were still open and conducting business. A resident complained about them and the town went over to shut them down. Their lawyer called Mr. Spitzer who referred him to the EOC. Council Member Gladden added that a used car dealer was also open. Mr. Spitzer will have it checked out on Thursday but added that they were allowed to sell cars by appointment only. He was not certain if the county ban would be extended or they would allow it to expire at the end of the month but they were now talking about closing parks. All courts such as basketball, volleyball, tennis courts, etc. have been shut down in an effort to keep people away to reduce the number of people catching the Covid-19 virus. Mr. Spitzer will talk to Chief Merchant to break any games up if they are playing at the courts.

Discussion turned to the number of people in the parks and congregating under the shelters. Mr. Spitzer asked which council members were in favor of shutting them down. Responses were:

- Council Member Les Gladden – close the shelters

- Mayor Pro Tem Melissa Davis – close them
- Council Member Joe Maxim – close them
- Council Member Amelia Stinson-Wesley – close them

The vote was unanimous to close the park shelters. Also, council would like Mr. Spitzer to have Parks and Recreation take down any signs that are on our poles and to be sure all walkers/joggers around the lake are moving in the same direction. Mayor Pro Davis, along with Council Member Stinson-Wesley asked that the tables under the shelters be moved out from under the shelters so that families could still use them but not under the sheltered area.

ADJOURNMENT: At 8:49 p.m. a motion was made and seconded to adjourn the meeting. There were ayes by all and the meeting concluded.

Jack Edwards, Mayor

ATTEST:

Barbara Monticello, Town Clerk



**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



**MINUTES OF THE
TOWN COUNCIL 3rd BUDGET WORKSHOP
Thursday, April 23, 2020 · 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 Thursday, April 23, 2020 @ 6:00 p.m. The meeting was held remotely utilizing ZOOM. Those that participated in the meeting were as follows:

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: Don Mitchell for Pineville Electric/Electricities and Tammy Vachon for Pineville Communications Systems, along with guests Jane Shutt of Pineville Neighbor's Place and John Holobinko of the Pineville Chamber of Commerce.

CALL TO ORDER

Mayor Jack Edwards called the meeting to order at 6:11 p.m.

DISCUSSION ITEMS:

- A. SPONSORSHIPS** – The meeting began with Jane Shutt, Executive Director of Pineville Neighbors Place, thanking Council for their past contributions and support. She reviewed the number of people our donations in the past were able to help and was grateful for that. However, in 2019 Pineville Neighbor's Place ran out of money in October demonstrating a trend that more people are needing assistance. That amount will surely increase for 2020 because of the number of people that have lost their jobs due to Covid-19. Donations in the past have been \$4,500 but Ms. Shutt requested \$7,500 for this year because of the Coronavirus situation. Pineville Neighbor's place did receive two grants this past year which was also a big help in serving those in need.

Council Member Amelia Stinson-Wesley stated that the money we give to Pineville Neighbor's Place is stretched really far and goes to helping people who need it, not toward any salaries. Mayor Pro Tem Melissa Davis added that the money given to Pineville Neighbor's Place goes only to residents of Pineville. She asked Ms. Shutt what the process was for helping people. Ms. Shutt stated that it was a multi-step process. The first step would be to go through Crisis Assistance where individuals are required to fill out a 13-page form to help determine the need and whether there is truly a hardship. This is the preferred method. Next, she will try to work with the landlord if it's a rent situation. If it's a utility situation with the threat of electric being disconnected, she will work with Pineville Electric Co., with whom she has a good working relationship. If everything is in order, she will write a check out on cut-off day to prevent disconnection. There were no further questions from Council. Ms. Shutt thanked Council again and expressed appreciation for whatever help they are afforded.

With the discussion still centered on sponsorships, the Executive Director of the Pineville Chamber of Commerce, John Holobinko, spoke next. He shared the background of how the chamber got started and that they had incorporated in June of 2019. The organization grew quickly and currently has a total of 62 members. He reviewed some of the events the chamber offered its members such as monthly membership meetings, Lunch & Learns twice a month and Power Team Breakfasts.

Additionally, with the current Coronavirus situation with most businesses closed for at least a month, they were offering Covid-19 crisis support, a listing of resources for small businesses to contact for assistance, as well as conducting informational and instructional webinars regarding the situation. Mr. Holobinko was before the board to request a \$5,000 donation to help produce a newsletter for businesses that will be distributed electronically. He also mentioned the possibility of operating the Farmer's Market.

Mayor Pro Tem Melissa Davis stated that she was impressed with all that Mr. Holobinko has done in such a short amount of time. She asked him how many actual Pineville businesses were members. Mr. Holobinko stated between 40-45 business were from Pineville but the only downtown business that has joined was Long and Long CPA firm. She asked if the fees to join the chamber were the same as they were last year to which Mr. Holobinko stated that "they were". Council Member Les Gladden asked if all the businesses listed on his website were members. Mr. Holobinko again replied that "they were". Council Member Amelia Stinson-Wesley thanked Mr. Holobinko for posting local restaurants on his website that were open and serving curbside pick-up meals. She found it very helpful and she encouraged him to continue to offer information to those who are not members. Council Member Joe Maxim echoed what Council Member Stinson-Wesley said and thanked Mr. Holobinko for all he has done to create the Pineville Chamber of Commerce.

Mr. Holobinko also noted that they were able to secure a good deal from the Employers Association who offered their members legal services for \$250, along with a great deal they got from Staples for office supplies for its members. Mr. Spitzer added that he had been talking with John Holobinko regarding a retired banker who may be able to help some of the businesses apply for loans, etc. Mr. Spitzer stated a total of \$30K has been budgeted for sponsorships with the breakdown as follows:

- \$10K to ASC
- \$5K to Pineville Neighbors Place
- \$10 K to PCAA
- \$5K to James K. Polk Site

Council Member Gladden asked if the Chamber was included in that total to which Mr. Spitzer replied that it wasn't. However, the town has put aside \$8K for the Farmer's Market which could be used for the Chamber. Council Member Gladden stated that there was some talk about putting resident, Chris Brown, in charge of the Farmer's Market as well as have two or three pop-up craft markets during the summer. Previous Farmer's Market head, Bill McConnell has stepped aside from those duties. Mayor Pro Tem Davis asked if anyone had talked to Adele McMahon about spearheading another pop-up market since she did a great job the last time. Council Member Gladden stated that she had suggested doing at least two – one in the spring and one in the fall but right now she was tied up with helping her sick mother.

B. ELECTRIC DEPARTMENT BUDGET: Moving to the Electric Budget, Department Manager, Don Mitchell, stated two main items under the revenue portion of the electric budget included a \$2.3 million dollar refund from the power agency along with estimated additional revenues of \$13.3 million dollars due to charging customers incorrect rates. A rate study had determined some customers were in the wrong rate class and being charged incorrect amounts but everything has been corrected and being rated properly.

Mayor Pro Tem Davis asked how new commercial development was calculated in the revenue totals. Mr. Mitchell replied that new development was not included in projections until they are actually open and operational. Then they would be reflected in the next year's budget. Council Member Les Gladden noted that Pineville Electric did not get the Lance/Campbell warehouse that was recently completely on Downs Rd.; Duke Energy got their electric so

the town lost out on that new development. He stated that with this next warehouse going up on the other side of Downs Rd., we better not miss the opportunity to get the electric for that warehouse complex or someone from Electricities was going to have to explain why we didn't get it. Mayor Pro Tem Davis added that we didn't get the lines in fast enough in that area to be able to provide the electric to that warehouse. She asked if that was due to a lack of manpower to which Mr. Mitchell replied that it was more a matter of it falling through the cracks. He realized that it was a big loss to the town and agreed with Mayor Pro Tem Davis that further discussion was needed on this subject at a later date.

