

**COUNCIL MEETING
AGENDA**

**Pineville Meeting Hut
Tuesday, June 11, 2019
6:30 p.m.**



**PINEVILLE TOWN COUNCIL AGENDA
6:30 P.M. - PINEVILLE HUT MEETING FACILITY
TOWN OF PINEVILLE, NORTH CAROLINA
TUESDAY, JUNE 11, 2019**

- 1) **Call Meeting to Order:**
 - a) **Pledge Allegiance to the Flag: (RS)**
 - b) **Moment of Silence:**

- 2) **Adoption of Agenda:**

- 3) **Approval of the Minutes from the:** Budget Workshops from April, 2019, the Regular Meeting of May 14, 2019 and the Work Session of May 28, 2019

- 4) **Consent Agenda:** a) *Financial Report as of May 31, 2019;* b) *Proclamation for Tourette Syndrome;* c) *Tax Refund for \$140.05.*

- 5) **Public Comment:**

- 6) **Old Business:**
 - A. **Splash Pad Rates:** *(Kristy Detwiler)* – Proposing group rates for Splash Pad usage for Council to review and adopt (**ACTION ITEM**).

- 7) **New Business:**
 - A. **Set Tax Rate/Electric Rates/Phone Rates and all other Town Fees** – *(Richard Dixon)* Set the tax rate for FY2019-20 at \$0.33 per \$100 Valuation; Set Electric Rate Schedule; Set Telephone Rates; and all other Town Fees (**ACTION ITEM**).

 - B. **Adopt FY2019-20 Budget** – *(Ryan Spitzer)*. The Budget Public Hearing for FY19-20 was held at the May Council meeting and the budget is now being presented for adoption (**ACTION ITEM**).

 - C. **FY2019 Budget Amendment** – *(Richard Dixon)* Budget Amendment to balance expenditures of the FY19 Budget (**ACTION ITEM**).

 - D. **Adopt Employee Handbook Revisions** - *(Dornessa Froneberger)* Review and adopt final revisions to handbook. (**ACTION ITEM**).

 - E. **CGI** – Continue discussion from last work session (**Consensus Item**)

F. Staff Update:

1) Manager's Report

2) Calendar of Events

8) Closed Session: *Discussion of matters pursuant to NCGS 143-318.11(9) & (4), public safety/emergency services and economic development.*

9) 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.

MINUTES

**Minutes from the Budget
Workshops in April,
the Regular Minutes of
May 14, 2019 and the
Work Session Minutes of
May 28, 2019**

**MINUTES OF THE BUDGET
WORKSHOP SESSIONS FOR 2019
PINEVILLE TOWN COUNCIL
PINEVILLE, NORTH CAROLINA**

The Town Council of the Town of Pineville met on four separate occasions for budget workshop sessions in 2019. All work sessions were held at the Pineville Police Department 2nd Floor Training Center during the month of April. Following is a general account of each work session:

MONDAY, APRIL 1, 2019 @ 5:30 P.M. (1st budget workshop)

ATTENDANCE

Mayor: Mayor Jack Edwards

Mayor Pro-Tem: David Phillips

Town Council Members: Debbie Fowler, Melissa Davis, and Joe Maxim

Town Manager: Ryan Spitzer

Finance Director: Richard Dixon

Town Clerk: Barbara Monticello

CALL TO ORDER

Mayor Edwards called the meeting to order at 6:00 p.m.

Town Manager, Ryan Spitzer explained that the first work session would be an overview of the General Fund Budget. The next two work sessions would be a more in depth look at each departments' budgets and the last session would be a final wrap-up, adding that all figures in the presentation were based on the current tax rate. He began with an overview of the General Fund Balance with highlights of the presentation/discussions as follows:

- Overview of **projected revenues** was presented with an expected increase of 1% which is a very conservative figure. The income from the mill property is reflected in the figures presented. One half of the funds will go toward paying down the debt service on Jack Hughes Park and the other half will be used to pay down the debt service on the police building – the final half of that debt to be paid off next year. Our net revenue will actually be about \$7.7 million over the projected amount. Question asked by Mayor Pro Tem David Phillips as to what the ramifications would be if the mill deal did not go through. Mr. Spitzer stated it would turn into a wash with the income and expenses falling in the same year.
- Mr. Spitzer noted that with the **county tax re-valuations** done recently, it might be wise to delay the ¼ % sales tax increase to help residents adjust since most properties increased in value and their taxes went up. Estimating at a very conservative amount, the county expected about \$9.2 million in tax revenues this year due to the re-valuations. Question by Mayor Pro Tem Phillips as to the appropriate time to decide on a tax rate for the coming year? Mr. Spitzer responded that Council should have a good idea of what the rate will be by the last budget workshop. Council Member Joe Maxim suggested revising the revenue figure upward as they were pretty confident that the tax revenues would be greater than the conservative figure presented.
- **Reviewed CIP Plan** – Mr. Spitzer stated that there was a “robust” Capital Improvement Plan that included an ADA Compliance Plan and a future Mobility Plan. The DOT will be holding towns accountable to become ADA compliant within a certain amount of time which will require many updates to the town’s facilities, sidewalks, etc. Town computers will all need to be updated to Windows 10, sidewalks will need to be repaired, a handicapped playground installed, streets paved, electrical improvements as well as new vehicles and equipment purchased at a proposed cost of over \$8M.

- The **fire department** was proposing to replace 4 heaters at a cost of \$17K. Mayor Jack Edwards questioned why we would be replacing heaters at the Fire Department if we would be building a new facility in two years. Mr. Spitzer replied that it was necessary to heat the bays where the equipment is kept or it might freeze up. Mr. Spitzer added that Fire Chief, Mike Gerin, was also looking for a new vehicle. He was asking for a new Tahoe but the discussion was on why he needed a Tahoe and could he use something else or get a used one. Interim Manager, Leamon Brice, laid out a plan to have four police vehicles replaced each year. Council Member Melissa Davis counted 16 police vehicles sitting out in the parking lot of the Police Building. She requested a list of all the police cars and who is assigned to them.
- Turning in the direction of Public Works, Mr. Spitzer, pointed out that Lowry St. was in need of a right-hand turn lane as well as sidewalks but the town would probably have to purchase property from Bill Thrower in order to do so, along with having to pay for the crossing signal at the traffic light that is there. Additionally, the ADA Transition Plan called for all town facilities to be handicap-accessible. The Mobility Plan includes items like sidewalks, greenways, bike lanes – all methods of connectability. Other proposed items included MAC Scan tablet for town vehicles and a Bobcat Mini to be split between Public Works and Stormwater.
- Discussion began regarding new **trash cans** for the park; Council Member Melissa Davis suggested getting larger ones for Main Street due to the two bars and food trucks that are out there now. A suggestion was made to re-coat the receptacles because they are expensive to purchase but the trash cans at the park have already been re-coated several times. Mayor Pro Tem Phillips asked if Storm Water fees could be used to buy new trash cans. Town Manager Spitzer replied that they could be used.
- Mayor Pro Tem Phillips then asked if there was any way the town could help **Frank Honaker** out with the water issues he has where he lives. He's spent about \$15K on the problem over the years. Mr. Spitzer replied that we would need to use money from the General Fund as that project did not qualify for Storm Water funds. He added that we may need to put in some type of piping system at some point and/or do some work at the time we pave the road but it would be looked at.
- Mr. Spitzer continued, stating that the **street matrix** would be updated; that's the list of streets requiring paving that have been prioritized according to condition. Additionally, there are still some improvements that need to be made on the new substation.
- Conversation started by Council Member Joe Maxim regarding **tracts of private land** around town and the possibility of acquiring some for additional green space for recreational purposes and to control the growth to some degree. Mayor Pro Tem Phillips stated that he didn't want to see the town get into the real estate business but as a way of controlling growth, he was for it. All knew that the Miller tract of land was being shopped and would be a matter of time before something was developed on it. Mr. Spitzer stated that the county was thinking of buying up a lot of the flood plain area to be used as passive recreation. Council Member Maxim stated that parks and green space is what people wanted and requested a list of vacant properties that were currently for sale in town.
- Mr. Spitzer stated that most of the department budgets came in lower than last year with the exception of a few. Human Resources would be breaking out into its' own cost center. The Fire Department Budget was up about 8% due to a request for an increase in hourly pay. Public Works was up about 12% due to a reallocation of some things in the Powell Bill and Stormwater funds which we needed to pay \$65K from for the stream restoration project, as well as some of the ADA plans included in that figure.
- Under **sanitation**, Mr. Spitzer stated two bids were received with Signature Waste being the low bidder and Waste Pro the other bidder. There was room for negotiation, however, with Waste Pro. He will continue talks with them. All haulers dump at the Speedway but vegetation goes to the Fox Hole. There was still some question as to who bought the trash cans when Signature Waste began their service which he is working on resolving. He noted that cost projections could go up from \$560,000 to \$580,000 as we near 3,000 households.

- **Parks and Recreation** -- \$32,000 has been allocated out of the Parks and Recreation budget to fund ½ the cost of a Park Master Plan update. The other \$32,000 will come out of Culture and Tourism funds.
- **Salaries** – Mr. Spitzer noted that there were 10 employees that were being paid lower than \$15 per hour and because we were having trouble attracting and keeping employees in the Public Works Department, they would be brought up to \$15 an hour if they had been with the town 3 or 4 years. There were an additional 14 employees that were currently being paid \$15-\$16 an hour and they would be given 5-8% raises. Mayor Pro Tem David Phillips added that some of the police officers were uncomfortable with telling the reason why they were leaving because they feared being black-balled from other police agencies.

A suggestion was made to increase the pay for Council Board Members due to the increased number of meetings they were now attending. A brief discussion ensued. Clerk was instructed to see what other towns pay their board members. Mr. Spitzer reminded the board that there would be a Pineville Communication Systems meeting in May to discuss the JSI study findings. JSI helped a town in GA sell the TV portion of their business but keep the internet piece of it. There was also a brief discussion regarding the efforts to form a Chamber of Commerce.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting. There were ayes by all and the meeting adjourned at 9:34 p.m.

Mayor, Jack Edwards

ATTEST: _____
Barbara Monticello, Town Clerk

**MINUTES OF THE BUDGET
WORKSHOP SESSIONS FOR 2019
PINEVILLE TOWN COUNCIL
PINEVILLE, NORTH CAROLINA**

MONDAY APRIL 8, 2019 @ 5:30 P.M. (2nd budget workshop)

ATTENDANCE

Mayor: Mayor Jack Edwards
 Mayor Pro-Tem: David Phillips
 Town Council Members: Debbie Fowler, Melissa Davis, and Joe Maxim
 Town Manager: Ryan Spitzer
 Finance Director: Richard Dixon
 Town Clerk: Barbara Monticello
 Fire Chief: Michael Gerin
 Police Chief: Rob Merchant
 Guest: John Holobinko (Chamber of Commerce)

CALL TO ORDER

The meeting was called to order at 5:50 p.m. upon the motion of Council Member Debbie Fowler and the second by Council Member Melissa Davis. The floor was turned over to Mr. John Holobinko, retired executive who had worked at both Cysco and Motorola.

Mr. John Holobinko was in attendance to request support from Council on his endeavor to establish a Chamber of Commerce for the Town of Pineville. All other surrounding towns had one but Pineville. He pointed out that a chamber helps with growth and development of the town as well as act as a conduit in providing services to new businesses such as teaching them how to formulate a business plan. They can help negotiate better rates on things like insurance premiums, offices supplies, etc.

He has already met with the Downtown Merchants and was in the process of getting other businesses involved. By-laws have already been written and after the tax season, he had planned to incorporate as a 501C3 non-profit organization. Additionally, he already had an advisory team put together as well as a website ready to launch in June: www.pinevillencchamber.com. A membership and finance system need to be in place which was a large expense. He would need at least 100 members to be successful but was shooting for 400 members. In order to be successful, he would need an operating budget of \$150K to \$250K.

He was asking for financial support from the town of \$10K with \$5K of that to go toward the Downtown Merchants to help offset their membership fees or a second option that the town only donate \$5K with the merchants paying their own membership fees. The question was asked as to the feedback he received from the Downtown Merchants. He indicated that about half of them were on board with it while the other half thought the membership fee was too high. Council Member Joe Maxim was concerned if they joined the Chamber, they might lose their identity as the "Downtown Merchants" if they were absorbed into the Chamber. Mr. Holobinko had not yet presented the plan to them. The Mayor stated that when council decided to support the Downtown Merchants it was to help them expand but they haven't done that and the town wants to support all businesses, not just downtown businesses.

When asked how the chamber would handle things like signage – specifically, if downtown merchants were allowed to have A-frame signs but no other businesses were allowed to have them, Mr. Holobinko replied that the Chamber would concentrate on other things such as training, advertising events, helping new businesses get situated, etc. Council Member Melissa Davis wanted to be sure dues were reasonable, money stays in Pineville and small businesses protected. What can smaller businesses benefit from immediately by belonging to a Chamber, Ms. Davis asked. Mr. Holobinko offered that primarily networking, training and cheaper costs for such services as printing, etc. Mayor Pro Tem David Phillips asked how Mr. Holobinko got started with this idea. He stated that he needed insurance so he talked to someone back in December, 2018 and the conversation started that Pineville really needed a Chamber of Commerce. He was retired from working in several corporations but needed to get back into doing something and it blossomed from there. Mayor Edwards added that Mr. Holobinko already had a website up and asked the rest of the board members to check it out.

Pineville Volunteer Fire Department

Fire Chief, Mike Gerin was present to discuss the fire department budget. He stated that he met with the VP of Operations for the Southern Division of Atrium Health and applied for a grant through their foundation. He needed to check on what was budgeted for the new fire truck and whether \$60K had or hadn't been budgeted for equipment. A total of 50 sets of turnout gear were purchased back in 2012 or 13 and with the use expectancy of only about 10 years, they were coming due for some new turn out gear.

Their insurance line item took a big hit largely due to the loss of Richard Sheltra and the payouts that followed. New hires are paid at a rate of \$13 an hour to start but their pay increases to \$14 an hour once they are all certified after about 6 months.

Jason Klemowitz, who is over the paid staff, noted that they were trying to catch up to the other towns who were paying their employees more money. We lost a lot of our employees to these other towns. They were also starting a 401K program for paid staff members through the Firefighters Relief Program. Currently, their part-time staff totaled 35 people with 4 people on each day. Mayor Pro Tem David Phillips asked how far in advance their schedule was made up to which Chief Gerin replied that it was made up on the 11th of each month. Mayor Pro Tem Phillips added that we couldn't afford to do away with those volunteers because if the department ever went to a full-time fire department, we would be in a bind because no one would stay at Pineville; they would all go to Charlotte. Council Member Melissa Davis commented that most of the firefighters do not want to become a FT fire department.

Chief Gerin was also looking to replace his old Ford Crown Vic with a new Chevy Tahoe at an estimated cost of \$36K. Mayor Edwards asked if it was necessary to have a Tahoe that showed a cost of \$52K. Chief Gerin stated that a Tahoe was more conducive to fire fighting than a car and that the price of the vehicle was actually \$36K but to get it lettered and equipped, it would total closer to \$52K.

Pineville Police Department

Moving onto the Pineville Police Department, Chief Merchant noted that within the line item for Maintenance & Repair, the front doors to the police station were not ADA compliant and would need to be made so. Additionally, all the urinals in the men's rest rooms were being replaced.

