

**COUNCIL MEETING  
AGENDA**

**Pineville Meeting Hut  
Tuesday, July 9, 2019  
6:30 p.m.**



**PINEVILLE TOWN COUNCIL AGENDA  
6:30 P.M. - PINEVILLE HUT MEETING FACILITY  
TOWN OF PINEVILLE, NORTH CAROLINA  
TUESDAY, JULY 9, 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:** Regular & Closed Session Meetings of June 11, 2019 and the Work Session of June 24, 2019.
- 4) **Consent Agenda:** a) *Financial Report as of June 30, 2019;* b) *Renewable Energy Portfolio Standards (REPS) Charge*
- 5) **Public Comment:**
- 6) **New Business:**
  - A. **New Appointee to the Airport Roundtable** – Amelia Stinson-Wesley has resigned her seat on the Airport Roundtable. Ms. Theresa Brunner has been chosen to replace her as Pineville’s representative and will be in attendance for her official appointment from Council (**ACTION ITEM**).
  - B. **Update from Troy Fultz on Census Committee** – *(Troy Fultz)* Mr. Fultz will give a brief presentation on the kick-off of the 2020 Census. (**INFORMATIONAL**).
  - C. **Resolution of Intent to Amend Charter for Number of Council Members/Mode of Election** – *(Ryan Spitzer)* Begin the process of districting over now that it will be put to referendum (**ACTION ITEM**). Set Public Hearing for August 6, 2019 at the Hut at 6:30 p.m.
  - D. **Change to the Schedule of Fees** – *(Ryan Spitzer)* – A few changes are being proposed to the Fee Schedule based on discussion at last month’s meeting (**ACTION ITEM**).
  - E. **Staff Update:**
    - 1) *Manager’s Report*
    - 2) *Calendar of Events*

**7) 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](mailto:bmonticello@pinevillenc.gov). Three days' notice is required.*

# **MINUTES**

**Minutes from the Town  
Council Meeting June 11,  
2019 and Town Council  
Work Session June 24, 2019**



**MINUTES OF THE  
TOWN COUNCIL MEETING OF THE  
TOWN OF PINEVILLE, NORTH CAROLINA  
TUESDAY, June 11, 2019**

The Town Council of the Town of Pineville met in Regular and Closed Session on Tuesday, June 11, 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/not in attendance  
Town Clerk: Barbara Monticello

**CALL TO ORDER**

Mayor Jack Edwards called the meeting to order at 6:34 p.m.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

A Boy Scout from the audience led the group in the Pledge of Allegiance.

**MOMENT OF SILENCE**

Mayor Edwards asked for a general moment of silence for our police, fire and our military men and women. Mayor also mentioned the loss of longtime resident Glenn Knight, as well as Billy Blankenship, who was the son of our past Mayor.

**ORDER OF BUSINESS:**

**Adoption of the Agenda:**

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

**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.**

Council Member Melissa Davis asked that the May 14 minutes be changed regarding the hours of operation and the fines to Waste Pro to be clarified. Hearing no other changes or comments on the minutes, Council Member Melissa Davis moved to approve all sets of minutes with the changes to the May 14th minutes, seconded by Council Member Debbie Fowler. There were ayes by all and the minutes were approved with the changes mentioned by Melissa.

**Consent Agenda:**

The Consent Agenda consisted of the following items: a) *Financial Report as of May31, 2019; and b) Proclamation for Tourette Syndrome; and c) Tax Refund of \$140.05.* Council Member Debbie Fowler moved to approve the consent agenda as is, seconded by Council Member Joe Maxim. There were ayes by all and the motion passed 4-0.

**PUBLIC COMMENT:**

Jane Shutt of Pineville Neighbors updated the Council on those that have been helped by her organization. They

recently assisting 34 families with electric bills and rental fees. Ms. Shutt thanked the Pineville Police Department and Olive Garden for finding a homeless family temporary housing and food with their partnership. She stated that two families in particular were impacted recently when with a death in one family and a hospitalization of another family member in the other. Neither family was able to make their rent payment and Pineville Neighbors stepped in to assist them both. They have helped 303 people through the month of May with over \$25,000 in rent and utility assistance. They have also provided food to more than 255 people, totaling 3600 pounds of food. Council Member Melissa Davis thanked Jane Shutt for all she does for the town and residents of Pineville.