Mr. Mitchell explained the operating expense increase due to a number of small items, such as departmental supplies – those materials used in routine maintenance, installation of electric lines, etc. – tree trimming expenses of \$33K; substation maintenance of \$49K; and engineering services of \$8K.

Items making up **CAPITAL IMPROVEMENTS** for the Electric Department, included the new Preston Park with 300 new homes, installing electric lines on Downs Rd., additional 120 townhomes at Carolina Village, a new substation which is needed at the southern end of town, and \$150K worth of pole replacements for a total of just over \$2M in capital improvements. Council Member Joe Maxim asked Mr. Mitchell the basis for his budget as he was not comfortable with the figures he presented. Mr. Mitchell responded that the figures were plugged in back in February and had not been revisited since the Coronavirus situation occurred. He could make a better estimation next month when payments come in; he'll know better then what the true impact will be. Council Member Gladden added that the worst of it should hit in this fiscal year but that next fiscal year should be OK with the figures Don Mitchell had plugged in. Finance Director, Richard Dixon, stated that his department would look at revenues at year-end close-out including 30, 60 and 90-day debt and uncollectable revenue. That's when the town will get charged back; charged to bad debt expense but he added that maybe some adjustment could be made to put a little more into the revenue bucket as he did see it being higher for FY21.

Mayor Pro Tem Melissa Davis asked what percentage was being proposed for salary increases for the next fiscal year. Mr. Mitchell responded that they were looking at 4% merit increases for next fiscal year. Council Member Amelia Stinson-Wesley asked how much land was needed for a new substation, to which Mr. Mitchell replied that about two acres were needed. Council Member Gladden asked if his department was looking somewhere off of Dorman Rd. but Mr. Mitchell stated they were looking more in the vicinity of Downs/Miller Rd. area. Town Manager Spitzer added that the AIM Project had been removed from the expenditures last year and the money moved over for pole replacement.

As for the \$33K to trim trees, Mayor Pro Tem Davis asked if the town had done its own tree-trimming in the past. Council Member Gladden stated that a previous manager had done that to save money but Mr. Mitchell will hire a contractor to do it. Conversation turned again to losing out on getting commercial electric business in the past with Mayor Edwards pointing out that the town was not being pro-active in getting those customers and it was a topic for further discussion. Council Member Amelia Stinson-Wesley agreed. Town Manager, Spitzer, stated that the departments were working on making things better.

- D. PINEVILLE COMMUNICATIONS SYSTEMS** – Department Head, Tammy Vachon, took the floor to review the Pineville Communications budget for FY20-21. She noted that even though TV service was ending and landline service dwindling, businesses were still using long distance service – it has remained steady. There was a lot coming at them on the ILEC side of business with variances on both the ILEC and CLEC sides of the business. Internet service is what will bring them to the next phase. She noted that she would look at the bad debt line again which will probably show less money coming in due to Covid-19 adding that it was under line item #5300.000.532, Uncollected Revenue.

She was asking for some new vans for her tech employees that do installations, repairs or fix internet/telephone issues but she did have about \$40K in surplus items that would help offset the cost of the vans she was looking to replace. Her heating/AC unit is aged and to replace it would be about \$8-9K. She had upped her customer's internet service to 1 gig to help with those that were working from home but it has not incurred her department any extra expense to do that.

She was asked to present her goals, one of which was to do better in getting her employee evaluations in on time. She has done a better job of it but not 100% better. She has reached out to more HOA's as a point of contact and their services are being promoted in a Welcome Packet as well as doing more "Meet and Greets" at some of the communities or demos like they've done at the Cottages. Additionally, she has built a rapport with the sales folks at Chadwick Park, hoping to promote their services to new homeowners.

When asked about grant opportunities, she noted that she has kept an eye out for anything that becomes available but nothing has. As for marketing ideas, one of her employees has a graphics design degree and designs a lot of their flyers. She has marketing ideas to promote their internet services. She noted that she had landed a two-year deal with the Lance/Campbell warehouse folks for internet services, adding that they liked the quick turn-around in service from PCS. Council Member Joe Maxim thanked her and her team for the excellent service they provide to residents and Council Member Amelia Stinson-Wesley commented on the many residents that have expressed appreciation for how telecommunications has been over the last couple of months and by upping the internet speeds. That concluded department budget presentations for the evening.

Town Manager Spitzer wanted to wrap-up some open items from the last budget meeting. He received a proposal from ISS for recruitment of a new police chief. The ISS proposal was more panel oriented and came in at \$23K whereas the Developmental Associates was oriented more towards role-playing and their proposal came in at \$18K. When asked if Developmental Associates had done recruiting for Police Chiefs previously, Mr. Spitzer responded that they had.

Mr. Spitzer continued, stating that he had received a quote from STR Mechanical on the cost to have a dual heat/AC unit in the bathrooms at the stage area. The permits alone would be about \$5,000 with the cost for such a unit at \$34,000. Mayor Pro Tem Davis thought it sounded high. A \$5,000 adjustment could be made to the health insurance line if Council chose to make employees pay for their insurance and Park & Recreation salaries could be adjusted if Council was in favor of increasing the counselors pay. He asked Council to review these items and stated that raises and COLA would be discussed at the next budget meeting on May 4, 2020.

He continued with an update on the Stay at Home Order which will likely be extended to May 8, 2020. He proposed having one more wrap-up budget session on May 12th in lieu of an actual Council Meeting and moving the Budget Hearing to May 26th during the town's Work Session and finally budget approval at the June 9, 2020 regular Council Meeting. The consensus of Council was to have a wrap-up budget session on May 12th but they wanted to do it in person.

Mr. Spitzer asked if Council wanted to discuss Hazard Pay for some employees. He introduced a proposed policy that delineated who was considered "essential" using two criteria:

- Must be a full-time employee not working an augmented schedule
- Must be a position that interacts with the public

Mr. Spitzer clarified that it did not include civilians. Mayor Pro Tem Davis asked if it included Parks and Recreation and Public Works to which Mr. Spitzer stated it did not because they were working augmented schedules but he could look at including them if Council chose to do so. He added that some other municipalities were including their fire departments and telecommunicators. Employees would have to notated the hours on their time sheets. He then asked Council who they wanted to extend the policy to. All agreed that PD should get it and Council Member Les Gladden suggested that Chief Gerin decide who should be paid and then bring a budget amendment before council. Mr. Spitzer asked if they wanted to include telecommunicators. Mayor Pro Tem Davis stated that it would be a matter of whether they were able to distance themselves 6 feet apart from one another and added that he should just go ahead and approve it for them if Mr. Spitzer determined they could not be at least 6 feet apart from one another.

If they just paid police hazard pay, it would be at a cost of \$10,000 and they would get it from March 23, 2020 to May 3, 2020 and then extend to May 8th if the order is extended. It would come out on the May 22, 2020 paycheck. He will check with Chief Gerin and make a proposal. Hazard pay was not reimbursable by FEMA unless it was already specified in our personnel policy.

Mr. Spitzer stated that he had sent out the numbers for the utility deferrals for Council to review. They were only looking at Class 13 businesses which equates to \$155,000 in deferrals. Council Member Gladden asked if they could do it on a case-by-case basis. Mr. Spitzer indicated that it could be done that way if Council wanted to do it that way. Mayor Pro Tem Davis stated that this way, they could take their past history into consideration.

Mr. Spitzer stated he talked with Pineville Chamber of Commerce and the retired banker that offered to help people with loans would be paid \$100 per applicant. He informed Council that there would be a 10:00 a.m. Conference call with the County to get their reaction to the Governor extending the Stay at Home Order.

ADJOURNMENT: At 8:39 p.m., Mayor Pro Tem Davis moved to adjourn the meeting, seconded by Council Member Les Gladden. There were ayes by all and the meeting concluded.