Mayor Edwards asked if the money collected from Shop with a Cop stayed in Pineville. Chief Merchant replied that after everyone in Pineville was taken care of, there was some money left to help out students of Sterling Elementary. Council Member Debbie Fowler asked for a breakdown of the "salaries" line item for the police department – how much of it was salaries, how much of it was insurance premiums, etc. Finance Director, Richard Dixon, said he would send her the information. Council Member Melissa Davis commented that the only items on their CIP were four new police vehicles and then asked why there were so many vehicles parked behind the station. Chief Merchant responded that he had actually asked for six but was happy to get the four and that there were currently 7 police vehicles that they were getting rid of that were parked behind the building and that 4 or 5 of the guys leave their regular cars parked back there as well.

Chief Merchant was also asking for an additional position for an Evidence Custodian. Council Member Davis also stated that she would like the job posted internally, first, before moving it externally. A brief conversation took place regarding employees in PD not knowing how to view the cameras in town. Chief Merchant explained that training was so long ago that employees had forgotten how to use it but all have been re-trained.

Parks and Recreation

Mr. Spitzer stated that the Parks and Recreation budget increased by 18%, all largely due to an increase in contract services for a Park Master Plan. The Master Plan costs were broken down: \$40K-50K for Lake Park; \$20K-25K for Jack Hughes Park; and \$15K-20K for the Belle Johnston. The Park Master Plan would help determine what to do with the 70 acres behind the Jack Hughes Park and the 40 acres we lease from the county along Lakeview Drive. The Jack Hughes Park debt service will be paid off next budget year. Half of that money will be used to pay for a new playground and the other half for this new Park Master Plan.

Parks and Recreation Director, Kristy Detwiler, had provided Mr. Spitzer with quotes for 38-gallon trash cans that could be used for Main St. while taking the ones on Main St. and using them at the shelters in the park.

In response to a question regarding the ballfield lights, Ms. Detwiler explained that we controlled the ones at Jack Hughes Park but that PCAA had control of the lights on their fields at the school. She added that she has informed PCAA on a few occasions that they had left their lights on and that they needed to shut them off. Council Member Davis asked if the cost of renting the fields at Jack Hughes Park was enough to cover the cost of the lights to which Ms. Detwiler responded that it was.

As for changing up the programming at Fall Fest, Ms. Detwiler stated she tried to put a Fall Fest Committee together but that no one wanted to participate on it so she asked Mr. Spitzer if she could reach out to Paschal to help with it. They are a company that helps with sponsorships and marketing of festivals, etc. She explained that the town would still handle getting vendors and the bands. She added that hiring this company would be \$1600 less than using the methods currently used to advertise Fall Fest and Rockin' and Reelin' in the summer. Ms. Detwiler was looking for direction from Council as to what they expected Fall Fest to be – a profit-making event or an amenity offered to residents and others. Typically, she added, towns don't have these events to make a lot of money.

The Parks and Recreation Department presentation concluded noting that the increases in the Culture and Tourism budget fell under Contract Services and increased costs associated with Fall Fest.

ADJOURNMENT

There being no further business, a motion was made and seconded to conclude the budget workshop at 10:30 p.m. There were ayes by all and the meeting concluded.

Mayor, Jack Edwards

ATTEST: _____
Barbara Monticello, Town Clerk

**MINUTES OF THE BUDGET
WORKSHOP SESSIONS FOR 2019
PINEVILLE TOWN COUNCIL
PINEVILLE, NORTH CAROLINA**

MONDAY, APRIL 15, 2019, 5:30 P.M. (3rd budget meeting – not recorded)

ATTENDANCE

- Mayor: Mayor Jack Edwards
- Mayor Pro-Tem: David Phillips
- Town Council Members: Debbie Fowler, Melissa Davis, and Joe Maxim
- Town Manager: Ryan Spitzer
- Finance Director: Richard Dixon

Town Clerk: Barbara Monticello
Matt Schull, Electricities
Chip Hill, Public Works Manager
Telephone Manager, Tammy Vachon
Telephone Representative: Cindy Hunnicutt
Dornessa Froneberger, Human Resources Manager
Travis Morgan, Planning & Zoning Manager

CALL TO ORDER

A motion was made and seconded to open the third Budget Workshop at 6:05 p.m. There were ayes by all and the meeting was opened. Town Manager, Ryan Spitzer stated that Electric Manager, Don Mitchell, was unavailable to present the Electric Budget so a representative of Electricities, Matt Schull, was making the presentation for him. Mr. Spitzer stated that all departments had goals this year, as part of the budget process and money would be tied to these goals.

Electric Department

Mr. Matt Schull stated that at the latest rate committee meeting, the vote was unanimous to recommend:

- A 2% wholesale rate reduction in the cost of electricity
- A \$75million one-time payout to towns
- \$1.75 million credit to Pineville

Additionally, there will be no change in retail rates and there was some load growth causing a 1% increase in revenues. Wholesale power costs saw a 2% reduction in costs although the cost of non-capital supplies such as wire, etc. did increase some. An increase in contract services was made up of the following:

- Merit, benefits and medical insurance increases of \$80K
- A Cost of Service Study was performed at a cost of \$35K. This is how your cost to customers is determined – what does it cost to service each class of customer; one class may be charged too much while another may not be charged enough
- Additional line workers needed to provide timely service; the crew struggled to meet that so now that there is a full crew, they will be able to deliver the service expected of them

All in all, there was a 30% increase under the contract services line. There was also an increase of 2.15% to 2.25 % for capital projects driven by the following:

- Still some cleanup on the Carolina Place Mall Project but should be completed by the end of 2020
- \$200K for substation improvements (put in a skata system)
- \$250K for residential development (growth)
- \$300 for Industrial Drive infra structure
- \$300 for an electrical storage unit
- System underground improvements
- AMI Meter infrastructure project (data management) give customers access to their information. It will cost about \$1.2million to install this technology.

Council Member Melissa Davis asked how long these meters would last to which Mr. Schull replied about ten years. He added that Concord had the AMI system for both water and electric.

Public Works

The Public Works Department saw an overall 4% decrease in its budget. There was an increase in the Contract Services line item due to new ADA requirements. The Powell Bill fund also saw an increase in the Contract Services line due to an increase in paving costs from \$564,000 to \$640,000 and sidewalk repairs of \$50K. Same was true for the Storm Water fund – it, too, saw a 120% increase in the Contract Services line item due to \$65K needed for tributary stabilization, \$25K for ADA compliance measures and a \$7,500 paving survey cost.

Under Solid Waste, our contract with Signature Waste is due to expire June 30, 2019. We currently pay \$437,750 for solid waste services and have \$580,000 budgeted. After receiving two bids, one of which was Signature Waste and the other Waste Pro, both showed increases for FY19-20. Signature Waste came in at \$552,200 for the year and Waste Pro came in at \$578,500 with a five-year contract and \$570,216 with a seven-year contract. Discussion ensued regarding the poor service by Signature Waste in recent weeks and whether to pay more and go with Waste Pro. Some towns liked Waste Pro and some did not when they were asked about their service. Mr. Spitzer stated that we can never get away from all of the trash issues but that a decision would need to be made at the next Council Meeting. He offered to have Waste Pro come in to do a presentation which Council agreed to.

Mr. Spitzer also asked if Council wanted to have Lakeview Dr. and Lynnwood Lane paved or not. Discussion ensued. Mayor Pro Tem David Phillips was skeptical about having it done because the possibility of it just having to be torn up when the Miller/Smith property is developed was likely. Council Member Melissa Davis asked why the developer couldn't help out with the costs. Mr. Spitzer responded that it was something that could be negotiated with them. She asked if our engineer could give an idea of how much it would cost to correct the flooding issues in that area. Mayor Pro Tem Phillips responded that it was a \$1.7million project to bring it up to standard and fix the flooding to some of the properties there. Mr. Spitzer stated that we had a healthy storm water balance that could be used for an engineering study. Public Works Director, Chip Hill, asked if Council also wanted curb and gutter to which Council replied that they did.

Mayor Pro Tem Phillips went on to ask why Mr. Hill was having trouble filling two open spots in his department. Mr. Hill replied that employees were leaving for higher pay. They have families to take care of and can't do it on the salary we were paying them so they are leaving for more money. Mr. Spitzer stated that we needed to get everyone in the Public Works Department up to \$15 an hour and then start hiring at that rate. Council Member Davis wanted to be sure our Human Resources Department was reviewing the entire compensation package with new employees. Human Resources Director, Dornessa Froneberger, indicated that she was. Mr. Spitzer stated that they would look at the salaries the next day to come up with a number. Other towns were giving both a merit and COLA increase to their employees.

Under the Public Works Capital Improvement Plan, Council Member Melissa Davis asked if a snow plow was really necessary when some of the town's sidewalks were old and get flooded under water when it rains. She asked if something could be done about them. Mr. Spitzer responded that the intention was to repair the cracks this year so funds could be built up for following years.

Pineville Communications

Tammy Vachon, Department Manager for the Communications Department reviewed her budget with Council stating that the TV business was dwindling but she still believed that providing internet service was the way to go. The Pineville Communications Systems Rewards program was going well but revenues were shrinking.

When formulating her budget, she did not include anything mill related because she did not think anything would be developed until next year. The JSI study was expected to be completed in May, hopefully in time for the next Telephone Board Meeting scheduled for the 16th of May.

For her capital items, she requested new routers to replace two old ones at a cost of \$23K, a gently used Fiber Blower for \$15K and a gently used splicer for \$10K. She added that splicers are in big demand right now because of all the upgrades to fiber and internet speeds. Both Manager Spitzer and Council agree that she should just go ahead and buy the new router replacements.

Ms. Vachon continued, stating that any uncollected money under \$50 goes to a collection agency and anything over that amount goes to the debt setoff program. As for the Plant Under Construction line, she stated that some of the projects were not coming to fruition as expected such as the Snyder/Lance/Campbell Soup project that hasn't even broken ground yet, Pineville Court that was expected to be completely by June 30th but won't be and the 300 homes going in behind Traditions that are slated to be done in four phases.

Human Resources Department

The Human Resources Department has been growing so it was broken out into its own cost center. The Administration budget decreased due to this maneuver. One of the goals of the department will be to reduce the number of Emergency Room Visits which is costly to the bottom line. A brief discussion took place regarding healthcare costs and what could be done to keep costs down. A suggestion was made to offer incentives to make employees more accountable for their health. Human Resources Director, Dornessa Froneberger, was currently seeking health insurance quotes in preparation for the July 1 renewal period. Also included in her budget is Employee Appreciation which included the Holiday Party, luncheons, and events such as Knights games, etc.

Planning & Zoning Department

The Planning and Zoning Department's line item for Contract Services increased from \$25K to \$100K and more funds were allotted to training and continuing education. Approximately \$50K has been allotted for the Mobility Plan that will be instituted. There was also an increase in lawyer fees. The CRTPO/MPO could have a grant to help with the cost of the Mobility Plan which the department would need to apply for in August. Department Manager, Travis Morgan, concluded his presentation as he had no capital items requested.

ADJOURNMENT

There being no further business, a motion was made and seconded to conclude the budget workshop at 10:15 p.m.

Mayor, Jack Edwards

ATTEST: _____
Barbara Monticello, Town Clerk

**MINUTES OF THE BUDGET
WORKSHOP SESSIONS FOR 2019
PINEVILLE TOWN COUNCIL
PINEVILLE, NORTH CAROLINA**

TUESDAY, APRIL 16, 2019, 5:30 P.M. (4th and final budget meeting)

ATTENDANCE

Mayor: Mayor Jack Edwards
Mayor Pro-Tem: David Phillips
Town Council Members: Debbie Fowler, Melissa Davis, and Joe Maxim
Town Manager: Ryan Spitzer
Finance Director: Richard Dixon
Town Clerk: Barbara Monticello

CALL TO ORDER

Upon the motion of Council Member Debbie Fowler and second by Mayor Pro Tem David Phillips, there were ayes by all to call the meeting to order at 6:02 p.m.

Town Manager, Ryan Spitzer, stated that the adjusted budget now had an overage of \$1,093,000 using a full \$0.38 tax rate. He presented a recap of all the departments starting with the Fire Department.

He asked council for their thoughts on the request for a Chevy Tahoe for Fire Chief, Mike Gerin. The difference between what the Tahoe costs and what an Explorer costs was only about \$3600. A \$36,000 Tahoe included the cost of a radio, lights and striping. Council Member Melissa Davis suggested the town pay for the vehicle but the Fire Department pay for the equipment. She then asked if they give their turnout gear to someone else if one of the employees left. Mayor Pro Tem Phillips stated that if it fit someone else, it would be given to that person. He added that he didn't think we should give up on pursuing a donation from the hospital and that we should keep on them about it. Mr. Spitzer agreed that the town would buy the vehicle and the Fire Department would have to pay to have it equipped. He continued, stating that \$40K had been budgeted for incentive pay for the department and that the bay heaters, Tahoe and ladder truck have all been budgeted for this budget.

Moving on to the Police Department, Mr. Spitzer stated that 4 new police vehicles were budgeted per the established replacement schedule with 5 new ones slated for next year. They would need to keep a few spare vehicles on hand in case one of the good ones had to be worked on. Once a police vehicle has 113,000 miles on it, it will be replaced. All the police vehicles were now Ford Explorers. Council Member Melissa Davis asked if the 25-mile rule was still being enforced with police officers taking cars home. Mr. Spitzer stated that it was being enforced but that anyone who took their vehicle home beyond the 25-mile limit, was reimbursing the town at the IRS rate for any miles over that limit.

For the Public Works Department, \$65K was budgeted for increases that are necessary to bring anyone up to the \$15 an hour mark. Council Member Davis asked if a spreader was really necessary. Mr. Spitzer agreed that it was one of those things that will probably only be used 3 to 4 times a year. Council Member Davis added that she wanted to be sure that Department Heads went over the entire benefits packet including wages, insurance, and all the other benefits so they get the real picture of how much they are getting paid. She went on to suggest that maybe Scott Futter's crew (from P&R Dept.) could do more

of the mowing while Public Works employees concentrate more on building maintenance. Mr. Spitzer stated that we could look at doing that.

The sidewalks around Lake Park will be replaced using \$148K of funds from the Culture and Tourism budget. The rest of the sidewalks will be replaced next year. Coming out of the Parks and Recreation budget will be a roof replacement at the Belle Johnston Community Center at a cost of \$56K, a dehumidifier to prevent mold/mildew in the gym at a cost of \$85K and new trash cans with \$12K budgeted for that project. The schedule for trash pickup on Main Street is once a day on Mondays and Thursdays and twice a day on Fridays, Saturdays and Sundays.

Under the Storm Water budget, if Council decides to do curb and gutter on the only streets that are left to do it on (Eden Cir., part of Cone Ave. and Lynnwood Lane), \$1.7 million in storm water reserves could be used to do that. Mr. Spitzer stated that we receive \$405K a year toward our storm water fund. He estimated that the lower side of Lynnwood Lane would probably be the most expensive to do since new piping has to be done along there. He is getting estimates and will bring it back to council once he receives them. Discussion followed regarding Department Heads researching more for grant money to help fund some of these projects. Manager Spitzer replied that he's having the most difficulty getting the fire department to search for grants. Council Member Joe Maxim asked if that could be made part of performance goals to which Mr. Spitzer replied that it could. Council Member Melissa Davis asked for a copy of each department's goals.