#### **OLD BUSINESS:**

**A. Splash Pad Rates:** (*Kristy Detwiler*) Parks and Recreation Director, Kristy Detwiler, put information together from the May work session to come up with rates for groups using the splash pad. Groups of eight or more can rent the splash pad during the day on Mondays, Wednesdays and Fridays in two-hour time slots from 10:00 a.m. to 12:00 p.m. and 12:00 p.m. to 2:00 p.m. as available options. Ms. Detwiler asked council if they had a preference that the shelter be rented along with the splash pad or just the splash pad. Groups are limited to a maximum of 50 people, with room for an additional 50 others for a maximum of 100 participants at any given time. Council member Melissa Davis stated she was in favor of groups renting a shelter with their rental of the splash pad. Council member Joe Maxim also agreed with the second proposal, which includes the shelter rental. Ms. Detwiler commented that the operation of the splash pad will be a learning experience and if capacity becomes a concern, it will need to be addressed. Board members seemed to favor option #2 and hearing no additional comments, Council Member Melissa Davis moved to accept proposal #2, which includes the shelter rental of \$50.00 along with the splash pad rental of \$1.00 per child. Council Member Joe Maxim seconded the motion, there were ayes by all, and the motion passed unanimously.

#### **B. NEW BUSINESS:**

**A. Tax Rate:** (*Richard Dixon*) – Finance Director, Richard Dixon, set the tax rate at \$0.33 per \$100 of property valuation along with the schedule of fees included with the information in their Council Packets. Council Member Melissa Davis asked what was included in the audio/video rentals. Kristy advised that the rental rate for audio/video included the projector as well. Council Member Melissa Davis then suggested the rate for use of the gym for a resident should be less than for a non-resident and those residents that are vendors at the Fall Festival should also receive a discount on vendor fees. She wanted to be sure that residents were getting as many discounts as possible. Ryan suggested we adopt the rates as they were and amend it later if necessary. Council Member Melissa Davis moved to adopt the rates with Council Member Debbie Fowler seconded the motion. The motion passed 4-0.

**B. Adoption of Budget-** Mayor Edwards announced that the Budget would not be voted on in this session. There is an \$80,000 discrepancy in the Electric Budget that required clarification. Town Manager Ryan Spitzer advised the Town Clerk to advertise that adoption of the budget would be scheduled during Council's Work Session on June 24, 2019 at 6:00 p.m. The Mayor then added that the tax rate was reduced an additional 2 cents, bringing it down to \$0.33 per \$100 of valuation which is a loss of \$480,000 in revenue for the town.

**C. Budget Amendment:** (*Richard Dixon*) Finance Director, Richard Dixon, stated that at this time of year we usually did a re-evaluation of expenses to re-appropriate them in order to balance the budget. The final payment of new police radios has been delayed and we are now moving payment back into this years' budget. The budget amendment also includes an increase in the 911 PSAP budget to increase funds for the police radios. Council Member Debbie Fowler moved to adopt the budget amendment and Mayor Pro Tem David Phillips seconded the motion. There were ayes by all and the budget amendment passed 4-0.

**D. Employee Handbook Revisions** – (*Dornessa Froneberger*) Human Resource Director, Dornessa Froneberger, asked council if there were any other questions on the changes made to the employee handbook. Council had no other questions. Town Manager Ryan Spitzer stated that all employees would be required to sign off on the changes before July 1<sup>st</sup> and all would get a new Employee Handbook. Mayor

Pro Tem David Phillips moved to adopt changes to the Employee Handbook and Melissa Davis seconded the motion. The changes were approved and the motion passed 4-0.

E. **CGI** – (Ryan Spitzer) Town Manager, Ryan Spitzer, presented information to Council on a company called CGI who produces free short videos of the town. They work with the National League of Cities and try to solicit advertising from businesses in town to help fund the video productions. However, if they don't raise any money from their efforts, there still is no cost to the town. He added that the town had input as to the content of the videos and can choose what to have in each one. This is a free marketing tool for the town. The consensus from Council was to proceed with the business agreement with CGI.

F. **Staff Update** (Ryan Spitzer) – Town Manager, Ryan Spitzer, reported on the following items:

- Waste Pro-the company has started delivering the new trash cans and will continue over the next 3 days. We will not write any violations until the switch over is totally complete.
- Public Works has installed brackets on the town light poles for hanging flower baskets. Flower baskets should be hung within the next two weeks;
- The Splash Pad walk through is scheduled for June 20<sup>th</sup> with Benesh and Fairwood Construction. The question was asked if council could attend the walk-through which Mr. Spitzer advised that they would be able to do so. Chip Hill will send out the exact time for the walk through when he gets notice. Since Mayor Pro Tem David Phillips will be out of town on the 20<sup>th</sup>, Chip is going to try to get the date changed to the 21<sup>st</sup>. If that is not possible, Mr. Phillips will have a separate walk through.
- Paving – Mr. Spitzer contacted Susan Rosenblatt regarding the hold up on paving Childers Lane but has not heard back from her, nor has Council Member Melissa Davis. Council Member Davis asked if it were possible to pull the cones back off Dover Street as they were sticking out into the street making it difficult for cars to get by without stopping to let the other car go through first or at least pave that part first. Ryan stated he would be in touch with Susan for updates on the paving.