Jack Edwards, Mayor

ATTEST:

Barbara Monticello, Town Clerk



**MINUTES OF THE
TOWN COUNCIL 4th BUDGET WORKSHOP
Monday, May 4th, 2020 - 6:00 P.M.
Meeting Held via Zoom
200 Dover St., Pineville, NC**

The Town Council of the Town of Pineville, NC, met in a Budget Workshop on Monday, May 4th, 2020 @ 6:00 p.m. The meeting was held remotely utilizing ZOOM. Those that participated in the meeting were as follows:

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: Travis Morgan of Planning & Zoning and Police Chief Rob Merchant and Tammy Watson from the Pineville Police Department.

CALL TO ORDER

Mayor Jack Edwards called the meeting to order at 6:03 p.m. Mayor Pro Tem Melissa Davis motioned to begin the meeting, seconded by Council Member Amelia Stinson-Wesley. There were ayes by all and the meeting commenced.

DISCUSSION ITEMS:

- **911 Dispatch** – Town Manager, Ryan Spitzer, advised they would begin the meeting with 911 Dispatch. Funds of \$55,000 were budgeted for a Radio Maintenance Contract with Harris but \$22,000 of that money was not accounted for, which if not spent, goes into Fund Balance under the Capital Equipment Outlay budget. Money was budgeted for headsets for the Telecommunications Department, as well as new chairs for them. Money was also budgeted for backup Control Stations with Radio ID's to enhance officer safety issues. The question was asked of Chief Merchant when the Radio Maintenance Contract begins. He responded that it begins on July 1st, 2020. The 911 Board allocates a portion of the money to each town and we will probably use it for this contract. Council Member Amelia Stinson-Wesley asked if the money allocated was based on what we spent last year or over the last five years. Tammy Watson responded that it was an aggregate over the last five years.

Mayor Pro Tem Melissa Davis asked if Council was aware of the maintenance agreement. Chief Merchant replied that the first year was free due to all the issues they experienced but going forward we will have to pay for it.

- A. POLICE DEPARTMENT BUDGET:** Town Manager Ryan Spitzer explained the overtime line item of \$90,000 was in general overtime but was pulled down to the overtime line item. There was an equity pay issue with SWAT as they were not paid correctly but we are now going to pay them for being on call as opposed to answering a call. Also, \$9,000 was budgeted specifically for focused traffic speed enforcement. That is the reason why the overtime line item increased from \$15,000 to \$164,000. Council Member Amelia Stinson-Wesley wanted to know if the money that was moved into overtime accounted for the entire 993.33%? Mr. Dixon replied that it did.

Mayor Pro Tem Melissa Davis asked if officers were paid out of the Fall Fest account if they worked that event or the Rockin' and Reelin' events. Finance Director, Richard Dixon, replied that it did. He stated that he wasn't sure about Rockin' and Reeling but he will check on that. Mayor Pro Tem Melissa Davis asked that he be sure it was coming out of the right fund.

Town Manager Ryan Spitzer said money was budgeted for an AC unit for the server room in the Police Department due to overheating in that room with the computer equipment. This comes out of 5100.1500.10 account which is for maintenance and building repair. Chief Merchant stated that there was an AC unit in there but it was old and needed to be replaced. Council Member Les Gladden said the AC unit was about ten years old and asked that a couple more bids for it be obtained as it should only be about \$3500 to \$4500. Council Member Amelia Stinson Wesley asked that the information be shared with council as well. Manager Spitzer agreed to do so.

- **SPECIAL OPERATIONS:** This budget line increased by \$95,000 and is made up of restricted funds. This money needs to be spent. The Police Department looked into purchasing a Bericat vehicle at about \$250,000. It would be used jointly between three municipalities – Matthews, Mint Hill and Pineville. They also looked into the cost of a robot that would enter rooms with cameras attached to it to check for suspects, weapons, etc. before officers entered the room and got ambushed. Mayor Pro Tem Melissa Davis wanted more information on the Bericat vehicle and asked if it was like a tank or an armored car? Chief Merchant said yes, it is like an armored car with good wheels/tires/protection for officers. Mayor Pro Tem Melissa Davis asked where the vehicle would be stored. Chief Merchant said it would be shared with the other two municipalities and that the cost of the Bericat would also be shared amongst the three municipalities.

Mr. Spitzer continued, stating that under Contract Services, \$26,000 was budgeted for maintenance of the 911 System. There was also a quote in the Clear Gov System for a new camera system.

Mayor Pro Tem Melissa Davis asked for the cost to outfit each police car with equipment for. She had been provided with a total amount but wanted a break down per car. She also requested a list of all the vehicles and their mileage. Manager Spitzer asked her if she was looking for costs per car for all the equipment put into the vehicle minus the cost to install it to which Ms. Davis replied, "yes". Mr. Spitzer then clarified that Council had to look at whether Dependable would continue to install the equipment on the police vehicles or have some other company do it. This was to be discussed further at Council's next meeting.

- **POLICE DEPARTMENT VEHICLES:** Town Manager Ryan Spitzer stated that six new police vehicles were budgeted for next year. Even though there were currently nine cars with over 100,000 miles, only six new ones could be budgeted for the coming year.

Mayor Pro Tem Melissa Davis was concerned because of the revenue that that town stood to lose because of the Stay-at-Home orders and no money coming in from classes, trips and events. She asked if all six cars would be purchased at once or half now and half later. Manager Spitzer said police vehicles were hard to come by being that they were purchased through a co-op with better prices. If the town waited too long, they would likely be gone and we'd run the risk of losing out on getting them. In fiscal year 2023 and 2024 we should only have to purchase two cars because we should be on a schedule by then.

Council Member Les Gladden stated he knew of three detectives' cars that had over 100,000 miles on them but they wouldn't be fully outfitted with equipment so the cost should be less for them. Chief Merchant agreed that if they got six cars, two would go to CID and would not be fully outfitted. Mayor Pro Tem Melissa Davis asked Chief Merchant to send something out to Council on the goals of the Police Department tomorrow. She then asked Chief Merchant if they were actively researching grants. Chief Merchant stated that due to Covid-19, the Governors Grant had been pushed out to October. He stated that they had gotten a traffic grant and were able to get two zero bikes from that grant.

Chief Merchant stated the need for a Capitan's position which the police department did have several years ago but seems to have gone by the wayside. He stated that it's a much-needed position although Mayor Pro Tem Davis reminded the group that there was a reason why the position was eliminated. Chief Merchant stated that he had someone in mind and that of the three lieutenants, one person really stood out to him. Mayor Pro Tem Davis asked

him if the next police chief should be the one to make that decision. In 2013 with the retirement of the previous captain and the subsequent elimination of that position, she was under the impression that was the end of the captain's position. Chief Merchant agreed and stated that had come out of the ISS Study.

Mayor Pro Tem Davis asked if the decision was already made or if all three lieutenants had a shot at it. Chief Merchant replied that they would all have an opportunity to be interviewed. Council member Les Gladden stated that if the chief had someone in mind and was confident about that person in the role of captain, it would be better for him to make the decision now. Council Member Joe Maxim just wanted to be sure that an interview process would take place to which Chief Merchant replied that it would. Council Member Amelia Stinson Wesley asked when the last time was that they had a captain's position. Chief Merchant advised that it was 2013. He stated that the responsibilities of the captain's position were still being done, only they were being done currently by one of the lieutenants.

- B. PLANNING & ZONING BUDGET:** Town Manager, Ryan Spitzer, noted the goals/objectives and performance measures for Mr. Morgan after which, Mayor Pro Tem Davis asked if he had applied for any grants. She was aware that his planner, Brian Elgort, was working on one but wanted to know if Mr. Morgan was working on any. He responded that he had turned all grant projects over to Brian. The realignment of Johnston Road, a new Mobility Plan and new sidewalks along Sabal Point were all grant-related projects that fell under the Planning & Zoning Department. In order to qualify for the CDBG grant, new sidewalks have to be in the correct "Census" zone and the only area that qualified for this grant was along the road in front of Sabal Point apartments. Mayor Pro Tem Davis commented that the state should have completed the sidewalk there when they redid the bridge.