Mr. Spitzer continued, stating Telephone had slated a piece of redundancy equipment as a capital item on FY19-20 budget but was told to go ahead and purchase it for this FY18-19. Two other pieces of equipment were budgeted for the upcoming fiscal year budget. As for the Governing Board's budget, Mr. Spitzer will check into the procedure for increasing Council Members pay. Additionally, there is only one new position in this upcoming budget and that is for an Evidence Technician in the Police Department.

Also budgeted for the upcoming fiscal year budget are costs associated with a new town hall. Creech & Associates were selected as the architectural firm to design the new town hall. Their fees are 8-12% of the cost of the building. They had done a lot of town structures and specifically town halls for Davidson, Indian Trail and Huntersville. Edifice Contractors will be the CM at Risk contractor that will work with Creech & Associates.

Mr. Spitzer noted that \$38K was budgeted for painting the Belle Johnston Center and Shay Stage. Council Member, Melissa Davis, asked if it could be cleaned instead of painted and thought the shelters had just been painted about two years ago. Mr. Spitzer will budget painting of the pink portions of the building and will take a look at the rest to determine if it needs to be painted or just pressure washed. Also, under the Parks and Recreation budget, advertising for the Fall Fest and Rockin' & Reelin' was cut in favor of utilizing the services of Paschal to market the events of the town. In the past, about \$6500 was spent advertising the Fall Fest and Rockin' & Reelin' events. Mr. Spitzer stated that a discussion on selling alcohol at town events would be held at the town's next Council Work Session.

Mayor Pro Tem David Phillips brought up a grant that might be good for police vehicles to convert them to run on both gas and propane. Equipment is installed on the vehicles for free and there is no upfront cost to the town. Selling the propane is where the company makes their money. Council Member Melissa Davis wanted to know how much it costs to outfit a police vehicle with all the needed equipment which Mr. Spitzer agreed to find out for her.

Mr. Spitzer asked Council Members what they wanted to do with the tax rate – keep it as is or decrease it. After hearing everyone's thoughts on the subject, the consensus was to reduce it by \$0.03 although Council Member Debbie Fowler was in favor of reducing the rate by even more than \$0.03.

When discussion came up regarding sponsorships, the question was raised when Council needed to make a decision about a donation to the efforts for a Chamber of Commerce. Mr. Spitzer indicated that it had to be soon because if they wanted to make a donation, it needed to be budgeted for this year. After some discussion it was decided to hold off on a donation to the Chamber until January to see how well the effort is progressing at which time, they will revisit the idea. In the meantime, they agreed on a \$4,500K donation to Pineville Neighbors Place.

Discussion turned to the Good Fellas program. Council Member Melissa Davis asked for a copy of the waiver form used for that program, waiving the town of any liability for transporting kids from their school to the Good Fellas program held at the Belle Johnston Community Center. She was not in favor of the town transporting the kids from their school. Mayor Pro Tem Phillips was not in favor of the town transporting them either. He was in favor of the program, just not transporting them for fear of the town being sued. Mr. Spitzer stated he was working with the Good Fellas program coordinator to come up with alternate transportation. Council Member Joe Maxim agreed there was some exposure to risk but that a policy should be adopted and a vote taken on the policy and not the program.

Mayor Pro Tem David Phillips asked that this topic be continued for discussion at their next Council Work Session. At 9:04 p.m., a motion was made by Council Member Melissa Davis and seconded by Council Member Debbie Fowler to adjourn the meeting. There were ayes by all and the meeting concluded.

Mayor Jack Edwards

Town Clerk, Barbara Monticello



**MINUTES OF THE
TOWN COUNCIL MEETING OF THE
TOWN OF PINEVILLE, NORTH CAROLINA
TUESDAY, May 14, 2019**

The Town Council of the Town of Pineville met in Regular Session on Tuesday, May 14th, 2019 at 6:30 p.m. at the Hut Meeting Facility in Pineville.

ATTENDANCE

Mayor: Jack Edwards
Mayor Pro-Tem: David Phillips
Council Members: Debbie Fowler, Melissa Davis and Joe Maxim
Town Manager: Ryan Spitzer
Planning & Zoning Director: Travis Morgan
Town Clerk: Barbara Monticello

CALL TO ORDER

The meeting was called to order by Mayor Jack Edwards at 6:31 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG

Joe Maxim led the group in the Pledge of Allegiance.

MOMENT OF SILENCE

Mayor Edwards asked for a moment of silence for our police, fire and first responders, as well as our military. This was National Police Week and Mayor Edwards noted the two officers that were recently shot – one in Mooresville and one in Georgia. He also mentioned the passing of Lee Bumgardner, long-time resident and artist of Pineville.

ORDER OF BUSINESS:

Adoption of the Agenda:

Mayor Pro Tem David Phillips, moved to adopt the agenda with Council Member Debbie Fowler seconding the motion. There were ayes by all and the agenda was adopted as is.

Approval of the Minutes from the Regular and Closed Session Meetings of April 9th, 2019 and the Work Session Minutes of April 22, 2019.

Council Member Melissa Davis moved to approve both sets of minutes, seconded by Council Member Debbie Fowler. There were ayes by all and the motion passed 4-0.

Consent Agenda:

The Consent Agenda consisted of the following items: a) *Financial Report as of April 30, 2019*; b) *Proclamations for Heritage Day and Retirement of Principal Brian Doerer (Barbara Monticello)*. c) *Change date of August council meeting to August 6th, 2019*; and d) *Resolution for Surplus Items*. Council Member Debbie Fowler moved to approve the Consent Agenda as is, with Council Member Melissa Davis seconding the motion. There were ayes by all and the motion passed 4-0.

PUBLIC COMMENT:

Stephanie Moore – She and her husband have lived in Pineville for the last 7 years but for the last 3 years they no longer feel safe in Pineville because of a neighbor that has terrorized them and others living on the street. They have endured everything from verbal threats to explosions and car shootings and they're tired of it. She stated that Council just turned their heads on the matter and the Pineville Police doesn't do anything about it.

Karen Long—Long-time resident, Karen Long, spoke for the first time at a council meeting. She has been a resident for a long time and has dealt with many different people in town. She loves this town and its people and wants town officials to clean things up in town because no one has done anything about any of the problems in town.

Jane Shutt – Executive Director of Pineville Neighbors Place, Jane Shutt, shared an update that they served 232 meals to residents in need last month, as well as help with rent and utilities amounting to \$18,000. She voiced concern regarding affordable housing in Pineville. On Monday, June 10th at 7:00 p.m. there will be a meeting for anyone interested in exploring ways to promote affordable housing in Pineville.

Neil Reed - Resident Neil Reid, spoke in support of neighbors on Cone Avenue about the deplorable situation that they have all had to endure with the neighbor that was terrifying them all. He was scared that the neighbor will knock on his door next. The situation was getting out of hand and he thinks the neighbor is crazy. He commented that the Pineville Police are not doing anything about this crazy individual and people are terrified.

Members of the Council addressed the situation on Cone Avenue with the audience, stating that they were not turning a blind eye to the situation. They have spent hours in several meetings trying to work this issue out and they had done everything they could legally. The person has been arrested several times but once he gets released to the county, Pineville has no control over what happens after that and he continues to be released. Mayor Pro-Tem David Phillips stated he didn't mind taking criticism but doesn't want people putting down our Police Department. He continued, stating the town has spent hours trying to work this out. He stated he cared about everyone in Pineville, assuring the public that everything that can be done is being done.

Police Chief Merchant addressed the public about the complaints on Cone Avenue. He stated that this was a mental health issue and that the state of NC provides no funding for mental health. Planning and Zoning Director Travis Morgan, stated that Zoning-wise, they had an open case on him for posting threatening signs but that was all they could do legally. Mayor Edwards stated again that they had several meetings over this issue and the man is supposed to be moving out, after which, he hoped the situation would finally end.

Town Manager Ryan Spitzer, requested to move on to the Public Hearing for the FY19-20 budget.

PUBLIC HEARING: A motion was made and seconded to open the public hearing for a presentation on the FY2019-2020 Budget (*Ryan Spitzer*) – Town Manager, Ryan Spitzer gave an overview of the budgeting process for the year, stating that 4 budget workshops were held in April with each Department Head presenting their budget at one of those meetings. He proceeded to give a Power Point presentation on the budget, highlighting important projects that are planned for each department:

- **Mobility Plan-** Money had been budgeted for a Mobility Plan to connect all neighborhoods with the downtown area. Additionally, all towns were mandated to become ADA compliant so funds were set aside for an ADA plan to get town facilities, sidewalks, etc. to where they need to be.
- **Electric Department** - Projects budgeted for the upcoming year include finishing the Carolina Place Mall Project, substation improvements, new residential development, Industrial Drive infrastructure, storage lot for electrical equipment, SCADA – technology for substation, and AML – automated meters.
- **Administration:** funds to begin plans for a new Town Hall have been budgeted in the Administration Department.
- **Fire Department:** Funds have been set aside for 2 new engines for the Fire Department, and planning for a future, new fire station.

- **Public Works:** projects that fall under the Public Works Department include constructing a right-hand turn lane on Lowry St. and the mobility plan.
- **Culture and Tourism-** repair sidewalks over the next two years. Implement Park Master Plan.
- **Storm Water Fund** – funds set aside for a new street sweeper.

In addition to these capital improvement projects, there are also IT Improvements that need to be made, a Chevy Tahoe budgeted for the Fire Chief, as well as a ladder truck and equipment, 4 new police vehicles and a new bobcat budgeted for Public Works.

Facility Improvements include the sidewalk repair at Lake Park and on Main Street, as well as paving Lynnwood Lane and Lakeview Dr. A new roof is planned for the Belle Johnston Community Center along with a new ADA compliant playground at Lake Park. Design costs for a new Town Hall are estimated at \$862,500 along with infrastructure estimates of \$500,000.

Mayor Edwards asked for questions or comments from council on the budget. Mayor Pro Tem David Phillips expressed appreciation to Mr. Spitzer and Mr. Dixon for their hard work in preparing the budget. Council Member Melissa Davis voiced her appreciation of the more detailed, conservative budgeting that was done. An explanation was provided of why the Fire Department budget showed a decrease; it was not a matter of taking away their budget but showing their contribution toward the funding of a new fire truck. Council Member Debbie Fowler stated that she, too, appreciated the work that was done on the budget.

A member of the audience asked about the Mill project with Lending Tree. Mr. Spitzer explained that Lending Tree is still under an MOU with the town until 6/4/19, after which Lending Tree will either continue with the sale of the Mill or walk away from the deal.

Town Manager Ryan Spitzer also advised that the ¼% sales tax increase did not pass but will be brought up again next year. Council Member Joe Maxim moved to close the Public Hearing with Council Members Debbie Fowler and Melissa Davis seconding the motion. There were ayes by all and the Public Hearing was closed at 7:55 p.m.

OLD BUSINESS:

- A. **Proposed Amendment to the Town Code for On-Street Parking** (*Travis Morgan*) Planning and Zoning Director Travis Morgan reviewed the latest proposed changes to the on-street parking. The amendment is to both the town code and the zoning ordinance. The latest revisions increased the size of the vehicles from 80 inches in width to 90 inches and increased the weight to 10,000 lbs. Council Member Debbie Fowler asked if Planning Board approval was needed. Mr. Morgan advised that correspondence via email with Planning Board members produced only one tweak, which was the 48-hour time limit. Council Member Joe Maxim thanked Travis for the update and asked how it would be handled if there were cars parked on both sides of the road and there wasn't at least 15 feet of clearance. Mr. Morgan responded that both cars would be cited. Council Member Joe Maxim then asked who would be enforcing the 15 ft. clearance issue. Travis answered that Planning and Zoning would enforce the issue during business hours and the police would be enforcing it after hours. Town Manager Ryan Spitzer clarified that business hours were 8am to 5pm with Planning and Zoning being responsible and after business hours would be the responsibility of the Police Department. Mayor Edwards asked if tractors would not be allowed to park on city streets, to which Mr. Morgan replied "correct". Mayor Pro Tem David Phillips moved to the changes to the parking code and Council Member Melissa Davis seconded the motion. There were ayes by all and the motion passed 4-0.

NEW BUSINESS:

- A. **Update on The Splash Pad-** Lester Barnes from Benesh and Tony Heyes from Fairway were on site with Public Works Director, Chip Hill. They provided an update on the Splash Pad at Lake Park. The opening date

of the Splash Pad has been bumped up due to 70 days of rain, affecting more than 35 of their work days. There was a lot of mucking after rains which has only slowed production. They now anticipated the opening date to be either June 21st or June 28th. Work is behind about 30 days.

Council Member Melissa Davis asked what the hold was? She noted that they originally were given an opening date of May of last year, then changed to September, then to October and then to May and now it's June. She understood the rain but also walks the park everyday and wanted to know why only 3 or 4 people were working the site previously but today there were 10 people working at the site. She added that they were supposed to supply monthly progress reports to council and they have only received one. Ms. Davis asked why it was taking so long to get this project completed?

Lester Barnes with Benesh, stated the permitting process took about 3 months with multiple rounds of reviews. Some things were not to code and 3 resubmittals of the plan were made. Then there was a change in the Code of Standards and the plans had to be resubmitted again for the new code. Miscommunication with permitting and issuing permits was challenging as there were eight different agencies looking at the project. Public Works Director Chip Hill stated every inspection they've encountered, they passed. We were given the green light to start the project on September 4th of last year. Town Manager Ryan Spitzer allowed us to start prior to receiving the permits and that was a great advantage for us.

Mayor Edwards asked how much pipe was put down? Director Chip Hill replied about 3 to 5 miles of pipe was laid. Council Member Davis expressed her disappointment in the project with the completion date being pushed back so many times. She asked if additional charges would be incurred for the time it was taking this project is to be completed. Town Manager Ryan Spitzer advised the project is still within the budget. Council member Joe Maxim asked if there was any risk to the date of June 28th. Tony Heyes with Fairway explained that they were at the mercy of the weather at this point. Council Member Melissa Davis stated that whatever it took to complete the job, we were in favor of it. Discussion concluded.

- B. Vote on Solid Waste Contract** (*Ryan Spitzer*) – Mr. Spitzer explained that two bids were obtained for solid waste services with one being Signature Waste, our current trash provider, and the other Waste Pro. Council had decided to go with Waste Pro with the contract price set at \$600,000. Waste Pro will provide the same schedule for trash pickup on Wednesday each week and recycling every other Wednesday. Delivery of new trash cans with contact information and a new pickup schedule will be placed at each household. Council Member Melissa Davis asked if churches count as other areas we pick up from and was advised by Town Manger Ryan Spitzer that we don't pick up from churches. She then thanked Mr. Spitzer for negotiating a better rate with Waste Pro. Ryan stated that the new contract would allow extra time for emergency workers to collect their carts after being serviced.

Town Manager Spitzer advised that the Waste Pro contract was for five (5) years with an additional option of renewing for two years if we chose to do so. Their hours of operation will be 8 to 5 on Wednesdays, and if we have missed pickups they will be addressed and the fees to the company may increase if it is an ongoing issue. Council Member Melissa Davis asked about the procedure for bulky item pick up. Mr. Spitzer stated that it was simply a call to the company by 3 p.m. for pickup of a bulky item the next service day. Waste Pro will begin serving the town as of July 1, 2019. Council Member Melissa Davis moved to accept the contract with Waste Pro and Mayor Pro Tem David Phillips seconded it. There were ayes by all and the Waste Pro contract was accepted.