The Mayor then brought up that there were more car break-ins at the baseball games. PCAA is aware of it and asking that we all be more aware of our surroundings as the cars are being broken into while the games were being played. Additionally, the Work Session will include the adoption of the budget at 6:00 p.m. on June 24<sup>th</sup>. He called for a 5-minute break at 7:11 p.m. before moving into Closed Session.

Mayor Edwards called for a recess at 7:11 p.m. before moving into Closed Session.

**CLOSED SESSION:** At 7:35 p.m. a motion was made and seconded to enter Closed Session. There were ayes by all and Council was in Closed Session. Two items were discussed: one involving the Emergency Operations Team that was in attendance to make a presentation and the other was an on-going real estate/economic development project that was discussed. Council Member Melissa Davis motioned to end the Closed Session, seconded by Council Member Debbie Fowler. There were ayes by all and Council moved back into Open Session.

**OPEN SESSION:** Once back in Open Session, resident and Census Committee Member, Troy Fultz, gave a quick overview of some of the important points of the upcoming 2020 Census. He provided a handout to Council Members and asked for as much support as possible to get the word out to residents of the importance of filling out the census questionnaire and returning it. Council instructed the clerk to put something on the town's website and newsletter about the upcoming Census.

Mr. Spitzer passed out revised mowing estimates to discuss at the next Council Work Session and he noted that Scott Futter's employees would be taking care of watering the flower baskets along Main St. Council Member Melissa Davis stated that a resident on Johnston Drive requested better traffic control when the symphony performs. They are scheduled to perform on Sunday, June 30<sup>th</sup> this year. She also requested that Mr. Spitzer find out what the delay was in paving Childers Lane.

**ADJOURNMENT:** Having no further business, Council Member Melissa Davis moved to adjourn the meeting with Mayor Pro Tem David Phillips seconding the motion. There were ayes by all and the meeting adjourned at 9:00 p.m.

\_\_\_\_\_  
Mayor Jack Edwards

**ATTEST:** \_\_\_\_\_  
Barbara Monticello, Town Clerk





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**ADJOURNMENT:** Having no further business, Council Member Melissa Davis moved to adjourn the meeting with Mayor Pro Tem David Phillips seconding the motion. There were ayes by all and the meeting adjourned at 9:00 p.m.

\_\_\_\_\_  
Mayor Jack Edwards

ATTEST: \_\_\_\_\_  
Barbara Monticello, Town Clerk



**MINUTES OF THE  
TOWN COUNCIL WORK SESSION OF  
Tuesday, June 24, 2019 - 6:00 P.M.  
PINEVILLE POLICE Bldg.  
437 Main St., Pineville, NC**

The Town Council of the Town of Pineville, NC, met in a Work Session on Monday, June 24th, 2019 at 6:00 p.m. at the Pineville Police Building at 437 Main 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 6:01 p.m. Council Member Debbie Fowler moved to open the meeting, seconded by Council Member Melissa Davis. There were ayes by all and the meeting commenced.

**DISCUSSION ITEMS:**

- A. **Downs Road Townhouse Project** – Brittany Lins, Brian Ford, Randy Goddard, Nathan Kaplan and Shaun Tooley were all in attendance to discuss the Downs Road Townhouse Project which is being proposed across from the McCullough neighborhood on NC51. Mr. Brian Ford stated that since they met with Council the previous month, they had re-analyzed the site to see what the best product would be for both them and the town. They took into consideration the location, whether the units should be two or three stories, price point and whether it makes more sense to rent or own the units. Additionally, they looked at elevations and architectural details with the town's Planning Director, Travis Morgan.

They reached out to as many businesses and residents as they could and asked the community what was lacking in Pineville. Most agreed that a pizza restaurant, ice cream parlor and high-end grocery store such as Fresh Market were missing in Pineville. Additionally, all homeowners wanted their property values to increase. In meeting with the residents of the McCollough neighborhood, there were a lot of things to talk through so consequently the meeting with them lasted for about two hours.

Regarding Council's concerns of there being more crime in rental units, Mr. Ford presented a slide of the crimes reported in Charleston Row townhomes and found there were no reported incidents in the last six-month period compared to the Pines which saw a significant amount of crime. He stated that it was lower-income rentals that drive the crime, not the higher-end rentals. The bigger problem was with traffic which will not disappear but should get better as improvements are scheduled in the area of the NC51 and SC21 interchange. These improvements were set begin in 2022 which coincided with the timeframe in which this project would be completed.

After all was said and done, they found the best option that would work in this location was still the rental of townhome units. They were proposing two-bedroom units to go for \$1700 a month with a minimum income requirement of \$61,000 and three-bedrooms going for about \$1950 a month with a minimum income of \$70,000 required. Mr. Ford calculated that using the numbers above, it should bring in about \$100,000K of increased revenue to Pineville. Additionally, all units will be individually parceled for potential future conversion.