Manager Spitzer said there was a \$47,000 increase to contract services due to a state mandated request for a comprehensive, time-sensitive plan. Mr. Morgan went on to explain additional Zoning Ordinance updates will be necessary because recent legislation combined chapters 160A and 153A to form Chapter 160D. This will require not only Zoning Ordinance updates but Town code updates as well.

Council Member Les Gladden asked if a request for a Quiet Zone could be put on the Capital Plan to which Mr. Spitzer replied that it was already on there for next year but if Council wanted to move it to this year, they could. Council Member Gladden was fine leaving it where it was.

- C. ADMINISTRATION:** Manager Spitzer moved next to the Administration's Budget beginning with the **Governing Board** stating that the largest and only increase was adding half of the clerk's salary to Council's Budget since much of what she does is for Council.

Next up for discussion was the **Clerk's Budget**, a line item within Administration's Budget. Town Clerk, Barbara Monticello, explained the increase in her budget was due to a request for new recording/agenda management software which would make agenda preparation automated and quicker than doing it totally manually. Changes to the agenda are common and can be numerous during the process of assembling a Council packet but with an automated system, those frequent changes can be done more easily with automated programming. Additionally, the recording software that she had been using was the same since she had started working for the town and never updated. There were newer, better performing recording packages being offered now, some of which are incorporated with the automated agenda software packages. After sitting through 5 or 6 demonstrations, the Clerk was favoring the program offered by MuniCode. Council was in agreement to approve the funds for new, automated recording/agenda management software of up to \$7,000.

The conversation turned to the town's newsletter. Some residents still wanted to receive a hard copy in the mail, particularly those that do not own or wish to use a computer to view it online. However, everyone understood the cost involved in printing and mailing it out so a compromise was worked out. It was agreed upon to do a quarterly newsletter mostly highlighting Parks and Recreation events but also a monthly, one-page stuffer to go in with the Electric bills that contains important news, events and dates to make residents aware of. There should be no impact to the cost of mailing the bills out with the additional 8 ½ X 11 page, per an email from the company that actually stuffs the bills. There is, however, a charge to print the page to be included in the bill.

Before moving on to the Capital Outlay items, Mr. Spitzer pointed out to Council that the Strategic Goals that were set in place at their first Retreat, are what actually drive what the budget is currently reflecting. Those goals reflect items that are hitting the budget and will be reevaluated at their next retreat in July.

CAPITAL OUTLAY: Mr. Spitzer stated that Capital Outlay included improvements to downtown, transferring over the Lynwood/Lakewood storm water project, and \$50,000 budgeted to replace old windows operating systems on computers to a newer version of the windows operating system. Council Member Joe Maxim recognized that this needed to be done sooner rather than later. Mr. Spitzer explained that some of the old computers are operating Windows XP and Windows 7, which are no longer supported. Council Member Joe Maxim reiterated the need to move on this immediately and stated that it should be done in this budget year. He expressed appreciation to Mr. Spitzer for jumping on this quickly.

Council Member Les Gladden agreed with Council Member Maxim and stated we should be looking at upgrades and replacements on a regular basis. Mr. Spitzer stated that, moving forward, we would be on a regular rotation once the old equipment and programs were replaced. Council Member Les Gladden asked if all of our servers were communicating now, to which Manager Spitzer replied that they were.

Town Manager, Ryan Spitzer, was proposing a 1.5% COLA increase, noting that this would keep us up with inflation. In addition, employees can earn up to a 3% merit increases. Manager Spitzer provided a synopsis of what other towns were doing. Mayor Pro Tem Melissa Davis asked Manager Spitzer if he was still overseeing the evaluations to which he replied that he was reviewing most of them. She then asked when the new performance evaluation software would go into effect.

Manager Spitzer asked Human Resources Director, Dornessa Froneberger to explain. She stated that she would provide Mr. Spitzer with four competencies for each classification and hoped to have it up and going July 1st, 2020. Anniversary dates will be moved to once a year with annual reviews all being done in April. This should make it easier for all.

Manager Spitzer then asked Council if they were all ok with 1.5% COLA and up to 3% merit increases. Mayor Pro Tem Melissa Davis stated that she would like to discuss it at the Budget wrap up meeting. Manager Spitzer stated all departments will be allocated a "pot" of money. Council Member Les Gladden asked if anything over 2% be flagged for Ryan to look at. Mr. Spitzer replied that it could be done. He added that once we did the new performance evaluations, we would experience a bell curve. Evaluations up through October/November will be done the old way and anything thereafter would be done using the new evaluation process beginning in April, 2021.

Staffing – Manager Spitzer stated there was no new staffing in the budget currently except for the Police Captain's position in the Police Department. This spurred further discussion on the matter of reinstating the Captain's position at the Police Department and whether one should be hired prior to Chief Merchant's retirement or to wait until a new Chief is selected so that person could choose who would be captain.

Mayor Pro Tem Davis asked if there would continue to be three lieutenants and one captain. Manager Spitzer answered yes. Council Member Les Gladden suggested that information on how other departments in the area handle their command structure, be sent out to Council. Manager Spitzer stated Cornelius, Davidson and Matthews all have a Captain position. Most were more top heavy than Pineville. Mayor Pro Tem Davis asked to discuss this more at the wrap-up budget meeting and asked that everyone be provided a copy of the ISS recommendations. Mr. Spitzer agreed to send out the ISS report to all. The ISS study explains what each position is responsible for and what other municipalities are doing.

Council Member Amelia Stinson Wesley stated that it would be helpful to have the ISS report with job descriptions, organizational chart, etc., and asked who initiated the request to bring ISS in originally. Manager Spitzer said it was Council's decision to bring them in due to past personnel issues. Council Member Stinson Wesley suggested ISS come in and evaluate the department every so often. Manager Spitzer agreed that the recommendations made by

ISS in regards to staffing movements at the Police Department, have made a difference and has helped that department out.

The Fire Department was requesting a Full Time Fire Fighter/Driver. Mr. Spitzer reviewed with Council Members, what it would cost to add a person at \$15.00 an hour (\$190,000) or at \$12.50 an hour (\$166,000) to the budget vs. just replacing a person with a driver at \$15.00 an hour (\$51,000) compared to replacing a person hired at \$12.50 an hour (\$18,000) to the budget. Council Member Les Gladden explained the need for someone with experience or a retired fire fighter in this position.

Mayor Pro Tem Melissa Davis asked if the town was heading toward a paid staff at the Fire Department. Council Member Les Gladden explained, from his experience as a fire fighter, in order to keep the truck maintained properly, the way to go with this is to hire a retired person with experience. Otherwise it is not a financial benefit to the town. Mayor Pro Tem Melissa Davis asked if the newly hired person would be on the town's payroll. Manager Spitzer stated yes. Mayor Pro Tem Davis wanted to be sure that the town didn't forget the volunteers or junior firemen.

Council Member Amelia Stinson Wesley asked what line item this would add to. Manager Spitzer said a new line item would be created since this would technically be a town position. Richard Dixon, Finance Director, explained that a new salary/benefits line item would be created just like the other departments. He will prepare a sample budget with these ideas in place so council could really look at it to make comparisons.

Manager Spitzer explained that a maintenance worker would need to be added to the Public Works budget; one with plumbing and electrical service experience. Over the last two years about \$25,000 was spent on these things, but the only way it could work, would be as a replacement for someone that has left. Mayor Pro Tem Melissa Davis asked if they would need to be a licensed plumber or electrician. Council Member Les Gladden responded that they didn't need one if the person would only be replacing light switches, fixing stopped up drains, changing filters, etc.

Mayor Pro Tem Davis was not disagreeing, but wanted to be sure the town was hiring the right people to do the work we're hiring them to do. Manager Spitzer stated that the job classification could be moved up to hire someone and then added that Council needed to also discuss whether to contract or do in house maintenance, grass cutting, etc. Council Member Amelia Stinson Wesley said she is open to whatever is best for the town.