- C. Vehicle Use Policy** - (*Ryan Spitzer*) Town Manager Ryan Spitzer stated that a new Transportation Policy was being proposed for transporting non employees in town owned cars. It was agreed that town would not transport anyone if it were not a town-sponsored event. The policy would allow for employees of the town to take spouses or partners with them to conferences, however.

Pro Tem Mayor David Phillips asked if employees travelling to and from work would be allowed to drop off and pick up children at school providing it was along the way to work. He also asked if the transportation of the

seniors for the trips would be allowed. Town Manager Ryan Spitzer indicated that the senior trips were fine because the trips were town-sponsored. It will also be allowed to drop off/pick up children at school as long as it is on the way to work. Spouses travelling with an employee to attend an out of town conference in a town owned vehicle is also permitted. Mayor Pro Tem Mayor David Phillips reiterated that the dividing line is town sponsored events. Council Member Joe Maxim moved to accept the policy with changes as discussed and Mayor Pro Tem David Phillip seconded the motion. There were ayes by all and the policy was approved.

D. **Staff Update:** Town Manager Ryan Spitzer provided an update on the following:

- See Click Fix App on Town of Pineville website-download free app, go on town website and report any problems throughout the town. Fixit Pineville is the app
- Brownfields – State approved the mill site as a Brownfield-eligible site with no problem. Mylar maps sent to state and once they are signed the property will be a Brownfields site.
- Telecom Board Meeting scheduled for May 16th at 3:30 p.m. JSI study received today and will be presented at the Telephone Board meeting.
- Contracts that are expiring will also be addressed/discussed at the Telephone Board Meeting.
- Work Session scheduled for Tuesday, May 28th.

ADJOURNMENT: Having no further business, Mayor Pro Tem David Phillips moved to adjourn the meeting with Debbie Fowler seconding the motion. There were ayes by all and the meeting adjourned at 8:43 p.m.

Mayor Jack Edwards

ATTEST: _____
Barbara Monticello, Town Clerk



**MINUTES OF THE
TOWN COUNCIL WORK SESSION OF
Tuesday, May 28th, 2019 · 6:00 P.M.
PINEVILLE Telephone/Electric Bldg.
118 College St., Pineville, NC**

The Town Council of the Town of Pineville, NC, met in a Work Session on Tuesday, May 28th, 2019 at 6:00 p.m. at the Pineville Telephone/Electric Building at 118 College St., in Pineville NC.

ATTENDANCE

Mayor: Jack Edwards
Mayor Pro-Tem: David Phillips
Council Members: Melissa Davis, Joe Maxim and Debbie Fowler
Town Manager: Ryan Spitzer
Town Clerk: Barbara Monticello
Planning Director, Travis Morgan
Finance Director, Richard Dixon

CALL TO ORDER

Mayor Edwards called for a motion to open the meeting at 5:58 p.m. Council Member Debbie Fowler moved to open the meeting, seconded by Mayor Pro Tem David Phillips. There were ayes by all and the meeting commenced. Mayor Edwards then requested a change to the Agenda to allow Caroline Ervin to speak regarding the proposed Greenway Project that would run through her property.

DISCUSSION ITEMS:

- A. **Caroline Ervin-** Caroline Ervin, on behalf of Park Ridge Seven, LLC, spoke about the Greenway that is now being proposed to go through her property at Park Road and Carolina Place Parkway. Mecklenburg County first voted in 2013 to build the Greenway that eventually is supposed to go up and down the East Coast. The trail is to be built so that someone riding a bike or in a wheelchair could easily access and use the trail. The trail was originally supposed to come out closer to Haverty's and Ethan Allan so that it wouldn't go through her property but that has now changed. When she asked Mecklenburg County why the change was made, she was told that it was a matter of cost and that it was less expensive to move the trail through her property. She asked council to pass a resolution to consider moving the crossing back to the original location near Havertys and Ethan Allen Furniture instead of through Park Road. It is a safety issue and it was her intention to put a new fire station on that property.

The Mayor asked Planning Director, Travis Morgan, to weigh in on the matter of the Greenway. Mr. Morgan explained that the Greenway runs to and connects with Little Sugar Creek and the McAlpine Creek. Staff's position is not to get involved in such matters and prefers to leave it up to the Greenway Board to decide. It was his understanding that the Board wanted the crosswalks at intersections and that is why it was moved. Travis felt the Mayor and Council would have more power to convince the Greenway Board to move the Trail; perhaps write a letter or develop a resolution. The Mayor then stated he would need direction from council. Mayor Pro-Tem David Phillips asked that with the cross over to Park Road, where would it tie into McAlpine Creek? He replied

that it would tie in to the McAlpine Creek just north of BJ's near the car place. Council thanked Ms. Ervin and advised that they would take it under consideration.

- B. Townhome Project** – Planning Director, Travis Morgan, explained that developers were interested in the piece of property across from McCullough on NC51 and Downs Rd. They were proposing a 175-unit townhome rental community that was originally zoned R44 with one-acre home sites. Since the unit count is over 100 and a rezoning of the property necessary to RMX, it must go before Council. The buffer at the north end of the property is zoned G1. Both Council Members Melissa Davis and Debbie Fowler stated they would personally like to meet with Travis to look at the plans. Travis has the drawings and will let everyone know when they can meet.

Mr. Morgan continued, stating that he was still working through the traffic study. There will be two main entry points from NC 51. There will be a right-hand deceleration lane into the property and on the NE Corner by Downs Road, Mr. Morgan is favoring a three-lane cross section. There will be room for on-street parking, as well as pad parking. The center green area and the layout are both fine and trash removal will be through a private service since the alleys will be built the way they would like them. Architectural details such as railings, porches, etc. are being worked out. Brittany Lins with land attorneys, K&L Gates, stated that the Kaplan team was the developer of the property and provided an overview of the proposed development.

Ms. Lins introduced Nathan Kaplan who stated that the firm was started by his grandfather in 1952 and grew from there. They are Master Plan developers focusing on quality, high-end products. All units will have alley fed garages, front porches, 175 units with 6.5 units per acre with a linear park along NC51 and a BMP dry pond on the north end. These will be 2 and 3 bedroom units and they're favoring leasing the units as opposed to selling them but they are not 100 % committed to this. They have developed a mix of both single-family homes and town homes for both sale and rent. Landscaping and architecture details are being worked out with Travis. There will be a total of 787 parking spaces which is well over the required number of 547 spaces. Additionally, Kaplan units have large garages, no vinyl siding and will be high-end, luxury units with a landscaped buffer and linear park along NC51.

Mayor Edwards stated that Council preferred to see more detailed, in-depth elevations, not necessarily renderings and asked what the price point of the town homes would be, whether they be sold or leased. Brian Ford stated they had not yet fine-tuned the price but could possibly be over \$400,000 to purchase and \$1800 to \$2000 per month to rent. This is \$150 to \$200 more than what Charleston Row leases their units for. Each building will have 20- ft. driveways and will be very high end.

Discussion turned to the push back that the Kaplan Team might receive at the public hearing for presenting a town home product as well as a leased product. Joe Maxim noted that he received feedback from taxpayers that do not want any more town homes in Pineville. Mayor Edwards agreed and added that the group will face issues at the public hearing if the units are rentals.

Council Member, Joe Maxim, asked if the area on the right would be a total dry pond. Brian Ford stated that it would be but it would need to be well-maintained, as well as compliment the road frontage like the McCullough property does. Shaun Tooley addressed the issue of rental communities having more crime as being a false perception because if the rent is higher the tenants would have to make a certain income per year to afford to live there. He added that the Kaplan company were long term holders – meaning they remained owners for years. Mayor Pro Tem Phillips asked what the deciding factor was, not to have their other two developments as rentals? Nathan Kaplan stated the market changed since the recession and there were more high-end renters out there now. Shaun Tooley stated that people get more comfortable when they see the type of renters coming in.

Mr. Morgan noted that Downs Road and NC51 was a major corner coming in to town and that he would not advocate for single family homes on that corner. Plus, they would need to take into consideration what

would be proposed on the Miller-Harley properties. It would be better to see a residential product here than a warehouse or something similar, especially with a trailway coming in near this site. Also, new sidewalks would have to be installed so there would be an added improvement to the town.

Council Member Melissa Davis was not in favor of rental units and she was confused by the traffic study. She asked if there was going to be a Phase II to this project. Mr. Kaplan stated that there had been just some preliminary talks about a second phase. Mr. Morgan referenced the Herlocker piece of property as the possible second phase, not the Harley property. Nathan Kaplan stated the rentals would make the numbers work better than selling the units. He stated they own 100% of the units and would be bringing in a large property management company. Mr. Morgan added that having private trash service can allow for more to be spent on smaller trucks to come in and that was the beauty of having a private trash service.

Council Member Debbie Fowler asked if the main streets would be public roads to which Mr. Morgan replied yes, they would be. She asked if there would be on street parking allowed. Mr. Morgan commented that he liked the plan as it was because of the additional parking. Melissa Davis stated she was not opposed to the property being developed but was against rentals and she again referenced the traffic study. Mayor Pro Tem David Phillips asked why the traffic study was stopped at 5:20 p.m. when the traffic was still backed up at 6:30 p.m.? They were not getting true numbers by ending the study that early. Nathan Kaplan noted that traffic studies typically use standards when they are conducted.

Mr. Morgan spoke of 3 elements each row of town homes will have – a front facing gable, a masonry façade, and a porch but Council Member Davis still had 2 concerns – the traffic and rental units. She did not believe the traffic study was accurate and she had concerns regarding the surrounding neighbors – warehouses, a body shop, cow pastures and a horse farm. Mr. Kaplan stated they wanted the property to be high-end and they were working hard to get it that way. He was confident that they would be successful in making it the premier property they envisioned.

Mr. Bill Baynard spoke, stating that this property was family owned land and that he had been approached by numerous people proposing warehouses or other commercial-type facilities on the property but that this seemed to be the best alternative for this property. He thought this was what Pineville wanted. Council Member Davis stated that she appreciated Baynard's concern for the town and that she liked the product, but was against the idea of rentals and was concerned about the traffic study not presenting accurate findings. Mayor Pro Tem David Phillips asked about the timeframe for rezoning because he was hesitant to change the zoning; if Capstone chose to sell the property, the town could wind up with a product of lesser quality. Mr. Morgan stated that if they sold the property, whoever bought it would have to follow the same rules, plans and decisions as they are now. Mr. Shaun Tooley replied that the initial intent was to be on the July agenda.

Mr. Tooley asked the best way to educate the public on the product they were proposing. Council Member Joe Maxim stated that the sooner they were able to educate them, the better and preferably before the Public Hearing. Mayor Edwards added that they should get in touch with HOA's and continue to work things out through these work sessions but not be too ambitious with their dates. Mr. Tooley stated this forum was very helpful to get things worked out first. It was a good platform that he wished other towns would use. Council Member Davis requested that all of this information be posted online as the education at these meetings was important as well.

- C. **Mall Signage** – Susan Barwick, representing Carolina Place Mall, spoke regarding their proposed Pylon sign facing 485 and the color change they made from blue to red in the sign, along with a new tenant listing of the larger stores. She explained that they did not add names to the monument signs but they were added to the pylon sign. She also stated the size of the sign did not change and they were just trying to stay competitive with other sites.

Planning and Zoning Director, Travis Morgan, recapped the signage proposal. He appreciated the additional details Ms. Barwick provided, including the placement of the sign which had been up in the air. He did note that the size of the signs did actually increase: the sign along NC51 was 38 feet tall, and 129.94 sq. ft. in overall

size, up from the previous rendition at 108.32 sq. ft. The I-485 sign increased in size from 416.76 sq. ft to 537.26 ft. although it was shortened to 70 ft. tall. The NC51 sign, although slightly over the allowable height, would be acceptable but the I-485 sign, because of its' size, would be harder to defend. This would be the first time in 15 years that a sign request exceeded the size limit. The best approach would probably be a text amendment to the ordinance so that if others came in, they would be able to increase the size of their signs as well but without a change that is opened to all, it would be very difficult to defend why the Mall could have such a large sign but no one else was able to. Council Member, Melissa Davis, stated that she knew of at least one business that would come in and ask for a larger sign. It's not just the signage that is the problem with the mall, it's a safety issue as well. Susan stated the mall was upgrading security systems and cameras and replacing chillers for the AC system. She and her sign contractor, Integrated Signs, felt that the new signage would help direct customers to the mall that may not be aware that it's there. She was hoping that the ordinance could be changed. Aaron Anderkin of Integrated Signs, stated that the large, pylon sign was a valuable asset and that his company ran into this a lot in other towns, cities, etc. Mayor Edwards reiterated that Council's biggest concern was the other merchants and asked how we were to do this fairly and honestly for all merchants? Aaron Anderkin stated that the sign is justified because of the number of retailers that don't have signage. Council Member Davis was opposed to the interstate sign. Carolina Place Mall is a destination place, and Ms. Barwick noted that South Park Mall were the top of the line merchants. Having signage just reminds people that we are here.

Mayor Pro Tem David Phillips commented that the town was just going back to what we had before and council was big on getting those signs out of the air. We would just be back tracking on something that we've just corrected. Coming into town, the signs were an eyesore along North Polk Street and Council did not like it. That is why we made signage stricter. There was concern that the town would get complaints from those on the other side of 485. Ms. Barwick asked if there was any way to write the text amendment to limit exposure to only a few situations based on the number of stores, the size, etc.

Mayor Pro Tem Phillips asked if the smaller stores took offense to the same larger stores being advertised on all signs. Ms. Barwick stated that the larger stores drive the people in. Council Member Davis reminded her that the signs tonight were larger than first presented. Mr. Anderkin stated that the reason was because the tenants were added to the sign. Joe Maxim added that approval for the NC 51 sign was close but the I-485 sign still had issues. Mayor Edwards stated that we just don't know how to word it fairly. Mr. Spitzer suggested council discussing the issue amongst themselves and Mr. Morgan over the next month or two. Mayor Edwards stated there are over 1200 commercial customers in Pineville. Mr. Spitzer responded that we could draft something to isolate just the mall and work on it further, possibly adjusting some of the other zoning designations and tweak it but not destroy the progress we have already made. Council Member Davis pointed out that we couldn't have it look like we made a change just for the mall. Susan asked if there was anything else council needed from them on the NC51 sign. Mr. Morgan stated there was nothing else at this time.

D. Employee Handbook- (Dornessa Froneberger) As part of the contract for reviewing the town's compensation program, HR consultant Susan Manning, also reviewed the town's employee handbook. Her recommended changes to the handbook included:

- Addition of an organizational chart
- Update certain benefits for current employees
- Update certain benefits for retired employees
- Add a voluntary shared leave policy
- Page 51 was reworded with more detail
- Page 52 provided clarification on the choices

HR Director, Dornessa Froneberger, stated that with the HRA benefit, no retirees would be eligible for this benefit, only current employees. It effects 6 employees now and an additional 4 that are upcoming. A question was asked about Christmas falling on a Saturday and if employees still got three days off. Mr. Spitzer responded

that we followed the State's schedule and that we would have Friday, Monday and Tuesday off when that scenario occurred.