The floor was turned over to Mr. Randy Goddard of the Design Research Group. He stated he had been doing traffic studies for 31 years and had worked quite a bit with the NCDOT. He reviewed some of the highlights of the study noting that it was completed before school let out for the summer. There were some road improvements necessary such as a right-hand turn lane from the community onto NC51 and increasing the number of traffic lanes where it bottle-necks around the state line. There are four lanes on the NC side but it goes down to two lanes on the SC side. Construction is set to start in 2020 and be completed by 2022 to add additional lanes to open up the area so that it flows better and relieves some of the congestion.

Council Member Melissa Davis had questions regarding the numbers on the study. Mr. Goddard explained that the calculations were based on using national standards and that the NCDOT holds them to the highest standards so their numbers have to be right. Mayor Pro Tem David Phillips questioned the findings as well, stating that he traveled NC51 everyday and that the traffic was always backed up and not just at the peak times from 4:40 p.m. until 5:40 p.m. Mr. Goddard responded that was because of going from four lanes to two and that it would improve when the project was complete.

There was discussion of whether the project would even take place or if it did, whether it would start as scheduled or be pushed back for years. Mr. Goddard clarified that it was part of the Pennies Project which was different from a SCDOT project – they can't push the project out or they will lose funding for it. Council Member Joe Maxim asked if Mr. Morgan could obtain independent verification on the Pennies Projects on how it works, when the project was approved and when it was actually scheduled to start. Mr. Morgan agreed to get in touch with Patrick Hamilton of York County to find out about the Pennies for Progress projects.

Council Member Davis then asked Mr. Ford how he went about reaching out to businesses and other neighborhoods. Mr. Ford replied that he reached out to some of his contacts who reached out to the businesses but, in actuality, he only reached out to the McCullough neighbor and no others within Pineville. Ms. Davis was disappointed that he only reached out to the one neighborhood where only 15 residents showed up for the meeting. She did not think that was a good representation of the residents of Pineville and that there were plenty of other neighborhoods they could have reached out to as well. She added that regardless of how much people made, it wasn't about the level of income for her, it was about the high number of rentals Pineville already had and she simply did not think the town needed more rentals.

Mayor Pro Tem Phillips stated he was not opposed to townhomes, although the town had its share of them, but he would not support rezoning the parcel from R44 to RMX. He still believed that after 30 years of policing, there was a direct correlation between rent and crime. Mayor Edwards suggested that the Kaplan group get together with Mr. Morgan and if they needed any contact information for other neighborhoods, he would be happy to provide them the information. Mr. Morgan stated that typically on the neighborhoods surrounding the project are the ones contacted for comment but that he would certainly reach out to more.

Council Member Joe Maxim asked if multi-family was allowed to go in the R44 district. Mr. Morgan stated that no, the zoning was for one home per acre of land but that he could not see a single-family sub-division on that land. He just could not see that as a good fit for that property. Council Member Debbie Fowler asked Mr. Morgan if he could get a count of how many rental properties there were in town to which he replied that he could. Council Member Joe Maxim added that all the statistics in the world would not change how people feel and the residents have indicated they do not want to see any more rental units. Mayor Edwards stated that the group needed to get with Mr. Morgan and the other HOA's as there wasn't much more to discuss.

- B. Concept Plan for Miller's Farm** – Mr. Tom Miller, cousin to Steve and Jimmy Miller, represents the family in marketing the Miller Family Farm, a significant piece of property. The family is well-known throughout town and because Pineville is their heritage, they were seeking feedback from Council as to what they would like to see developed on that property. It was a 135-acre parcel of land currently zoned R44 with another parcel on Downs Rd. that is an additional 80 acres. He noted that there has been a lot of interest with a variety of ideas that have been tossed around such as shopping, medical, single family residences, industrial, and age-restrictive communities. He was just trying to narrow the field down so that everyone was happy with the end result.

Mayor Edwards asked for Planning Director, Travis Morgan's, input. Mr. Morgan indicated that they had been looking at that property for some time and about 10 years ago, the town had a Small Area Plan done by COG to analyze the best use of that property. Because it was the gateway to the town, they considered it a catalyst site and best suited for mixed use, similar to a Baxter or Birkdale Village with single-family residences, townhomes and a mix of commercial establishments including retail and restaurants. He added that there has been a lot of interest in that parcel of land.

Council Member Melissa Davis stated that she appreciated them coming to Council and asking for their opinions on what they would like to see there. Council Member Debbie Fowler asked if it were possible to get a set of plans for the SC21/NC51 interchange area. Mr. Morgan stated that he was only able to see a conceptual drawing of it, not an actual plan. Mr. Miller added that the Pennies for Progress program was a unique program that fast-tracked the project. Council Member Davis asked the Miller family members what they wanted to see on the property. Steve Miller replied that he didn't want to see industrial there; he wanted to see rooftops with some light retail and a grocery store. Mayor Pro Tem Phillips stated that it sounded as though they wanted a combination of single-family homes and townhomes mixed with some light commercial but no rentals. It makes sense since it is the "gateway" into town.