Council Member Joe Maxim was more in favor of bringing on someone with the needed skills but restated his needs to know why there was so much turnover in that department and if there was something else that needs to be addressed. This started more discussion on the best way to manage the operations of that department – bring grass cutting back inhouse but then the town still needed employees to address storm water, collect trash, and maintain the town's vehicles. The department was currently down the fleet position as well as a storm water position.

There were different thoughts on how this should be done. Mayor Pro Tem Melissa Davis stated they were doing a really good job at the cemetery which was currently being maintained by the Parks and Recreation Department but that maintenance should be under one supervisor and kept with Public Works. Manager Ryan Spitzer thought that the maintenance part of storm water could be done inhouse but then contract out the harder work. Mayor Jack Edwards idea was that maybe it wasn't a salary issue at all but the supervision and management. Council Member Joe Maxim expressed that was his sentiment as well; getting feedback on supervisor and management was important as there may be an issue. Council Member Les Gladden said he would like to see this moved into an executive session to discuss it further. Manager Spitzer stated the cost range to do an employee satisfaction survey would be \$2500 to \$5000 and that Human Resources Director, Dornessa Froneberger, would be doing a presentation on it at the next meeting.

Mayor Pro Tem Melissa Davis suggested the town do a Government or Civics 101 Class for residents. It could be a 10 or 11-week course with minimal cost but suggested "testing" the interest level of residents first to be sure there is enough interest to hold a class. Mr. Spitzer stated that each week or month a department would give a synopsis of

what that department did. Mayor Edwards stated that it was a great idea and that anything we could do to educate and communicate with the public is a good idea. Council Member Joe Maxim stated that it should be a minimum group of people, maybe 10, to learn about one department each week or each month.

Additional comments/items discussed included:

- Mayor Pro Tem Melissa Davis commented on the Christmas lights on Main St. being old and are two different colors of white. She would like to see them all one color. Mr. Spitzer responded that the town was looking to go with different colors around wreaths to break up the white lights.
- Camp Counselors – Mr. Spitzer has posted rates of who makes what and what other towns make. Mayor Pro Tem Melissa Davis asked if we could break down what \$0.25 vs. \$0.50 an hour per week would amount to. Council Member Amelia Stinson-Wesley was fine with the higher rate. Council Member Joe Maxim suggested tiered raises depending on length of employment and experience.
- Hazard Pay – proposing \$1.00 an hour for Hazard Pay for Police and Fire; this would equate to \$5,000 – the Fire Department has the money there – we can put \$5,000 towards Hazard Pay for Police and then bring them back to regular pay on May 11th. We would end Hazard Pay on May 11th, when everyone else comes back.
- Rest of departments come back on May 11th with two shifts: 7am-4pm and 8am-5pm. Council Members Amelia Stinson Wesley and Joe Maxim, along with Mayor Pro Tem Melissa Davis were OK with this. Each person should use only one vehicle.
- N95 Masks – working on getting them for the Police Department and Communications. In the office there is no need for a mask but he would like employees to wear them in communal areas. Mayor Pro Tem Melissa Davis suggested going over hygiene to wipe down handles, steering wheels, keyboards, etc. Mr. Spitzer said the Fire Dept. converted air packs to sanitizing sprayer for the cars, desks and keyboards, etc. Council Member Les Gladden asked if everyone was coming back on May 11th. Mr. Spitzer confirmed that was correct with Parks and Recreation, Public Works and Communications working staggered schedules.

Council Member Les Gladden asked when the Town Hall Building would be open to the public. Manager Spitzer stated that when Phase Two of the Governor's order passes, that is when we will reopen the building to the public. At the May 12th Council Meeting, Council will need to approve a Covid-19 Policy. Don Mitchell of Electricities will be presenting a rate study to increase electric rates.

ADJOURNMENT: Mayor Pro Tem Melissa Davis made a motion to adjourn with Council Member Joe Maxim seconding it. All agreed and the meeting was adjourned at 9:25 p.m.

Jack Edwards, Mayor

ATTEST:

Barbara Monticello, Town Clerk

Workshop Meeting



To: Town Council

From: Travis Morgan

Date: 7/27/2020

Re: **Proposed Hyundai Car Dealership** (*Public Hearing/Action Item*)

UPDATE:

Proposal has been updated from our last workshop with the following

- 1) \$5,000 town sign compensation and corner sign rendering
- 2) Clarification on existing building facades not re-skinned to be painted
- 3) Lighting plan with foot-candle measurements (This has been updated and staff supports)
- 4) 5 front display cars as shown and 4-foot-tall parking lot screening shrubs
- 5) Payment in lieu option for Cadillac road work
- 6) South Charlotte name removed from freestanding sign
- 7) Benches and landscaping added back to corner sign element

BACKGROUND:

You may recall the 10518 Cadillac property adjacent to I-485 and Pineville Road from prior dealership proposals: Hyundai June 2017 and Mercedes October 2018. Previously approved new Mercedes was abandoned in favor of improvements at the existing Mercedes facility due to expense and bad soil. Applicants would like to reapprove a similar Hyundai dealership proposal. Automobile dealerships are conditionally approved only in the B-4 zoning district.

PROPOSAL:

Same applicants as prior Hyundai. John Fryday on behalf of TT of HY Pineville Property LLC and Nick Berndt of AMSI request your consideration of a Hyundai new car dealership. Proposal is similar to 2017 proposal. Highlighted changes are a smaller proposal 40,000 square feet with traffic study allowance of up to 44,000 square feet down from up to 55,000, more detail on clock tower placement and relocated Pineville Welcome sign due to grading, use of dryvit "newbrick" cladding to reskin metal warehouse (see sample material), and larger concrete plaza by the dealership front door.

DEVELOPMENT SUMMARY:

Location:	10518 Cadillac
Acreage:	11.22 acres (minimum 4 acres)
Square footages:	44,000 per TIA (40,000 shown plus 1,200 car wash) (28,000 minimum) 75,000 (existing remaining warehouse)
Employment:	60 people (stated from prior)

Parking Provided: Parking met. 519+/- total provided
45 front 'customer only' parking spaces.

Sidewalks: 10' sidewalk along Pineville Road, 5' sidewalk along Cadillac Street

Height: approx. 26-28'

Traffic: Additional right turn in pavement for turn radius on Pineville Rd repave and restripe Cadillac for 3 lanes with center 100' minimum car stacking.

STAFF SUMMARY:

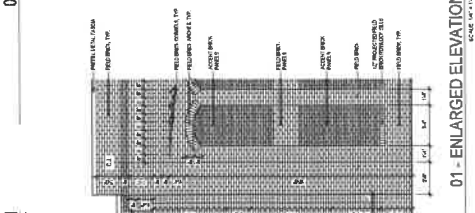
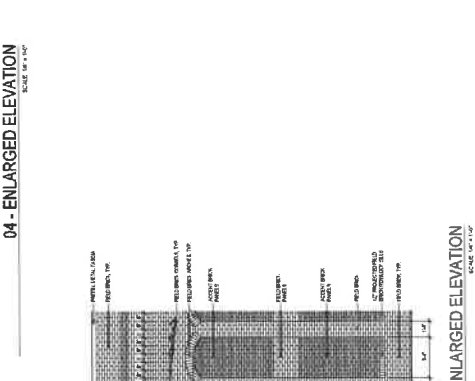
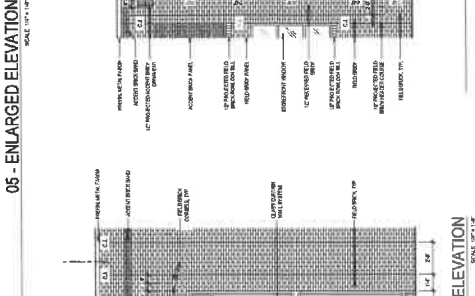
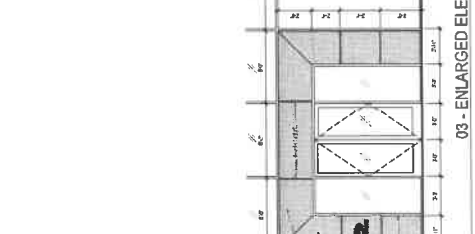
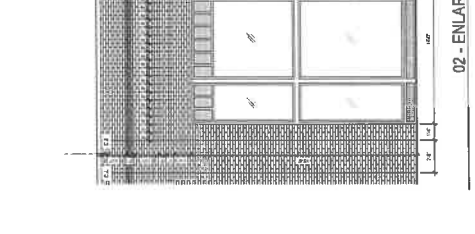
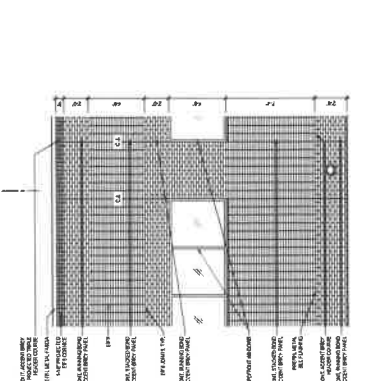
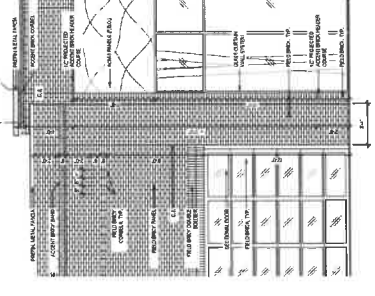
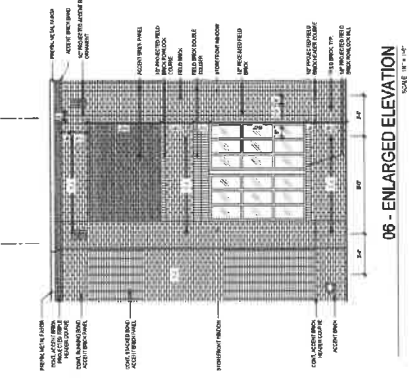
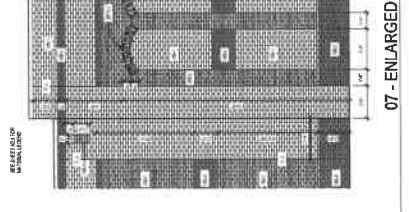
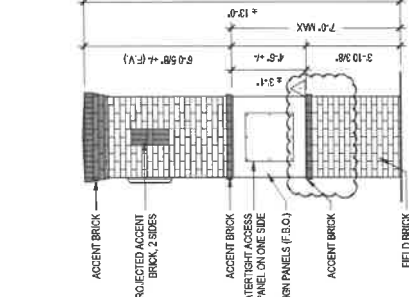
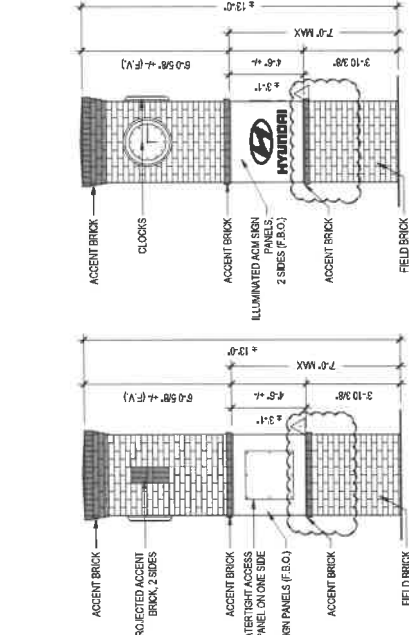
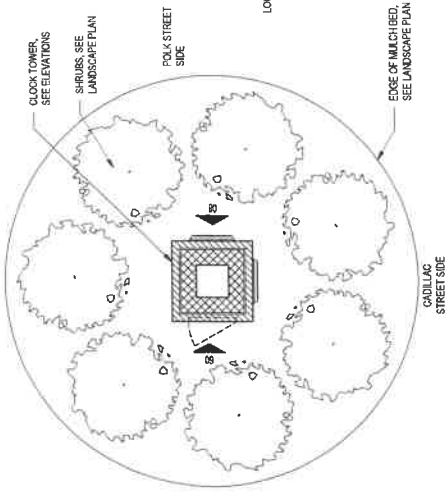
Staff would note the updates and clarification to the plans. Staff recommends required staff approval for landscape items especially the 4' evergreen screening shrubs to be hollies or similar durable approved selection.

New lighting plan has been submitted and is much improved. It is in harmony with our ordinance and other approved dealerships. All standard town and county requirements apply.

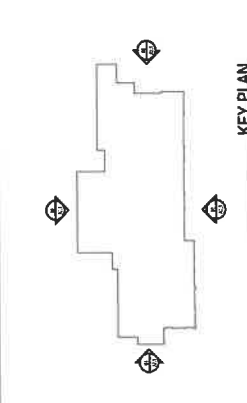
Staff notes the Pineville Welcome sign details and placement are subject to Council approval. Staff finds the proposal consistent with our plans and policies and supports the proposal.

PROCEDURE:

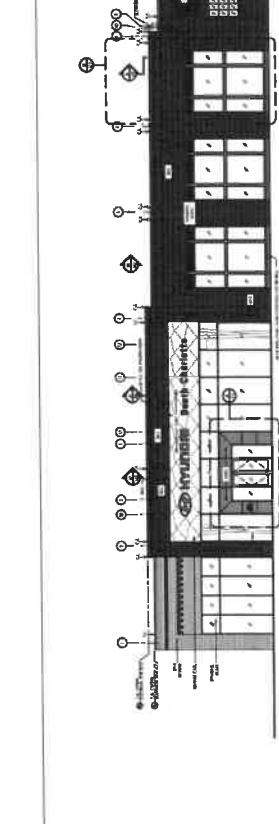
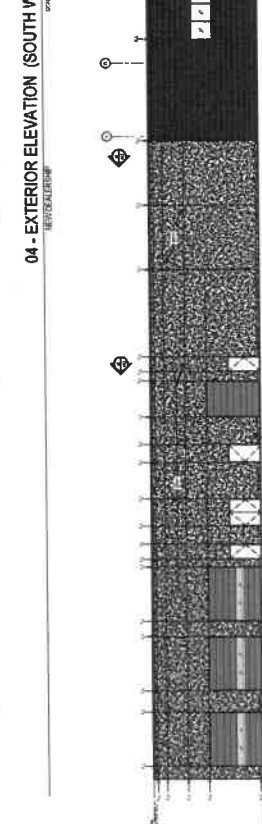
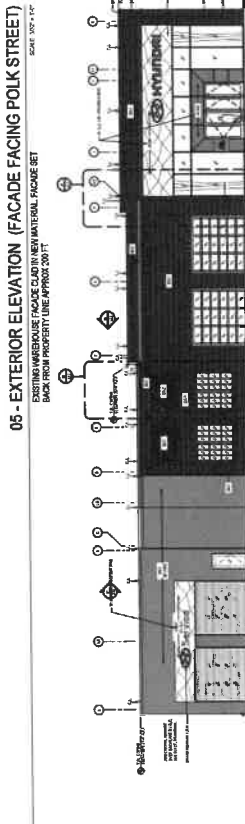
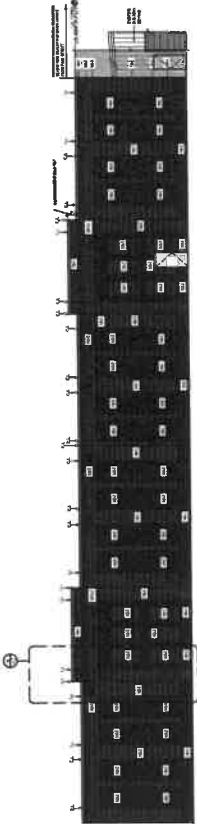
Staff recommends referencing this staff report and submitted site plan for notes and requirements. This follows standard legislative approval process. There are no findings of facts needed. If you have all the information needed to make a decision you may; at your discretion, close the public hearing/discussion and make a vote.