Ms. Froneberger reviewed the proposed Voluntary Shared Leave Policy on page 71 with Council stating that although we had short-term disability in place, some employees exhaust that time if they have a serious medical issue and other employees have offered to donate some of their time to the sick employee. A person would have to have used all of their available leave before another person could donate time to them.

Additional items discussed were:

- Page 11, if a new employee were hired up to the midpoint of their range, no council approval is needed but if hired over the midpoint, it would go to council for approval. Consensus was to leave this as is.
- Page 55, clarification needed for item #3; not sure what it means
- Page 52, wording needs to be changed; not worded correctly
- Page 51 is missing dental insurance
- Page 18, should the title be two AA's or three AAA's

Mr. Spitzer stated that the changes would be made and sent to Council.

- D. Storm Water Project** – Town Manager, Ryan Spitzer, reviewed with Council what would be necessary to correct the flooding issues on Lynnwood Lane and costs associated with the project. Council had requested to possibly roll this into the cost of the project to pave Lynnwood Lane and Lakeview Drive and combine it as one project. To correct the problem, the estimated cost would be over \$2million which could be fully funded and completed in one year, done in two phases over two years, take out the sidewalk portion of the project and do it at a later date or stick to the original scope of the project and only do the paving of the roads.

Council Member Debbie Fowler asked if a change to the budget needed to be made. Mr. Spitzer stated that a budget amendment could be done. Council Member Davis asked if a new development went in, if we could recoup any money from them. Mr. Spitzer indicated that we could recoup some of it. We could back out the sidewalk portion of the project and tell the developer that they would need to contribute to the cost.

- E. Contracting out mowing:** Mr. Spitzer stated that the Public Works Department was down three people and didn't foresee that changing in the near future. A suggestion had been made to check out what the cost would be to contract out the lawn mowing portion of the job. A quote had been obtained from T-N-T Lawn Service who is local and does special jobs for Code Enforcement for the town. He added that Council could pick and choose the items they wanted to parcel out to a third party since the Public Works Department was down three people. He agreed to go over it again and take some items out that were discussed, clean it up and give a revised estimate to Council at its June meeting.

- F. Comments on the budget:** Mayor Pro Tem David Phillips stated he was good with what they had done but a resident pointed out to him that it was not really a \$0.03 lower tax rate because taxes were still increasing due to the revaluation and most properties increasing significantly in value. Council may want to reduce the tax rate even more. Mr. Spitzer stated they could go down another three cents but no more than that. Council Member Debbie Fowler asked if the voting districts would be on the ballot in November? Ryan stated that it would be on the ballot but not in force until 2020 and that the ¼ cent sales tax would be presented next year as well. After some discussion the consensus was to reduce the tax rate by another two cents, for a total reduction of \$0.05. Mr. Spitzer will check into a \$0.05 reduction in the current tax rate and get back to council with his findings.

Council Member Melissa questioned the Electric budget and stated that she did not recall there being discussion of an \$80,000 increase in the electric budget. She had checked her notes and the only notation she had was for an additional employee at a cost of \$110K; she stated she could not find any notes related to an \$80K increase. She believes the budget was discussed in full but the \$80,000 was never discussed and was not happy about how it happened. The issue will be looked into.

CGI Video Promotions – Mr. Spitzer gave a brief explanation of CGI; they do videos of towns to put on their websites. He was approached by the National League of Cities who endorsed this company and who does it for free. Ryan will check on how often the videos can be changed out. Council Member Melissa Davis was o.k. with it.

ADJOURNMENT: There being no further business to discuss, a motion was made and seconded to adjourn the meeting at 9:50 p.m.

Jack Edwards, Mayor

ATTEST:

Barbara Monticello, Town Clerk

CONSENT AGENDA ITEMS

- a) Financial Report as of 05/31/19*
- b) Proclamation for: Tourette
Syndrome (Barbara Monticello)*
- c) Tax Refund for \$140.05*

Town of Pineville
Budget vs. Actual
5/31/2019

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Property Tax	\$ 6,475,000	\$ 6,824,175	105.39%
Prepared Food Tax	625,000	735,088	117.61%
Room Occupancy	590,000	522,352	88.53%
Franchise Tax	900,000	782,436	86.94%
Sales Tax	1,200,000	1,385,745	115.48%
Storm Water	405,000	349,634	86.33%
Powell Bill	201,760	207,614	102.90%
Other	1,426,735	1,741,001	122.03%
Appropriated F/B - Cultural Reserve	68,000	68,000	100.00%
Appropriated F/B - Restricted Police	166,000	166,000	100.00%
Appropriated F/B - Stormwater	12,000	12,000	100.00%
Appropriated F/B General	670,925	670,925	100.00%
Total	\$ 12,740,420	\$ 13,464,970	105.69%
Expenditures			
Governing Board	\$ 210,861	\$ 251,901	119.46%
Administration	792,274	596,928	75.34%
Zoning	329,513	291,508	88.47%
Police	5,142,487	4,876,561	94.83%
Fire	2,097,600	1,986,652	94.71%
Public Works	711,005	605,499	85.16%
Storm Water	422,488	346,465	82.01%
Powell Bill	594,000	522,314	87.93%
Sanitation	437,750	379,359	86.66%
Recreation	576,139	376,305	65.32%
Cultural/Tourism	1,334,503	1,210,705	90.72%
Cemetery	4,000	1,498	37.45%
Contingency	87,800	-	0.00%
Total	\$ 12,740,420	\$ 11,445,695	89.84%

Town Of Pineville
Johnston Road Realignment
5/31/19

	FY17	FY18	FY19	Total Project	Project Budget
<u>Road Realignment Revenue</u>					
DOT grant	-	-	-	-	
General Fund Balance				1,957,000	1,957,000
Total Road Realignment Revenue	-	-	-	1,957,000	1,957,000
<u>Road Realignment Expense</u>					
Land/Building	-	731,228	6,586	737,814	725,000
Engineering	-	74,089	47,278	121,367	307,000
Construction	-	-		-	925,000
Total Road Realignment Expense	-	805,317	53,863	859,180	1,957,000

Town Of Pineville
Splash Pad/Dog Park
5/31/19

	FY17	FY18	FY19	Total Project	Project Budget
Cultural & Tourism Reserves	-			361,460	361,460
Part F Grant	-	-	129,465	361,460	361,460
Transfer from Cultural & Tourism					50,000
Total Part F Grant Revenue	-	-	129,465	722,920	772,920
Part F Grant Expense					
6201.7200.70	32,656	61,816	238,217	332,688	772,920
6201.7400.70			50,181	50,181	
Total Part F Grant Expense	32,656	61,816	288,398	382,869	772,920

Town of Pineville
Electric Fund
5/31/2019

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Electric	12,989,851	11,039,650	84.99%
Expenditures			
Administration & Billing Support	468,371	453,395	96.80%
Purchased electricity	9,146,980	7,479,412	81.77%
Operations and Maintenance	3,374,500	1,598,751	47.38%
Total	<u>12,989,951</u>	<u>9,531,559</u>	<u>73.38%</u>

Town of Pineville
ILEC Telephone Fund
5/31/2019

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Revenues	1,604,540	1,416,561	88.28%
Telephone Reserves	1,510,610	1,510,610	100.00%
Total Revenue	<u>3,115,150</u>	<u>2,927,171</u>	93.97%
Expenditures			
Operating Transfer Out	499,357	499,357	100.00%
Operating Expenses	1,216,043	1,069,943	87.99%
Plant under Construction	<u>1,399,750</u>	<u>186,158</u>	<u>13.30%</u>
Total	3,115,150	1,755,458	56.35%

Town of Pineville
CLEC Telephone Fund
5/31/2019

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Revenue	999,254	994,167	99.49%
Transfer from ILEC	499,357	499,357	100.00%
Total	<u>1,498,611</u>	<u>1,493,524</u>	99.66%
Expenditures			
Operating Expenses	1,347,211	1,457,764	108.21%
Plant under Construction	<u>151,400</u>	<u>14,213</u>	<u>9.39%</u>
Total	<u>1,498,611</u>	<u>1,471,976</u>	98.22%

**A PROCLAMATION BY THE MAYOR OF THE TOWN OF PINEVILLE
DECLARING THE MAY 15 – JUNE 15, 2019 AS
"TOURETTE SYNDROME AWARENESS MONTH &
JUNE 4TH AS TOURETTE SYNDROME AWARENESS DAY"**

WHEREAS, Tourette Syndrome is an inherited neurological disorder that is characterized by involuntary physical and vocal tics that occur many times a day; and

WHEREAS, Tourette Syndrome is often accompanied by other mental health disorders such as attention deficit and obsessive-compulsive disorder, learning disabilities, and anxiety; and

WHEREAS, Tourette Syndrome and tic disorders affect 1 in 100 children. More than 22,871 school age children in the State of North Carolina alone are dealing with Tourette Syndrome and although some of these cases are aided by medication, there is no standard treatment or known cure for the disorder; and

WHEREAS, there is an important need for more professional help with interest and expertise to identify, counsel, and treat people with Tourette Syndrome, a disorder that is often misdiagnosed and misunderstood; and

WHEREAS, positive actions to assist children and families living with Tourette Syndrome would result from a broadening of public and professional knowledge and acceptance of Tourette Syndrome; and

WHEREAS, the Tourette Association's Greater Carolinas Group, are actively providing services to families, educating medical professionals and teachers, and supporting research to better understand the signs and treatments of TS;

NOW THEREFORE BE IT RESOLVED that [May 15 through June 15, 2019](#) will be recognized as "Tourette Syndrome Awareness Month" and specifically, [June 4th](#) as TOURETTE SYNDROME AWARENESS DAY in Pineville, North Carolina, as a special month to promote understanding, compassion, and acceptance for all of our fellow citizens who deserve and need our support to break the stigma that surrounds Tourette Syndrome.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the **GREAT SEAL OF PINEVILLE** to be affixed on this 11th day of June in the year of our Lord two thousand and nineteen.

Mayor Jack Edwards





Pineville Town Hall
P.O. Box 249
Pineville, NC 28134
Telephone: 704-889-2291

MEMORANDUM

TO: MAYOR EDWARDS AND TOWN COUNCIL

FROM: FINANCE DEPT

SUBJECT: TAX REFUND

DATE: 5/31/2019

Please approve the following tax refund during the June 2019 council meeting. Total refund due \$140.05, to International Minute Press at 209 Main Street, Pineville NC 28134. Reason for refund is business closed.

Approval: _____ Date _____

PINEVILLE Refunds

Tax Year	Bill Number	Adj #	Adj Reason	Date of Adj.	Refund Recipient Name	Refund Address Line 1	City	State	Zip	Refund Amount (\$)
2016	0001517430-2016-2016-0000-00	574785	Business Closed	4/25/19	INTERNATIONAL MINUTE PRESS	209 MAIN STREET	PINEVILLE	NC	28134	140.05
									Total	\$ 140.05

OLD BUSINESS

A. Splash Pad Group Rates

MEMO

To: Mayor and Council

From: Kristy Detwiler,
Director Parks and Recreation

Date: 6/5/19



Re: Splash Pad Group Rates

Action Requested: Approval of Group Rates, days and times for Splash Pad

Group rates and rental days/times (see attached)

Fee: \$1.00 per child or \$1.50 per child for groups of 8 or more

Days: Monday, Wednesday and Friday

Times: 2 hour rental time block (10:00am – 12:00pm and 12:00pm – 2:00pm)

Pineville Splash Pad

Open Memorial Day to Labor Day

Monday - Friday: 10:00am - 7:00pm

Saturday 10:00am - 6:00pm

Sundays: 1:00pm - 6:00pm

WEEKENDS ONLY UNTIL JUNE 8, 2019

NO FEE FOR INDIVIDUALS

Proposal 1

Group Reservations MWF ONLY in 1 or 2 hour time slots

Time Blocks: 10am-12pm or 12pm-2pm

Maximum group size is 50

Group Fee: \$50.00 (\$1.00/per child) or \$75 (\$1.50/per child)

Proposal 2 With Shelter

Group Reservations MWF ONLY in 1 or 2 hour time slots (see above)

Time Blocks: (10am-12pm) or (12pm-2pm)

Maximum group size is 50

Group Fee: Additional \$50 with shelter (\$100 @ \$1.00 /per child or \$125 @ \$1.50/per child

Any group of 8 or more must make reservations (M/W/F ONLY)

Group reservation leader must check in at the Community Center

Groups may only make one reservation per month

Park staff will make routine checks during operating hours

NEW BUSINESS

- A. Set Tax Rate/Electric Rates and all other town fees**
- B. Adopt FY2019-20 Budget Ordinance**
- C. FY2018-19 Budget Amendment**
- D. Adopt Revisions to the Employee Handbook**
- E. Discussion of CGI**
- F. Staff Update:**
 - 1) Manager's Report*
 - 2) Calendar of Events*

Town of Pineville

Schedule of Fees

Administration

Notary – \$3
Copies (8.5 x 11) – \$.15 per page
Audio/Information on CD – \$5
Returned Check – \$25

Planning and Land Development

Sign Permit – \$15
Zoning Verification – \$25
Copies (8.5 x 11) – \$.15 per page
Plotted Maps – \$10
Standard Maps (printed from regular printer) – \$3
Large Format Scans – \$20/page
Subdivision Ordinance – 50 pages, \$7.50
Zoning Ordinance – 234 pages, \$35
Overlay District (color) – 60 pages, \$30
Information on CD- \$5
Returned Check- \$25

Subdivision

Preliminary Plan Residential (Major) – \$500 plus \$5 per lot/unit
Preliminary Plan Residential (Minor) – \$150 plus \$5 per lot
Preliminary Plan Commercial, Mixed-Use, and All Other – \$800 plus \$5 per lot
Lot Recombination – \$50

Final Plats

Final Residential Subdivision Plat (Major)- \$150
Final Residential Subdivision Plat (Minor) – \$150
Final Plat All Others – \$150
Revisions to Final Plats – \$50

Variances and Appeals

Subdivision Variance or Appeal – \$350
Residential Variance or Appeal (Individual Homeowner) – \$150
Commercial, Mixed-Use, and All Other Variance or Appeals – \$350

Rezoning and Conditional Uses

Single Family Residential to Single Family Residential- \$1000 plus \$2.50 per property notification

RMX, Commercial, and All Other- \$1000 plus \$2.50 per property notification

Conditional Use Permit- \$500

Conditional District (in addition to rezoning fee)- \$250

Text Amendments

Text Amendments- \$400

Site Plan Review

Sketch Plan Review- \$0

Class I All Individual Residential Permits (where required) such as accessory structures, additions, etc. – \$30

Class II Accessory Non-Residential Permits (where required) such as ATM's, dumpsters, walls, fences, etc.- \$75

Class III parking lots, façade modifications, canopies, change of uses, and expansions up to 5,000 sqft.- \$100

Class IV Construction and Expansion from 5,000 to 30,000 sqft.- \$200 plus \$10/acre

Class V Construction, Expansion, and Similar over 30,000 sqft.- \$500 plus \$10/acre

Re-Review Fee (3rd and subsequent reviews) – \$50/hour

Utilities

Deposits

Residential (Rental only)- electric: \$125

telephone: \$60 per line

Business- electric: \$400

telephone: \$60 per line

Restaurant/Lounge- electric: \$1,000

telephone: \$60 per line

Reconnect Fees

Residential- electric: \$50

Residential : Telephone & Internet Reconnect Fee: \$5 IPTV Reconnect Fee \$50

Business- electric: \$200
telephone: \$5, Internet \$5.00

Meter Tampering- \$150

Returned Check- electric: \$37 telephone: \$37

Copies- electric: \$.15/page telephone: \$.15/page

1. Electric Deposits will be returned upon Termination of Service. Telephone Deposits are returned after 1 year of uninterrupted service plus 8% interest.