Tom Miller stated that to attract mixed use and retail, they would have to have the rooftops and rentals bring in the highest number of rooftops. He added that family did not want to see industrial on that property. Council Member Joe Maxim noted that with rooftops, you also have to have multiple access points in and out of the community. He added that food and beverage options were always good to attract people but wanted to be sure that didn't take away anything from the Main Street businesses. Mayor Edwards commented that the town couldn't control which business goes in there and which one doesn't and added that those that are closer to the downtown will probably stay in that area and the ones in this area would probably tend to frequent the restaurants and shops at their end.

Mr. Tom Miller provided a few examples of the types of proposals they had received on the property but the consensus from Council was that they favored the option that had more single-family homes, some townhomes and about 150,000 square feet of commercial businesses. They also proposed multiple access points in and out of the community which Council liked as well. Mayor Edwards suggested they start working with Travis as he knew what would fly and what wouldn't. Council Member Maxim stated that about a 2/3 single-family to 1/3 townhome ratio would be a good mix but Mayor Pro Tem Phillips added that they would consider other options if that wasn't feasible.

- C. Resolution Authorizing Mayor to Sign Emergency Operations Plan** – Town Manager, Ryan Spitzer, stated that after the meeting with the Emergency Operations team, we needed to do a resolution authorizing the Mayor to sign off on the plan. Council Member Melissa Davis asked if there was a cost to the town to be included in on the plan to which Mr. Spitzer replied that we paid just a portion of cost for the emergency notification system. Council Member Joe Maxim moved to approve the resolution, seconded by Mayor Pro Tem David Phillips. There were ayes by all and the motion passed unanimously.
- D. Contracts for Mowing** – Mr. Spitzer reviewed the latest proposal for mowing services. If they went with this proposal, Public Works could decrease staff count by one person. Council Member Melissa Davis still believed that the Parks and Recreation Department could handle the mowing of the cemetery. Mr. Spitzer responded that they were willing to give it a try but that it took a long time to do it because of all the headstones that had to be cut around. Ms. Davis asked if Public Works had hired two people to which Mr. Spitzer responded that they did. With

this proposal, Public Works would do all the building maintenance, paving and storm water and Parks and Recreation would mow the cemetery and take over the irrigation system. Council Member Davis wanted to be sure that Public Works still had enough work to do and didn't want to see them sitting around doing nothing.

Mr. Spitzer recapped the changes: Parks and Recreation would do the mowing of the cemetery so that would be removed from the proposal; nuisance mowing will be wrapped into the proposal along with an additional administrative fee tacked on to the nuisance mowing as suggested by Council Member Davis; include the I-485 mowing in the proposal; and Mr. Spitzer will send it out to at least 3 local companies for bids on the project.

Mr. Spitzer stated that the flower baskets on Main St. were currently being watered by Public Works but Parks and Recreation would be taking over the responsibility. The baskets will be watered Monday through Friday but not on the weekends. He will take the proposal out to bid and bring them back to Council. The consensus from Council was to move forward as proposed.

- E. **Adopt FY19-20 Budget** – Mr. Spitzer provided an explanation of the \$80,000 line item on the Electricities budget that Council Member Melissa Davis had a question on. He stated that "comparatively speaking", the amount was equal after splitting it up between Pineville, Huntersville and Davidson. She questioned why they needed another new vehicle and wondered if there was another used vehicle somewhere that they could use. She didn't want this to go on to continually give Electricities money without questioning it. Richard Dixon, Finance Director, stated that he and Ryan had lunch with both Huntersville and Cornelius and they had expressed similar concerns.

Council Member, Debbie Fowler, wanted to know more about the AMI program. Mr. Spitzer responded that both Hickory and Concord had the system and that we were still evaluating it. Don Mitchell, the new manager over all the towns, was more skeptical about the AMI system. Council Member Joe Maxim suggested that next year Electricities present their budget to all the towns at the same time. Mr. Spitzer explained that with the Electricities payment, it was a 40/60 split and that there wasn't always enough employees working to spread the work out on Mondays and Fridays because the guys were working 4-day work weeks, although there's a good chance they will be going back to 5 days simply for the reason that all employees are needed for the 5-day work week. Ms. Davis was unaware that we had a choice in what we gave to Electricities. Mr. Spitzer clarified that we could give them what our budget allows and that we were only obligated to buy electric from them.

Council Member Davis was still not comfortable with the increase and that the employees were working 4 days when it took 4 employees to do pole work so only a limited type of work could be done. Plus, she didn't think it was fair that Electricities employees got a 5% increase when our employees only got 3%. Mr. Spitzer stated that they were given 5% to keep them from going to Duke or Pike and it was a combination of merit and COLA increases. He added that a good percentage of our employees' salaries were also raised by 5% this past year.