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Workshop Meeting



To: Town Council
From: Travis Morgan
Date: 7/27/2020
Re: **Proposed Rebuilt Jiffy Lube** (*Informational Item*)

BACKGROUND:

The Jiffy Lube located at 207 North Polk Street was damaged from a car impact. Property owner would like to take the opportunity to expand the building and bring both the non-conforming building and non-conforming zoning use into compliance. The owner prefers this rather than simply repair the existing structure. Applicant needs to decide which path to avoid the 90 day limitation on non-conformities. Auto servicing is conditionally approved only in the B-3 zoning district.

PROPOSAL:

Proposal is a completely new building rotated so as to no have front facing bay doors. Building is expanded to include a 3-vehicle service bay to the rear. Other ordinance requirements such as landscaping, dumpster screening, and wide sidewalks have been added.

DEVELOPMENT SUMMARY:

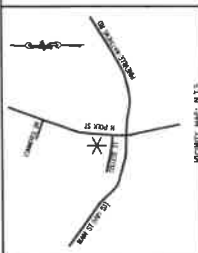
Location:	207 North Polk
Lot Size:	14,542 square feet
Zoning:	Existing: B-3 Proposed: B-3(CD)
Building Size:	Existing: 1,380 Proposed: 2,650
Parking Provided:	8 shown plus 1 possible at rear plus any shared adjacent parcel.
Ordinance Parking:	9

STAFF SUMMARY:

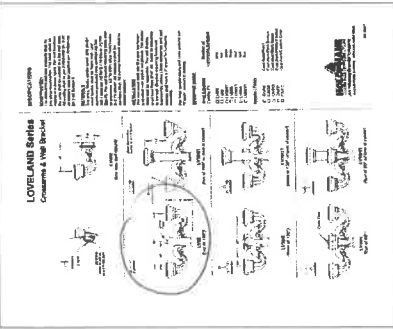
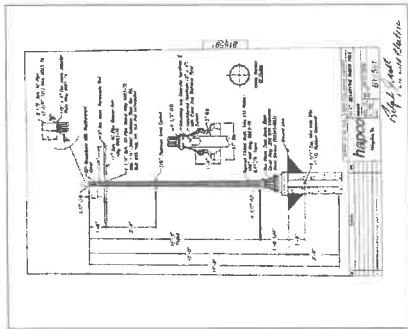
The elevations and site plan are greatly improved over existing. New features bring the site up to ordinance standard. Staff feels the parking as shown is sufficient with the one extra possible future space and adjacent parcel parking lot. Vehicular flow is much better. Street facing door up for discussion.

PROCEDURE:

The request is for conditional zoning approval for auto servicing (oil change). This is a workshop for Council to consider and discuss plan updates with the applicant and staff. This follows standard legislative approval process.

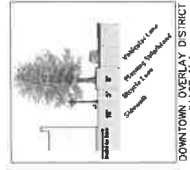
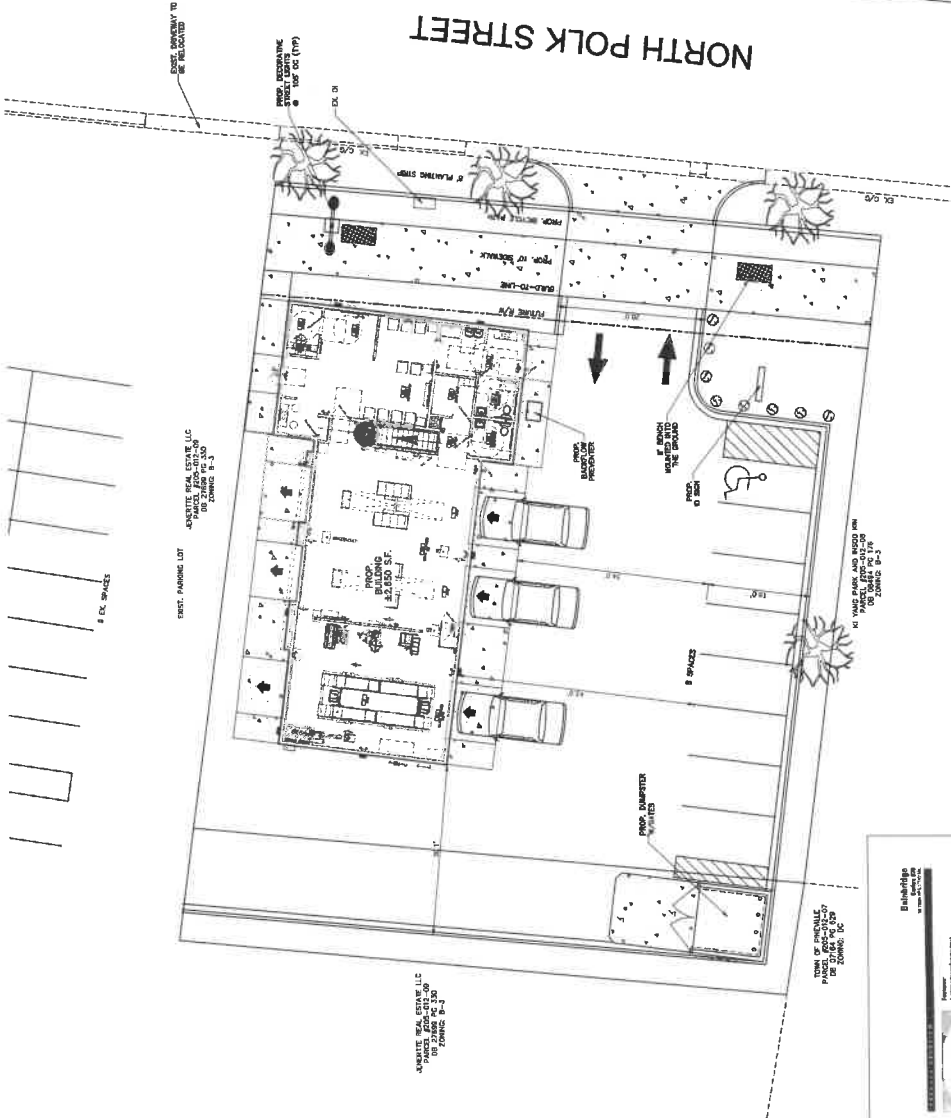


VICINITY MAP, A/E/T/E



LEGEND

- PROPOSED CONCRETE
- PROPOSED STREET LIGHT



ZONING CODE SUMMARY

PROJECT NAME: JIFFY LUBE
 PLANS PREPARED BY: LEE SHAW, SENIOR, A/E/T/E PHONE: 417-527-3800
 PROJECT LOCATION: 207th POLK STREET, JOPLIN, MO 64501
 ARCHITECT: JIFFY LUBE, INC. 1327 AVENUE B, JOPLIN, MO 64501
 CITY OF JOPLIN, MO. 64501
 COUNTY: WASHINGTON COUNTY, MISSOURI
 PROJECT NO.: 2024-001
 SHEET NO.: 1 OF 1
 DATE: 10/15/2024