2. Electric reconnect fees will be required for businesses for up to two disconnects. Upon the third disconnection, a reconnect fee and an additional deposit will be required.

3. The minimum refund will be \$5.00.

Pineville Communication Systems

Residential Phone Line – 27.00 (not including tax, toll, features or long distance)

Business Line Rates – 37.00 (Single - not including tax, toll, features or long distance)

IPTV

Expanded Basic - \$67.99 **equipment, HD access, and Premium programming additional charge

Limited Basic – \$24.99 **equipment and Premium programming additional charge

Lifeline Basic-\$24.99**equipment additional charge... this package is local programming only cannot add and Premium Channels if customer is subscribed to this offering.

Broadband residential new rate packages:

50M	\$ 45.95
100M	\$ 55.95
200M	\$ 75.95
300M	\$ 92.95
1GIG	\$ 105.95

Broadband business new rate packages:

50M	\$ 100.95
100M	\$ 125.95

200M	\$ 165.95
300M	\$ 200.95
1GIG	\$ 299.95

Police

Report Copies – \$2 per copy
 Fingerprinting – \$15 per card
 Commercial Vehicle Permit – \$25 per day (M-F)/\$50 Saturday
 Golf Cart Permit - \$25
 Returned Check – \$25
 Gold Exchange Permit:
 Fingerprinting per Employee - \$38

Parks and Recreation

Hut Rental Fees (all fees include a \$100 refundable deposit)

Wedding Package

Resident - \$1,000, w/backyard \$1,100
Non-resident - \$1,200, w/backyard 1,400

Hut Weekday Rental Fees

city resident: \$350
 non-resident: \$550

Hut Weekend Rental Fees

city resident:

5 hr= \$450
8 hr= \$600
extra hour= \$50

non-resident:
5 hr= \$650
8 hr= \$800
extra hour= \$75

Audio Video Rentals

Screen Only- \$50
Mic. Only- \$50
All A/V- \$250

BJCC Rental Fees

(all fees include a \$50
refundable deposit)

Dining Room (M-Th
mtg's only - Pineville
residents only) - \$15/hr.

Dining Room/Kitchen

city resident: \$35/hr.
non-resident: \$50/hr.

Gym

city resident: \$35
non-resident: \$35
for profit events: \$50

Guest Fee Open Gym-
\$5/day

Shelter Rental

Weekday Rental-

**Small Shelters at Jack
Hughes Park and
Small Shelter Lake
Park**

city resident weekday

(M-Th):

1/2 day= \$10

All day: \$20

non-resident weekday

(M-Th):

1/2 day= \$40

All day: \$80

Weekend Rental-

city resident:

1/2 day = \$25

all day= \$50

non-resident:

1/2 day = \$60

all day= \$120

Medium Shelter –

Lake Park

city resident weekday:

1/2 day= \$15

All day: \$30

non-resident weekday :

1/2 day= \$55

All day: \$110

Weekend Rental-

city resident: 1/2 day =

\$25 all day= \$50

non-resident: 1/2 day =

\$75 all day= \$125

Large Shelter – Lake

Park

city resident weekday:

1/2 day= \$25

All day: \$50

non-resident weekday :

1/2 day= \$75

All day: \$150

Weekend Rental-

city resident: 1/2 day =
\$40 all day= \$60

non-resident: 1/2 day =
\$100 all day= \$175

Stage Rental Fee-
\$50/hr.

Summer Camp Fees

First child

city resident: \$75/week
non-resident: \$95/week

Second child

city resident: \$65/week
non-resident: \$85/week

After Camp Fees

city resident: \$30/week
non-city resident:
\$40/week

Some programs and fees are based on the number of participants. All other class fees are not set rates due to instructor cost and materials.

Fall Fest Fees

Business & Art

Vendors -- \$50 for
10'x10' space or \$100
for 20'x20'

Food Vendors -- \$100-
\$500 depending on size
of space required and
food options



Memorandum



To: Mayor and Town Council

From: Ryan Spitzer

Date: 6/6/2019

Re: FY 19-20 Budget

Overview:

Town Council held the Public Hearing for the FY 19-20 Budget at the May Town Council Meeting. There was no public comment at this time. Since the Public Hearing, Town Council, has agreed to reduce the Ad Valorem rate by another \$0.02 to \$0.33 per \$100 of valuation. This, in total, is a \$0.05 reduction from the current FY 18-19 rate of \$0.38 per \$100 of valuation.

This decrease in the Ad Valorem rate reduced expected revenue by approximately \$480,000, which is seen in the reduction of the Contingency line item. Also, \$143,000 was added to Powell Bill expenses for work that is anticipated on Lakeview and Lynnwood in the upcoming fiscal year.

Attachments:

Town Manager Budget Message
Budget Ordinance
CIP
5 Year Projection

Recommendation:

Adopt the Proposed FY 19-20 Budget



FY 2019-2020 Budget Message

Over the last six months, Pineville staff members have worked to finalize the proposed 2019-2020 Fiscal Year Budget. This year's total budget of \$36,856,127 for General Fund, Restricted Fund, Telephone, Electric Fund, and Capital Improvement Plan is presented in a balanced format, with careful consideration in mind to the continuing the high service level standards the Town of Pineville wishes to provide.

This year was a reevaluation year for Mecklenburg County and subsequently the Town of Pineville. The new valuation of real estate within in the town increased by an average of 42.7%. Commercial properties had the largest increase averaging around 65% per parcel. The increase in valuation of real estate as well as the potential sale of properties accounted for the majority of the increases within the General Fund. The increase in revenue was used to invest in infrastructure projects that had been put off for many years. Town Departments' operating expenses held flat from last year.

Town Council made the decision, because of the increase in reevaluation, to drop the tax rate from \$0.38 to \$0.33 while still funding critical infrastructure projects and projects to increase the quality of life of residents in Pineville. Below is a synopsis of the General Fund, Electric Fund and Telecommunications Fund as well as major investments in the Capital Improvement Plan (CIP).

General Fund

In developing the budget proposal for the General Fund Departments, each department was evaluated to determine priority services and expenditures, as well as evaluation of past trends in the expenditures of each department. Department level spending stayed relatively flat to last year. The major factors in the increases were due to increases in health insurance costs and the funding of capital projects.

As the Town is looking at how to not only improve itself now, but well into the future, the implementation of a Capital Improvement Plan (CIP) was started last year that will help the Town identify and plan for larger capital expenditures over a 5-10 year period. The CIP was expanded this year so Council could get a look at expenditures five (5) to eight (8) years in the future for planning purposes. When looking five (5) years in the future and accounting for a three percent growth rate in costs it was discovered that the town will have a deficit the next two years and then will have a surplus in years four (4) and five (5). Because of this Council decided to put some funds in the fund balance in anticipation of

spending it next year so as not to have to raise taxes. One of the major CIP projects that will be paid off this year is the debt payment for Jack Hughes Park.

Revenues

As stated above revenues increased by \$5.4 million over the previous year. This was due to both the reevaluation as well as the one time receivable of \$3.5 million from the sale of assets. All other revenue projections have remained relatively flat from the previous fiscal year.

The reevaluation this year had the taxable property in the town increase by about 42%. As part of any reevaluation, the Town must look at what a revenue neutral rate would be given the historical growth of the town since the last valuation. This growth rate was 2.1%. With the growth rate factored in the revenue neutral rate would be \$0.273, or \$0.10 lower than the tax rate is currently.

Council has determined, due to significant investments in capital that the tax rate would decrease by \$0.05 to \$0.33 in the upcoming budget year. There are no fee increases in this fiscal year from last fiscal year. In addition, as has been the general guidance of Town Council, there will be no charges for services such as solid waste and vehicle registration. Most other municipalities in Mecklenburg County charge for both of these.

Expenses

In the Fall of 2018 Town Council had a Strategic Visioning Retreat where they established their one (1), three (3), and five (5) year goals. Most of these goals had to do with quality of life for residents and improving mobility for residents to move through town. Department Heads were given the directive to budget towards meeting these strategic goals in order to realize the vision of the Town Council. This is why the operating budgets of the general fund departments are remaining relatively flat. The main cost drivers are related to studies so the town can have a good foundation to build from and be able to spend money where it will have the biggest impact as well as beginning on the infrastructure projects that the town has had to put off. I will go through some of the pillars Town Council set during the strategic visioning process and how we are meeting those through the General Fund Budget. I will also include some highlights of Capital Projects.

Pillar 3: Improve Infrastructure. The received about \$200,000 a year from the State of North Carolina to do street surface repair. Oftentimes this is not enough money to do all of the repairs that are needed so we have to prioritize projects as well as augment this money with general fund dollars. This year we have committed over \$500,000 more dollars to do street improvements. These projects will help with flooding of people's yards, pothole repairs, and infrastructure improvements on Lynwood and Lakeview that are drastically necessary.

This budget also is investing in a mobility plan that will provide the town with a blueprint of where to improve or build new sidewalks, where to create bike lanes, and investments in other multi-modal transportation that will enhance opportunities to connect all neighborhoods with economic centers and other attractions in town. There will also be a commitment of \$120,000 a year moving forward to preform projects in the mobility plan.

The town is also funding a new town hall and library in this budget that will give residents a place to meet and gather and a one-stop shop for town needs. This project will be a combination building that will have a 20,000 sqft library on the first floor with a town hall above. We see this as not only an amenity for citizens, but also an economic development tool for the Town.

Pillar 4: Improve Amenities. The debt obligation for Jack Hughes Park will be paid off in this budget. This will allow the town to spend the remaining \$150,000 on an all-inclusive, ADA accessible playground at the Belle Johnston Community Center, which will benefit all kids in the community. Because the debt obligation will be done in FY19-20 Budget the town will embark on a Parks and Recreation Master Development Plan update that will receive input from citizens on what they want in a Parks and Recreation Program in the future. We will use this study to program the future capital improvements for park amenities for years to come.

Town Council has been committed to the Arts scene for many years. This year is no different. Included is funding for the ASC, additional funding for Pineville Players, and increased involvement in bringing arts and cultural activities to the town throughout the year. These investments provide Pineville citizens with a wide array of quality of life activities that are necessary for a top class municipality to provide.

Pillar 2: Promote Economic Development. As stated above the town is investing in a new town hall and library building that will promote economic development downtown. This also comes with still actively promoting the Cone Mills site and beginning infrastructure improvements on site. The Brownfields Agreement and designation will be completed in June 2019.

Finally, the backbone of any good organization is good employees. Town Council has committed to raising the minimum wage for each employee in this budget to \$15 per hour and also spend \$50,000 on merit increases for employees that was begun in January 2019 as an outcome to the salary and compensation study conducted. Council has made the commitment to continue with these investments in to the future to make sure our employees are fairly compensated against surrounding municipalities.

Enterprise Funds

The Enterprise Funds of the Town of Pineville consists of the Electric Fund and the ILEC and CLEC Funds for the operation of Pineville Communication System (PCS). PCS is a locally owned internet, television, and telephone company that serves areas of Pineville. These funds are self-sustaining meaning that no General Fund dollars are used to augment their operation. Revenues received through services are used to fund expenditures.

Revenues

The Electric Fund will see a one-time payment of \$1.75 million from a bond proceed repayment as part of the town being a part of NCMPA1. This proceed coupled with better than expected wholesale prices for electricity will mean that the Town will not have to raise rates this year to cover expenses. This will be the third year in a row where electric rates for Pineville customers have not changed. Other electric providers have not been able to do this for its customers in Pineville.

In FY 2018-2019 PCS conducted a study to obtain a strategic vision of where the telecommunications industry is moving to in the future. This was the first study of this type that PCS has undertaken and will

be completed in June 2019. This will allow PCS and the town to move the company towards those services that will be growing in the future and focus on those services for the future viability of PCS. This industry is fast changing and PCS needs to stay nimble in its availability to change, which is often not a core function on how governments are supposed to work. Over the past year, PCS has been keeping track of services purchased by customers. As can be expected with the current industry trends, internet has been the service that has grown. This is buoyed by the fact that PCS can offer gig service to customers throughout town.

Expenses

As has been the theme throughout this year's budget, the Electric Fund is significantly funding capital projects and employees. There is \$2.2 million proposed for funding capital projects such as the last phase of the mall upgrade, automated metering technology and asset management.

These projects will increase reliability and efficiency within the town's system. The town already has a reliability rate of 99.99%, but there is always room to improve. Upgrades to the mall will increase the reliability of the infrastructure for the town's largest customer. By reducing power outages at the mall the town improves customer service and allows the mall to operate at its highest possible level. The automated metering system, which the town is starting with a pilot of ten (10) customers this year, will decrease the amount of time workers are spent doing manual reads. This will increase the efficiency of workers allowing them to focus on other service level projects such as streetlights, infrastructure repair, and assisting other departments in a timely manner. Finally, an asset management system or SCADA system incorporated in to the new substation will allow for real-time diagnostics of problems. The SCADA system will allow the manager on duty to diagnose problems in a quick manner after working hours.

The operating budget of PCS will be similar to previous year's budget, where general operating and capital requests are funded by revenue generated by the sale of services. For capital projects, it is anticipated to pull from the reserve funds. It is anticipated that PCS will spend \$1.5 million on plant under construction to keep up with growth in Pineville as well as to get high-speed internet in areas that currently is not at. These capital projects are to keep up with current and future demand for services because if the infrastructure is not deployed at the beginning of projects then customer uptake becomes harder and buildout becomes more expensive.

Lastly, In this year's budget we are also making a commitment to employees in the Electric Department and PCS, just like we are in the General Fund. Without our employees we could not provide the high level of service that we do. The Town is spending \$80,000 in merit increases for the Electric Department as well as hiring a new lineman to improve the productivity of the crew.

Closing Remarks

I would like to thank each of the Department Managers, as they have been an integral part of the budget development process. Each department manager really looked at their respective budgets and presented to me items that were necessary for the daily operation of their department. I would also like to thank our Finance Director, Mr. Richard Dixon, for his assistance with the creation of the proposed

budget. Richard works hard on putting the information together and getting all of the changes positioned in to the document.

I would also like to thank each of the Town Council members for their direction and insight into how they envision both the short and long-term future of the Town. Your knowledge and input has been a tremendous resource for us as we worked through the development of the proposed budget. We are excited about the new details provided in this budget, and we feel confident that the Town is taking steps forward and improving upon what is truly a great place to live, work, and play.