Council Member Davis asked the Finance Director, Richard Dixon, if he was comfortable with the increases being proposed by Electricities and that the money was being utilized correctly. Mr. Dixon responded that he didn't have a problem with this year but agreed that a closer look was in order next year. All agreed that they needed to be more conscientious when doing next year's budget, making sure there are breakdowns and explanations for increases and expenses. Last year's budget had all the increases lumped together so it was impossible to see what they were made up of. Mayor Edward asked Mr. Spitzer to find out what type of vehicle they were looking to purchase since they had an amount of \$41,000 budgeted for a new vehicle but no indication of what type they were looking to purchase. Mayor Pro Tem Phillips added that it was important to keep an eye on the expenses but also that the money we are paying them is still less than what it would cost us to do the electric on our own.

With that said, Council Member Debbie Fowler moved to adopt the FY19-20 budget, seconded by Council Member Melissa Davis. There were ayes by all and the motion passed unanimously.

- F. **CGI Videos** – Mr. Spitzer stated that in speaking with CGI, the company that produces videos to towns, they were getting ready to do start the project but wanted ideas of the types of things Council wanted to highlight in



these videos. They do a total of 4 videos with three of them being totally our choice of what we wanted to see in them. He suggested highlighting our Parks and Recreation Department, Jack Hughes Park, and the James K. Polk Historic Site. All agreed that if filming could take place when a tournament was being held, that it would really show-off Jack Hughes Park and all it has to offer, and possibly even highlighting the hotels available to stay in during the tournaments was a good idea.

Along with Jack Hughes Park, the Carolina Sportsplex and Pineville Ice House were also attractions to highlight, as well as our Rockin' & Reelin" concerts, particularly the Symphony, and Fall Fest. Council Member Joe Maxim suggested highlighting the hospital and medical services offered in town and Mayor Pro Tem Phillips suggested highlighting town employees. Mr. Spitzer stated CGI would be the ones writing the scripts for the videos and that he would bring the ideas back to them.

**G. Budget Amendment** – Finance Director, Richard Dixon stated that there were a few other things still to clean up on the budget for year-end in both the Police Department to amend appropriations for the 10% holdback for police radios and in Planning and Zoning to amend appropriations for legal fees. Council Member Debbie Fowler moved to approved the Budget Amendment with Council Member Melissa Davis seconding the motion. There were ayes by all and the Budget Amendment was approved 4-0.

**H. Districting Time Line** – Not officially on the agenda, but something that needed to be discussed because of it being time-sensitive, was the process for districting. Because there was a change midway through the original direction that council wanted to go in, it would be necessary for Council to start over again with the process. Mr. Spitzer reviewed the schedule with council regarding what steps needed to be taken and the dates they need to be completed by:

- A new Resolution of Intent needed to be adopted at the July 9, 2019 meeting; the intent to increase the number of council members and to move to districting; call for a Public Hearing for August 6, 2019
- Hold the Public Hearing on August 6, 2019
- Adopt Ordinance(s) and Resolution to put on November Election at August 26, 2019 Work Session
- September 10, 2019 – last day to make any changes for the Board of Elections

Council Member Joe Maxim requested more citizen engagement this time around so as to be sure all citizens are aware of what is being done and have a full understanding of the process. Mr. Spitzer stated that in September or October he would like to have two meetings at the Hut for that purpose. Mr. Spitzer explained that he would send something out to council as to what the options were for how people can elect the district candidates as there seemed to be a lot of confusion the first time council chose an option. He added that if no one runs in a particular district, council could appoint someone to be in that seat.

**ADJOURNMENT:** There being no further business to discuss, a motion was made by Council Member Joe Maxim and seconded by Council Member Melissa Davis to adjourn the meeting at 9:25 p.m. There were ayes by all and the meeting concluded.

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Jack Edwards, Mayor

**ATTEST:**

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Barbara Monticello, Town Clerk

## **CONSENT AGENDA ITEMS**

- a) Financial Report as of 06/30/19*
- b) Renewable Energy Portfolio  
Standards (REPS) Charge*

Town of Pineville  
 Budget vs. Actual  
 6/30/2019

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
<b>Revenues</b>			
Property Tax	\$ 6,767,136	\$ 6,860,816	101.38%
Prepared Food Tax	625,000	735,088	117.61%
Room Occupancy	590,000	596,763	101.15%
Franchise Tax	900,000	1,041,143	115.68%
Sales Tax	1,330,000	1,565,440	117.70%
Storm Water	405,000	384,322	94.89%
Powell Bill	201,760	207,614	102.90%
Other	1,426,735	1,869,222	131.01%
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	742,925	742,925	100.00%
Total	<u>\$ 13,222,556</u>	<u>\$ 14,249,331</u>	<u>107.77%</u>
<b>Expenditures</b>			
Governing Board	\$ 301,861	\$ 259,984	86.13%
Administration	792,274	649,324	81.96%
Zoning	359,513	311,914	86.76%
Police	5,503,623	5,264,086	95.65%
Fire	2,097,600	2,042,547	97.38%
Public Works	711,005	663,348	93.30%
Storm Water	422,488	361,583	85.58%
Powell Bill	594,000	576,178	97.00%
Sanitation	437,750	416,702	95.19%
Recreation	576,139	516,804	89.70%
Cultural/Tourism	1,334,503	1,181,386	88.53%
Cemetery	4,000	1,640	41.01%
Contingency	87,800	-	0.00%
Total	<u>\$ 13,222,556</u>	<u>\$ 12,245,495</u>	<u>92.61%</u>