PRELIMINARY FOR REVIEW PURPOSES ONLY

JIFFY LUBE
 207th POLK STREET
 JOPLIN, MO 64501
 PHONE: 417-527-3800

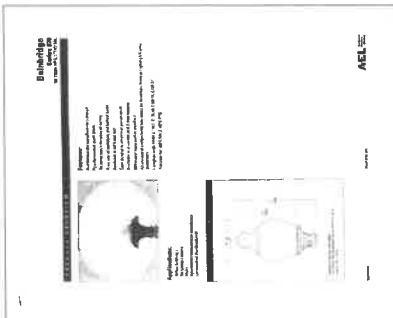
ISAACS
 2700 RED OAK DRIVE, SUITE 400
 JOPLIN, MO 64501
 PHONE: 417-527-5400

SITE PLAN

Scale: 1"=10'

Sheet No: C1.0

NO.	REV.	DATE	REVISION



Aerial



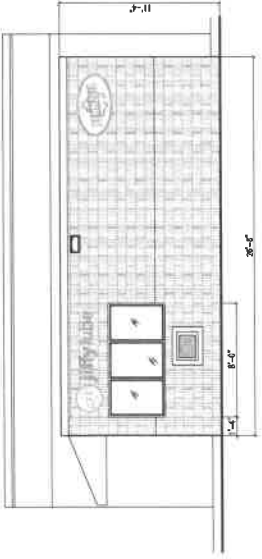
JIFFY LUBE
 207 NORTH POLK STREET
 PINEVILLE, NC 28134
 FOR: CISA LUBES USA INC
 CHARLOTTE NC

CHILDREN ROBINSON ASSOCIATES
 1225 KENTWOOD DRIVE, SUITE 100
 RALEIGH, NC 27612
 919-878-1111
 CHILDREN.ROBINSON@RAA.COM

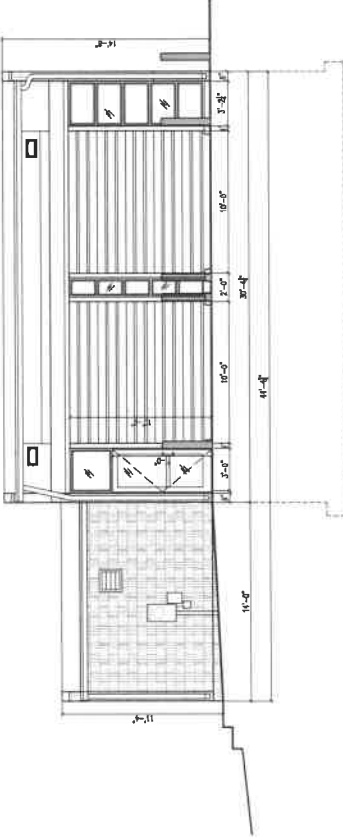


NO.	DESCRIPTION	DATE
00-01-1000	EXISTING ELEVATIONS	

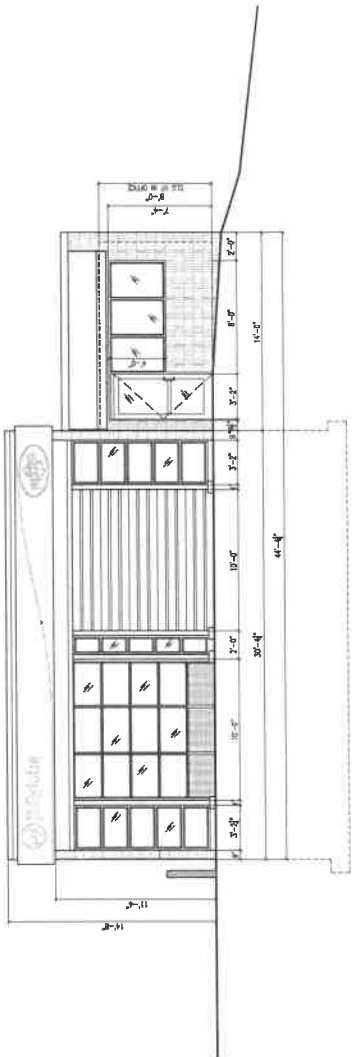
A-200



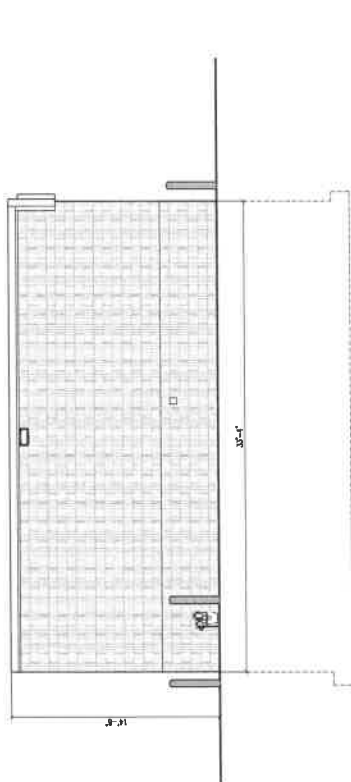
1 NORTH ELEVATION
 11'-4" x 8'-5"



2 WEST ELEVATION
 41'-8" x 11'-4"



3 EAST ELEVATION
 44'-8" x 11'-4"



4 SOUTH ELEVATION
 35'-4" x 11'-4"

JIFFY LUBE
207 NORTH POLK STREET
PINEVILLE, NC 28134
FOR
CISA LUBES USA INC
CHARLOTTE NC

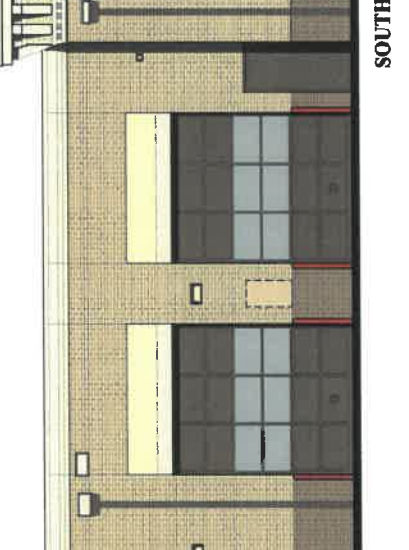


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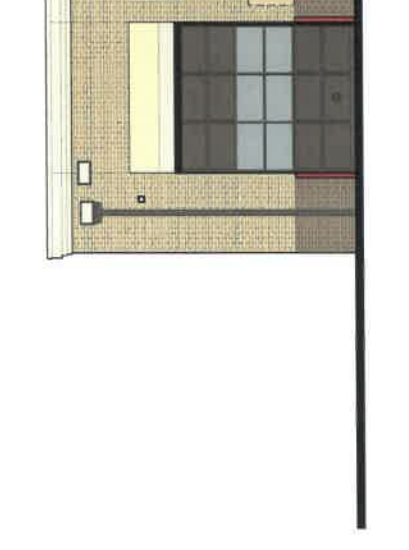
REV.	DESCRIPTION

DATE: 04-04-2020
PROJECT: EXTERIOR ELEVATIONS

A-4



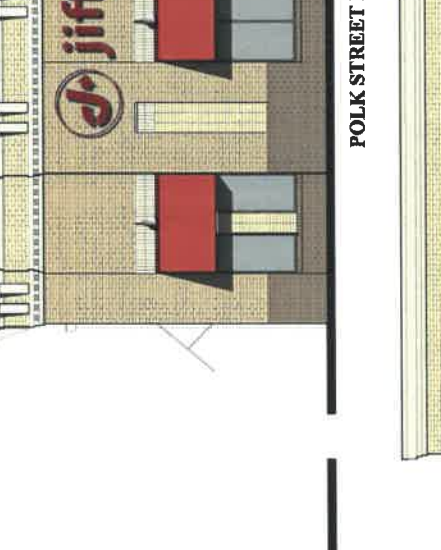
SOUTH ELEVATION



POLK STREET ELEVATION



WEST (REAR) ELEVATION



NORTH ELEVATION

LEGEND

- AWNING COLOR
- BRICK COLORS

COLOR SELECTED BY ARCHITECT
COLOR SELECTED BY ARCHITECT
COLOR SELECTED BY ARCHITECT