Respectfully,

Ryan Spitzer
Town Manager
Town of Pineville

**TOWN OF PINEVILLE, NORTH CAROLINA
BUDGET ORDINANCE
FY20**

BE IT ORDAINED by the Governing Board of the Town of Pineville, North Carolina:

Section 1. The following amounts are hereby appropriated in the General Fund at the function level for the operation of the town government and its activities for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

General Government	\$ 6,241,640
Public Safety	6,302,889
Transportation/Public Works	1,663,628
Environmental Protection	1,035,375
Recreation/Cultural/Tourism	1,965,763
Contingency Appropriation	<u>100,000</u>
	\$ 17,309,295

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Current year Ad Valorem Taxes - Property	\$ 7,871,500
Current year AD Valorem Taxes – DMV	294,795
Payment in Lieu of Taxes	40,000
Powell Bill Funds	180,000
Franchise Taxes	900,000
Local Option Sales Tax	1,400,000
Storm Water Funds	405,000
Room Occupancy Tax	610,000
Prepared Food Tax	675,000
U Drive It Tax	250,000
Sale of Fixed Asset	3,500,000
Other Revenues	789,815
Appropriated Cultural & Tourism	88,185
Appropriated General Fund – Police Restricted	205,000
Interest on Investments	<u>100,000</u>
	\$ 17,309,295

Section 3. The following amounts are hereby appropriated at the fund level in the Emergency Telephone System Fund for the operation of the emergency telephone operations for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Emergency System Operations & Capital Outlay	\$ <u>73,459</u>
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Section 4. It is estimated that the following revenues will be available in the Emergency Telephone System Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Emergency System Revenues	\$ 72,759
Interest on Investments	<u>700</u>
	\$ 73,459

Section 5. The following amounts are hereby appropriated at the fund level in the Electric Fund for the operation of the electric utility for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Electric Operations and Capital Outlay	\$ 14,438,143
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Section 6. It is estimated that the following revenues will be available in the Electric Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Electric Usage Charges	\$12,577,143
Proceeds from Refunding	1,750,000
Interest on Investments	10,000
Rental Income	30,000
Other Income	<u>71,000</u>
	\$14,438,143

Section 7. The following amounts are hereby appropriated at the fund level in the ILEC Telephone Fund for the operation of the telephone utility for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Telephone Operations & Capital Outlay/ILEC	\$ 2,317,046
Transfer to CLEC	<u>357,749</u>
	\$ 2,674,795

Section 8. It is estimated that the following revenues will be available in the ILEC Telephone Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

ILEC	\$ 1,314,345
Interest on investments	150,000
Telephone Reserves	<u>1,210,450</u>
	\$ 2,674,795

Section 9. The following amounts are hereby appropriated at the fund level in the CLEC Telephone Fund for the operation of the telephone utility for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Telephone Operations & Capital Outlay/CLEC	1,391,353
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Section 10. It is estimated that the following revenues will be available in the CLEC Telephone Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

CLEC	\$ 1,033,604
Transfer from ILEC	<u>357,749</u>
	<u>\$ 1,391,353</u>

Section 11. The following amounts are hereby appropriated at the fund level in the Rate Stabilization Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Rate Stabilization Operations	\$ 4,000
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Section 12. It is estimated that the following revenues will be available in the Rate Stabilization Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Interest on investments	\$ 4,000
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Section 13. There is hereby levied a tax at the rate of thirty-three cents (\$0.33) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2019, for the purpose of raising the revenue listed as “Current year’s taxes” in the General Fund in Section 2 of this ordinance. This rate is based on a total valuation of property for the purposes of taxation of \$2,577,744,768 and an estimated rate of collection of approximately 96.0%.

Section 14. The Budget Officer and/or Finance Director are hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. Amounts may be transferred between line item expenditures within a function without limitation and without a report being required. These changes should not result in increases in recurring obligations such as salaries.
- b. Amounts up to \$50,000 may be transferred between functions, including contingency appropriations, within the same fund. An official report on such transfers must be made at the next regular meeting of the Governing Board.

c. Amounts may not be transferred between funds, except as approved by the Governing Board in the Budget Ordinance as amended.

Section 15. Copies of this Budget Ordinance shall be furnished to the Clerk to the Governing Board and to the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 11th day of June, 2019.

_____ John Edwards, Mayor

_____ Barbara Monticello, Town Clerk

8 Year CIP Projections

Costs Estimate	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Administration								
Economic Development	\$3,500,000	\$3,500,000		\$24,763	\$10,300	\$10,609	\$10,927	\$11,255
IT capital	\$35,000	\$35,000	\$30,000	\$10,000	\$10,300	\$10,609	\$10,927	\$11,255
Computers	\$35,000	\$35,000	\$30,000	\$10,000	\$10,300	\$10,609	\$10,927	\$11,255
Town Hall (20yr@4%)	\$11,500,000	\$35,000	\$30,000	\$10,000	\$10,300	\$10,609	\$10,927	\$11,255
Town Hall Arch/Eng (15%)	\$1,725,000	\$836,253	\$836,253	\$836,253	\$836,253	\$836,253	\$836,253	\$836,253
Economic Development-Infrastructure		\$862,500	\$500,000					
		\$500,000	\$500,000					
		\$4,932,500						
Fire Department								
New building/land (20yr@4%)	\$4,200,000		\$305,414	\$305,414	\$305,414	\$305,414	\$305,414	\$305,414
Building Arch/Eng (15%)	\$480,000	\$240,000	\$240,000					
Engine Truck (2005) - 10yrs@3%	\$800,000	\$92,699	\$92,699	\$92,699	\$92,699	\$92,699	\$92,699	\$92,699
Engine Truck (2005) - 10yrs@3%	\$825,000	\$92,699	\$92,699	\$92,699	\$92,699	\$92,699	\$92,699	\$92,699
Engine Truck (2010) - 10 yrs@3%	\$900,000	\$92,699	\$92,699	\$92,699	\$92,699	\$92,699	\$92,699	\$92,699
Heater Replacement - 4	\$17,000							
Vehicle-Tahoe	\$50,000	\$41,000						
Equipment for new ladder truck	\$68,000	\$68,000						
		\$176,000						
PD								
Vehicles (4)	\$220,000	\$226,600	\$233,398	\$240,400	\$247,612	\$255,040	\$262,692	\$270,572
Public Works								
Lowry St	\$500,000	\$500,000						
Sidewalks		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Mobility Connections (study FY2020)		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
MAC Scan Tablet	\$4,000							
Bobcat Mini	\$34,000	\$17,000						
Electric Spreader	\$6,800	\$3,400						
Dingo Wide Track	\$39,439	\$39,439						
Snap-on Zues, Euro Scan Tool	\$11,690	\$11,690						
Scag Turf Tiger	\$12,149	\$12,149						
Z3 standon blower	\$9,199	\$9,199		\$9,199				
Billy Goat 2500S/Debris Truck Loader	\$4,890	\$4,890		\$4,890				
		\$24,400						
Cultural/Tourism								
Project		\$338,500	\$338,500	\$338,500	\$338,500	\$338,500	\$338,500	\$338,500
Sidewalk Repair - lake park		\$148,000	\$7,000					
Mower Lift	\$7,000	\$7,000						
Accessible Playground	\$150,000	\$150,000						
Trash Cans - Lake Park	\$16,000	\$16,000						
Ford F-150	\$36,000	\$36,000						
		\$298,000						

8 Year CIP Projections

	Costs Estimate	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Parks and Recreation									
Roof at BJCC		\$56,000							
A/C replacement		\$6,500	\$6,500						
Dehumidifier at the HUT		\$8,500	\$8,500						
Trash Cans		\$8,250	\$12,000						
			\$76,500						
Stormwater									
Bobcat Mini		\$34,000	\$17,000						
Electric Spreader		\$6,800	\$3,400						
Ravo (Vac Truck)		\$300,000	\$300,000						
Concrete Floor - Building #2		\$17,500	\$17,500	\$17,500					
Meyer Lot Pro Snow Plow		\$7,610				\$7,610			
			\$20,400						
Powell Bill									
Paving		\$783,913	\$807,430	\$831,653	\$856,603	\$882,301	\$908,770	\$936,033	\$964,114
Sidewalks Repairs		\$50,000	\$55,000	\$60,500	\$66,550	\$73,205	\$80,526	\$88,578	\$97,436
		\$833,913							
Total - General Fund:	\$24,841,327	\$6,531,713	\$5,218,871	\$3,823,204	\$3,027,970	\$3,036,593	\$3,070,510	\$3,113,795	\$3,263,228
Telephone									
ILEC - CIP		\$1,185,450	\$150,000						
CLEC -CIP		\$175,800	\$135,000						
Capital		\$25,000							
		\$1,386,250							
Total - PCS:									
Electric									
Vehicles		\$45,000							
Carolina Place Mall Infrastructure		\$500,000							
Substation Improvements		\$200,000							
Residential Developments		\$250,000	\$200,000						
Industrial Drive Infrastructure		\$300,000	\$300,000	\$300,000	\$300,000				
Electric Storage Lot		\$300,000	\$300,000	\$300,000	\$300,000				
Asset Management		\$200,000	\$200,000	\$250,000	\$300,000				
AMI		\$500,000	\$700,000						
		\$2,295,000	\$1,400,000	\$550,000	\$600,000				
Total - Electric:									
Total - Enterprise Funds		\$3,681,250	\$1,400,000	\$550,000	\$600,000	\$0	\$0	\$0	\$0
Grand Total:		\$10,212,963	\$6,618,871	\$4,373,204	\$3,627,970	\$3,036,593	\$3,070,510	\$3,113,795	\$3,263,228

5 Year Projection

	FY20	FY21	FY22	FY23	FY24
Revenue	\$ 17,309,295	\$ 14,697,299	\$ 14,844,272	\$ 14,992,714	\$ 15,142,642
Salary and Benefits	5,714,872	5,886,318	6,062,907	6,244,794	6,432,138
Operating Expenses	4,324,130	4,453,854	4,587,470	4,725,094	4,866,846
Debt Service	638,580	228,150			
Contingencies	100,000	103,000	106,090	109,273	112,551
Total Expenses	10,777,582	10,671,322	10,756,467	11,079,161	11,411,536
Net Rev/Exp	6,531,713	4,025,977	4,087,805	3,913,554	3,731,106
Projected capital	6,531,713	5,218,871	3,823,204	3,027,970	3,036,593
Net over/under	\$ 0	\$ (1,192,894)	\$ 264,601	\$ 885,584	\$ 694,513

**TOWN OF PINEVILLE
BUDGET AMENDMENT**

WHEREAS, the Governing Board of the Town of Pineville, North Carolina adopted on the 12th day of June, 2018, the Town of Pineville budget for the fiscal year beginning July 1, 2018 and ending on June 30, 2019; and

WHEREAS, it is appropriate to amend the accounts in the fund listed for the reasons stated;

NOW, THEREFORE, BE IT ORDAINED by the Governing Board of the Town of Pineville, North Carolina, that in accordance with the authority contained in G.S. 159-15, the following accounts are hereby amended as shown and that the total amounts are herewith appropriated for the purposes shown.

Section 1: To amend the General Fund, the appropriations are to be changed as follows:

Department	Number	Decrease	Increase
Police - Capital	5100		52,136
Police - Operating expenses	5100		149,000
Governing Board	4900		<u>91,000</u>
Total			292,136

Section 2: To amend the General Fund, the estimated revenues are to be changed as follows:

	Number	Decrease	Increase
Current Year Taxes	3010		<u>292,136</u>
Total			292,136

**To amend appropriations for final payment for Police radios, UPS system and increased operating expenses.
To amend Governing Board appropriations for Brownfield assessment expenses.**

Section 3: To amend the 911 PSAP Fund the appropriations are to be changed as follows:

Department	Number	Decrease	Increase
911-PSAP	5102		50,000

Section 4: To amend the 911 PSAP Fund, the estimated revenues are to be changed as follows:

	Number	Decrease	Increase
911-PSAP fund balance	9999		50,000

To amend 911 PSAP for new police radio cost allocation

Adopted this 11th day of June, 2019

Town of Pineville, North Carolina

John Edwards, Mayor

ATTEST:

Barbara Monticello
(Seal)

Memorandum



To: Mayor and Town Council

From: Ryan Spitzer

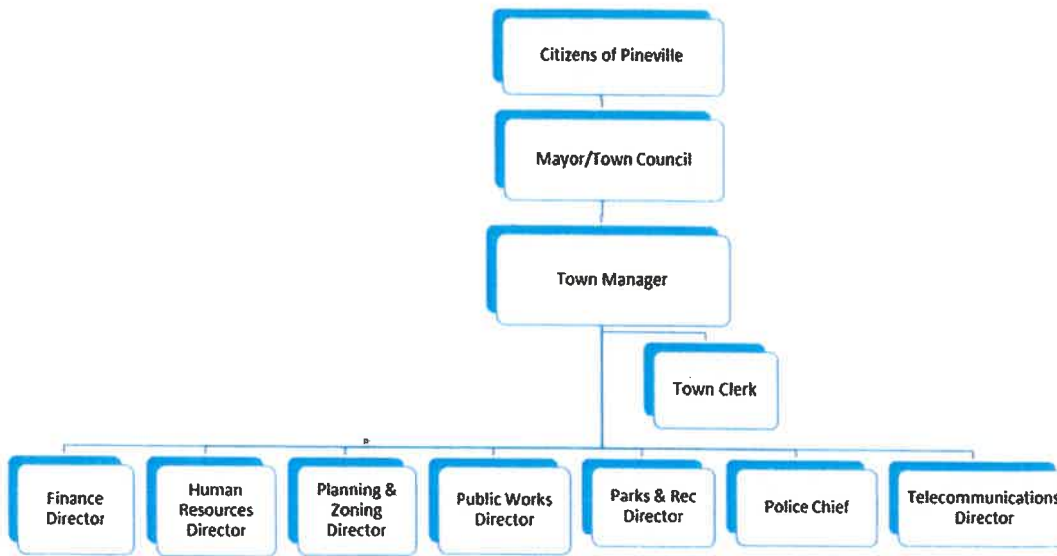
Date: 6/6/2019

Re: Revisions to Employee Handbook

Overview:

The Town of Pineville has revised the Employee Handbook as part of the Pay and Classification that was conducted. The major change to the Handbook was with the HRA and Health Benefits section for retirees. The Town also added a section for Voluntary Shared Leave. All other changes were grammatical or minor. Below are the changes with page numbers for quick identification:

Organization Chart-removed Utilities from the Telecommunications Director Title



ADA and ADAAA-clarified the title and section

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) prohibits discrimination in employment against people with disabilities. It requires employers to make reasonable accommodations to the known physical or mental limitations of a qualified applicant or employee, unless such accommodation would impose an undue hardship on the employer. Reasonable accommodations include, but not limited to, such actions as making worksites accessible, modifying existing equipment, providing new devices, modifying work schedules, restructuring jobs, and providing readers or interpreters. Any questions and/or inquiries regarding reasonable accommodations should be directed to the Human Resources Department.

The Acts (ADA and ADAAA) also prohibits the use of employment tests and other selection criteria that screen out, or tend to screen out, individuals with disabilities, unless such tests or criteria are shown to be job-related and consistent with business necessity. It also bans the use of pre-employment medical examinations or inquiries to determine if an applicant has a disability. It does, however, permit the use of a medical examination after a job offer has been made if the results are kept confidential; all persons offered employment in the same job category are required to take them; and the results are not used to discriminate. Employers are permitted, at any time, to inquire about the ability of a job applicant or employee to perform essential job-related functions.

Starting Salaries-exceptionally well qualified applicants' approval remains with Town Council and Town Manager

Persons hired for a position approved in the position classification plan, shall be compensated at up to the midpoint of the minimum salary based on their experience within the respective classification in which they are employed; however on the recommendation of the Department Head and the Human Resources Director and the written approval of the Town Manager, exceptionally well qualified applicants may be employed above the midpoint of the established minimum salary with the approval of both Town Manager and Town Council.