**Town Of Pineville**  
**Johnston Road Realignment**  
**6/30/19**

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

**Town Of Pineville**  
**Splash Pad/Dog Park**  
**6/30/19**

	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>Total Project</b>	<b>Project Budget</b>
Cultural & Tourism Reserves	-			361,460	361,460
Part F Grant	-	-	129,465	361,460	361,460
Transfer from Cultural & Tourism					50,000
<b>Total Part F Grant Revenue</b>	<b>-</b>	<b>-</b>	<b>129,465</b>	<b>722,920</b>	<b>772,920</b>
<b>Part F Grant Expense</b>					
6201.7200.70	32,656	61,816	324,720	419,192	772,920
6201.7400.70			275,132	275,132	
<b>Total Part F Grant Expense</b>	<b>32,656</b>	<b>61,816</b>	<b>599,852</b>	<b>694,324</b>	<b>772,920</b>

Town of Pineville  
Electric Fund  
6/30/2019

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Electric	12,989,851	12,263,772	94.41%
Expenditures			
Administration & Billing Support	468,371	502,475	107.28%
Purchased electricity	9,146,980	8,207,467	89.73%
Operations and Maintenance	3,374,500	2,160,255	64.02%
Total	12,989,951	10,870,197	83.68%

Town of Pineville  
ILEC Telephone Fund  
6/30/2019

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Revenues	1,604,540	1,534,809	95.65%
Telephone Reserves	1,510,610	1,510,610	100.00%
Total Revenue	<u>3,115,150</u>	<u>3,045,419</u>	<u>97.76%</u>
Expenditures			
Operating Transfer Out	499,357	499,357	100.00%
Operating Expenses	1,216,043	1,196,174	98.37%
Plant under Construction	<u>1,399,750</u>	<u>186,158</u>	<u>13.30%</u>
Total	<u>3,115,150</u>	<u>1,881,689</u>	<u>60.40%</u>

Town of Pineville  
CLEC Telephone Fund  
6/30/2019

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Revenue	999,254	1,077,769	107.86%
Transfer from ILEC	499,357	499,357	100.00%
Total	<u>1,498,611</u>	<u>1,577,126</u>	105.24%
Expenditures			
Operating Expenses	1,347,211	1,771,784	131.51%
Plant under Construction	<u>151,400</u>	<u>14,213</u>	<u>9.39%</u>
Total	<u>1,498,611</u>	<u>1,785,996</u>	119.18%





TO: Ryan Spitzer, Pineville Town Manager  
 FROM: Don Mitchell, Electric System Manager  
 DATE: 7/1/2019  
 SUBJECT: Renewable Energy Portfolio Standards (REPS) Electric Rate Rider Approval

On behalf of the Town of Pineville and other participants the North Carolina Municipal Power Agency # 1 (NCMPA#1) arranges for renewable energy and renewable energy credits to enable the Town to meet its Renewable Energy Portfolio Standards obligations as required by the North Carolina General Assembly in its Senate Bill 3 ratified in 2007. Senate Bill 3 currently requires the Town to meet 10% of its energy needs from renewable energy sources. Renewable energy sources include such sources as wind, solar, water, biomass, and others.

The Town uses the REPS Electric Rate Rider to recover costs charged by NCMPA#1 for meeting the Towns renewable energy requirements. Beginning in July 2019 NCMPA#1 will charge the following amounts by customer for renewable energy:

<u>Customer Type</u>	<u>Monthly Charges</u>		
	<u>Renewable Resources</u>	<u>DSM/Energy Efficiency</u>	<u>Total REPS Charge</u>
Residential Account	\$ 0.72	\$ 0.00	\$ 0.72
Commercial Account	\$ 3.93	\$ 0.00	\$ 3.93
Industrial Account	\$40.51	\$ 0.00	\$40.51

Previous charges were:

<u>Customer Type</u>	<u>Monthly Charges</u>		
	<u>Renewable Resources</u>	<u>DSM/Energy Efficiency</u>	<u>Total REPS Charge</u>
Residential Account	\$ 0.68	\$ 0.00	\$ 0.68
Commercial Account	\$ 3.71	\$ 0.00	\$ 3.71
Industrial Account	\$38.22	\$ 0.00	\$38.22

I recommend the Town Board approve the attached Electric RTE Rider REPS effective for service rendered after 7/1/2019.