Individual Merit increases are subject to the approval of Town Manager. Merit increase for employees directly appointed by Town Council will be reviewed by the Town Council. Merit increase funding are subject to be approved by Town Council, the availability of funds, and any rules established for the fiscal year.

All full-time and part-time current employees working at least 30 hours a week are eligible for all group health benefits as applicable to the respective plans. For more comprehensive information on the various plans offered please see the Human Resources Department for more details, including but not limited to any medical plain benefits including vision and prescription subject to deductibles, health reimbursement accounts, health savings accounts, life insurance, death benefits, short term disability, long term disability and supplemental coverage insurance through outside vendors, as available, and if the employee elects to pay all premiums through payroll deductions.

The Town pays the entire premium for benefit plans for its current employees with the exception of the Medigap coverage.

Because of the complexity of the Town's Health and Welfare Benefits separate summary plan descriptions describe each benefit in detail.

All employees who elect to cover dependents in the medical and dental plans will have premiums deducted from their weekly paychecks. Only those employees who are grandfathered in and covered by the health benefits plan prior to May 15, 1990 will have their family coverage paid by the Town.

The employee handbook gives an overview of the plans and explains who is eligible based upon employee status and hours worked. Please understand that this general explanation is not intended to provide you with all the details of these benefits. Therefore, this handbook does not change or otherwise interpret the terms of the official documents. Your rights can only be determined by referring to the full text of the official plan documents, which are available for examination in the Human Resources Department. To the extent that any information in this handbook is inconsistent with the official plan documents, the provisions in the official document will govern in all cases. The Town also reserves the right to change, terminate or add benefit plans as needed without notice to employees as applicable by law.

Any employee with continuous service of 25 years or more with the Town of Pineville who is retiring from the North Carolina Retirement System, will be eligible for the Town to pay the full cost of medical coverage available pursuant to the summary plan descriptions available to retirees until they reach the age of 65 and/or eligible for Medicare. Upon reaching the age of 65 and becoming Medicare eligible, retirees are no longer eligible to participate in the employer sponsored group Major Medical Health plan. However, the Town agrees to sponsor Medigap on behalf of the retirees. What was once known as Medicare Supplement, Medigap covers some deductibles, co-insurance, co-insurance payments and other costs not covered by Medicare Parts a & B. Medicare a & B is the original Medicare. It is the responsibility of the retiree to obtain Medigap on their own. In order for the Town to cover the cost of the plan, there are two options. The retiree may provide adequate documentation of premium payments for reimbursement. Or, the retiree may have premium invoices sent directly to the Town for payment.

Beginning July 1, 2019, retirees are not eligible for any health reimbursement account benefits.

The Town will not cover the cost of any medical coverage for retirees' spouses or other family members.

There are sometimes occurrences brought about by prolonged medical conditions that cause employees to exhaust all available leave and therefore be placed on leave-without-pay. It is recognized that such employees forced to go on leave-without-pay could be without income at the most critical point in their work life. It is also recognized that fellow employees may wish to voluntarily donate some of their vacation leave so as to provide assistance to a fellow Town employee. Voluntary Shared Leave provides an opportunity for employees to assist another employee affected by a medical condition that requires absence from duty for a prolonged period of time resulting in possible loss of income due to lack of accumulated leave. Contact the Department of Human Resources for the policy details, procedures and appropriate forms surrounding the use and donation of Voluntary Shared Leave.

Attachments:

Employee Handbook

Recommendation:

Adopt the proposed revisions to the Employee Handbook

Memorandum



To: Mayor and Town Council

From: Ryan Spitzer

Date: 6/6/2019

Re: Video Promotion Services

Overview:

The Town of Pineville is a member of the National League of Cities (NLC). NLC collaborates with CGI to produce short videos (30 secs. to 1:30 seconds) for member municipalities free of charge with a three-year commitment. These videos are put on the municipality's website for promotion, economic development, etc. The way CGI pays for the production of the video is through the Town giving CGI permission to solicit sponsorship funds from local businesses for advertising around the videos.

I spoke with CGI after the Town Council Work Session on some of Council's questions. The videos will stay up for 3 years. The only time they will update or change a video is if there is a change in leadership (Mayor or Town Manager for Welcome Message) or there is a large economic development event. The representative said that their analysis states that three years is the optimal time for a video because most municipalities don't have significant changes in the three years and if you wait longer than three years the videos become stale.

Attachments:

CGI Material on the program

Video Production

CGI highlights all aspects of your business with the distinct power of video. You know your business better than anyone, and we broadcast your message clearly and professionally. We work with you to determine the content and present your vision, translated into an engaging tool you can share online with your customers and clients-to-be!



1

WELCOME

Your project's producer will greet you, introduce themselves and schedule a time where the details can be discussed.



2

PRODUCTION MEETING

Your producer will call at the agreed upon time to explain each step in detail and ensure the final video includes everything that is important to you. You will also set a shoot date during this meeting, defining a clear deadline for the project.



3

SCRIPTING

A professional writer will review the information gathered during the production meeting and create a voiceover script that meets all the requirements. You will have final say over the script that is used.



4

STORYBOARD

Taking the foundation created by the writer, the producer will create the visual guide to your video, listing all people, props, and locations needed as well as the guide for filming the day of the shoot.



5

VIDEOGRAPHY

The videographer will arrive at the scheduled time and direct the shoot, filming all necessary scenes for your video. The footage will then be sent to your editor, which may take a week or two.



6

EDITING

The editor will follow the storyboard and place the best footage into a sequence with the recorded voiceover script to create your video for you to review.



7

APPROVAL

Once all changes you may have are made, your producer will ask for your final approval of the video.



8

ADD TO WEBSITE

After the video is approved, our web support specialist will ensure the video is embedded into any websites required to display the video.

Dear Valued Business Owner:

The Town of Pineville is excited to announce the new partnership with CGI Communications, Inc. to create a series of professionally produced online videos to highlight everything our community offers residents, visitors, and business owners.

In addition to creating the videos, CGI is ensuring they are seen. Mobile devices have shifted the landscape of business, making it more important than ever to embrace technology as residents of Pineville are able to stream high quality video on every device. For many businesses, getting noticed online can be a challenge, however, **utilizing video dramatically improves visibility and drives more action to your website** than static pages; the demand for video climbing even higher for users on mobile devices. Today, mobile usage has surpassed desktop usage and that number continues to climb. CGI Communications will ensure your video program is future-proof for years to come!

With an easily viewable interface on the official Town website, this video program will encourage viewers to learn more about area attractions, economic development opportunities, quality of life, and the businesses supporting the program. In addition, the Town's official website will backlink to CGI's www.elocallink.tv, which hosts the Video Tour.

We are dedicated to highlighting the advantages of living and working in Pineville; advantages that include access to our wonderful business community; and we feel that this video program can be widely successful. We encourage you to consider participating in this community-wide program as it provides an exciting opportunity to showcase your business and utilize the power of video on your own websites and social media pages.

To learn more about sponsorship opportunities or to request an appointment please e-mail BrandonB@cgicompany.com

Best Regards,

(SIGNATURE)

Signatory
Title



Frequently Asked Questions

- **Who is CGI Communications, Inc.?**
Formed in 1988, CGI Communications, Inc. is the leading provider of high-impact marketing solutions to communities and small businesses. CGI is one of Upstate New York's top growth companies, receiving multiple Top 100 Awards in the Greater Rochester Area.
- **Are there any hidden costs?**
No, there is never a point where your municipality will see an invoice for any services we provide.
- **What if no businesses sign up for sponsorship?**
Even if zero sponsors participate, your Community will still receive the program at no cost. There is no threshold or minimum sponsorship requirement.
- **How long is the production time line?**
The welcome video can be completed with in a few weeks. The entire video production is typically about 12 -14 weeks, but can vary depending on what time of year filming is preferred.
- **What is the relationship between CGI and the United States Conference of Mayors and the National League of Cities?**
CGI works closely with the USCM and NLC to provide a myriad of digital marketing tools to showcase and promote individual municipalities nationwide. Our Community Showcase Program is an opportunity that both members and non-members can participate in.
- **Who fulfills the sponsorship element of the Community Video Program?**
CGI takes care of all sponsorship fulfillment, however if your community would like to recommend businesses to have the first right of refusal, we encourage and welcome you to do so.
- **Do we have a choice of what season we are filmed in?**
Absolutely! It is our goal to film municipalities in the season you feel best represents your community as a whole.
- **Do we need an Official Representative in our Welcome video?**
Absolutely not! It is your community's choice on whether or not you would like to have a civic leader represented in the welcome video.
- **Does our city have a choice in what type of establishments can participate in the sponsorship fulfillment?**
Of course! Your community has a say in the types of businesses that are featured. We simply need to know prior to the beginning of the sponsorship fulfillment campaign. For further information, please request CGI's Sponsor Policy.
- **Is there a special rate for non-profit organizations that want to get involved?**
We provide a Community Organizations chapter that creates an opportunity for local non-profits to garner exposure on our program at no-cost.
- **What is the GoCast Mobile App?**
GoCast gives you the power to record and upload videos to your official website and social media pages instantly! Operated right from your smart phone or device, GoCast allows you to record up to two minutes of video at a time with no limitation as to how often it's used. It is the perfect solution to adding new content to your website every day! From ribbon cuttings, festivals, departmental messages, emergency notifications, holiday greetings, event promotion...GoCast lets you capture it all.



2019 Community Video Program

Name: Ryan Spitzer

Title: Town Manager

Address: 200 Dover Street

Town, State, Zip: Pineville, NC 28134

Phone: 704-889-2291 ext. 4168

Email: rspitzer@pinevillenc.gov

Website: www.pinevillenc.gov

This agreement is between CGI Communications, Inc. ("CGI") and the Town of Pineville (the "Town") and shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved Community Video Program is made available for viewer access on different devices via a link on the www.pinevillenc.gov homepage, including any alternate versions of that homepage.

During the term of this Agreement, CGI shall:

- Produce a total of four video chapters with subject matter that includes but is not limited to: Welcome, Education, Healthy Living, Homes / Real Estate
- Provide one Community Organizations chapter to promote charities, nonprofits and community development organizations
- Provide script writing and video content consultation
- Send a videographer to Town locations to shoot footage for the videos
- Reserve the right to use still images and photos for video production
- Provide all aspects of video production and editing, from raw footage to final video including professional voiceovers and background music
- Provide a final draft of Community Video Program content subject to Town's approval (up to 3 sets of revisions allowed). CGI's request for approval of content or revision, including final draft, shall be deemed approved if no response is received by us within 30 days of request
- Provide our patented OneClick™ Technology and encode all videos into multiple streaming digital formats to play on all computer systems, browsers, and Internet connection speeds; recognized player formats include WindowsMedia™ and QuickTime™
- Store and stream all videos on CGI's dedicated server
- Feature business sponsors around the perimeter of video panels
- Be solely responsible for sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution
- Facilitate viewer access of the Community Video Program from Town website, including any alternate versions of Town's homepage, for different devices, by providing HTML source code for a graphic link to be prominently displayed on the www.pinevillenc.gov website homepage as follows: "Coming Soon" graphic link designed to coordinate with existing website color theme to be provided within 10 business days of execution of this agreement. "Community Video Program" graphic link to be provided to replace the "Coming Soon" link upon completion and approval of videos
- Grant to Town a license to use CGI's Line of Code to link to and/or stream the videos
- Own copyrights of the master Community Video Program
- Assume all costs for the Community Video Program
- Afford businesses the opportunity to purchase various digital media products and services from CGI and its affiliates

During the term of this Agreement, the Town shall:

- Provide a letter of introduction for the program on Town's letterhead
- Assist with the content and script for the Community Video Program
- Grant CGI the right to use Town's name in connection with the preparation, production, and marketing of the Program
- Display the "Coming Soon" graphic link prominently on the www.pinevillenc.gov homepage within 10 business days of receipt of HTML source code
- Display the "Community Video Program" link prominently on its www.pinevillenc.gov homepage, including any alternate versions of your home page, for viewer access on different devices for the entire term of this agreement
- Ensure that this agreement remains valid and in force until the agreed upon expiration date, regardless of change in administration
- Grant full and exclusive streaming video rights for CGI and its subsidiaries, affiliates, successors and assigns to stream all video content produced by CGI for the Community Video Program
- Agree that the town will not knowingly submit any photograph, video, or other content that infringes on any third party's copyright, trademark or other intellectual property, privacy or public right for use in any video or other display comprising this program.

This Agreement constitutes the entire agreement of the parties and supersedes any and all prior communications, understandings and agreements, whether oral or written. No modification or claimed waiver of any provision shall be valid except by written amendment signed by the parties herein. Town warrants that it is a tax exempt entity. The undersigned, have read and understand the above information and have full authority to sign this agreement.

The Town of Pineville, NC

Signature: _____

Name (printed): _____

Title: _____

Date: _____

CGI Communications, Inc.



Name (printed): Nicole Rongo

Title: Vice President of Marketing and Acquisitions

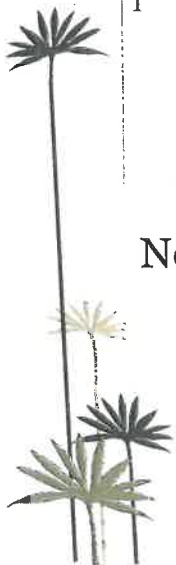
Date: May 16, 2019

June

2019

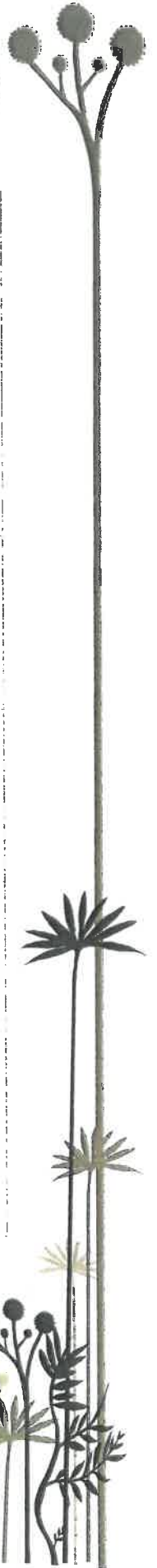
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11 June Council Meeting @6:30pm @ Hut Adopt Budget	12	13	14 Rockin' & Reelin' Kick-Off @7:00 p.m.	15	16
17	18	19	20	21	22	23
24 Council Work Session @ 6pm @ Tele/Elect Bldg.	25	26 Signature's last pickup	27	28	29	30
1	2	3	4	5	6	7

Notes:



July

2019



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
24	25	26	27	28	29	30
1	2	3	4 HOLIDAY - all town offices closed	5	6	7
8	9 Town Council Meeting 6:30 @ the Hut	10	11	12	13	14
15	16	17	18	19	20	21
22 Council Work Session 6:00 pm @ Pineville Tele Bldg.	23	24	25	26	27	28
29	30	31	1	2	3	4

Notes:



CLOSED SESSION

*Discussion of matters pursuant
to NCGS 143-318.11(9)(4)*

*(Public Safety/Emergency
Services)*

(Economic Development)

ADJOURNMENT