Attachment: Electric Rate Rider REPS

Town of Pineville  
Electric Rate Rider REPS  
Renewable Energy Portfolio Standards (REPS) Charge

**Applicability**

The Renewable Energy Portfolio Standards Charge set forth in this Rider is applicable to all customer accounts receiving electric service from the Town of Pineville ("Town"), except as provided below. These charges are collected for the expressed purpose of enabling the Town to meet its Renewable Energy Portfolio Standards compliance obligations as required by the North Carolina General Assembly in its Senate Bill 3 ratified on August 2, 2007.

**Billing**

Monthly electric charges for each customer account computed under the Town's applicable electric rate schedule will be increased by an amount determined by the table below:

Customer Type	Monthly Charges		
	<u>Renewable Resources</u>	<u>DSM/Energy Efficiency</u>	<u>Total REPS Charge</u>
Residential Account	\$ 0.72	\$ 0.00	\$ 0.72
Commercial Account	\$ 3.93	\$ 0.00	\$ 3.93
Industrial Account	\$40.51	\$ 0.00	\$40.51

**Exceptions**

Industrial and Commercial Customer Opt-out

All industrial customers, regardless of size, and large commercial customers with usage greater than one million kWh's per year can elect not to participate in Town's demand-side management and energy efficiency measures in favor of its own implemented demand-side management and energy efficiency measures by giving appropriate written notice to the Town. In the event such customers "opt-out", they are not subject to the DSM/Energy Efficiency portion of the charges above. All customers are subject to the Renewable Resources portion of the charges above.

Auxiliary Service Accounts

The following service schedules will not be considered accounts because of the low energy use associated with them and the near certainty that customers served under these schedules already will pay a per account charge under another residential, commercial or industrial service schedule:

- Outdoor Lighting Service (metered and unmetered)
- Street and Public Lighting Service
- Traffic Signal Service
- Etc.

**Sales Tax**

Applicable North Carolina sales tax will be added to charges under this Rider.

Effective for service rendered after July 1, 2019.

## **NEW BUSINESS**

- A. New Appointee to the Airport Roundtable** (*Theresa Brunner*)
- B. Update from Troy Fultz on Census Committee** (*Troy Fultz*)
- C. Resolution of Intent to Amend Charter for Number of Council Members/Mode of Election** (*Ryan Spitzer*)
- D. Change to the Schedule of Fees** (*Ryan Spitzer*)
- E. Staff Update:** 1) *Manager's Report*  
2) *Calendar of Events*

# Memorandum



**To:** Mayor and Town Council

**From:** Barbara Monticello

**Date:** 7/3/2019

**Re:** **New Business:** Airport Roundtable

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About two years ago we were approached by the Charlotte-Douglas Airport requesting a volunteer from Pineville to represent us at their newly formed Airport Roundtable. Amelia Stinson-Wesley had volunteered and has been on the roundtable since its inception. She recently resigned leaving a vacancy on that committee. After notifying the individual at the airport who oversees the roundtable, he asked if there were any other residents that might be interested in volunteering for the open seat.

There were two other individuals that had originally shown interest so I reached out to them and they were both still interested. They filled out the application and submitted it to Mr. Daniel Gardon of the Noise Abatement Department. Ms. Theresa Brunner, a resident of the McCullough Neighborhood, was selected and will now be Pineville's representative on the Airport Roundtable.

Ms. Brunner will be in attendance at the meeting so that Council can formally appoint her as the town's representative.

**Action Requested:** *Formally appoint Theresa Brunner to the Airport Roundtable Committee.*



# Airport Community Roundtable Mission Statement and Guidelines

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## Airport Community Roundtable Mission Statement:

*To provide the City of Charlotte Aviation Department (Airport) and the Federal Aviation Administration (FAA) with broad-based community input into airport-related noise impacts and to find, where possible, practical solutions and recommendations for the FAA to consider when determining aircraft operating procedures at Charlotte Douglas International Airport.*

## Information:

There are many partners involved in ensuring safe and efficient aircraft operations at Charlotte Douglas International Airport (CLT). The Airport is responsible for managing airfield, terminal and support facilities for airlines and other related businesses that provide air service to the Charlotte region. The FAA is responsible for managing the National Air Space, aircraft flight routes and for providing safe and efficient direction and procedures to aircraft crews that are arriving to or departing from CLT. At the request of the FAA, the Airport is establishing the Airport Community Roundtable (ACR) to provide neighboring communities with a forum to discuss their concerns regarding aircraft noise. The Airport will convene the ACR and serve as facilitator for the meetings. The FAA, airlines, and the Airport will serve as non-voting advisory members of the ACR, which will conduct meetings with the purpose of discussing and, possibly, proposing recommendations for aircraft operating changes at Charlotte Douglas International Airport to the FAA.

The Airport's and FAA's intent with creating the ACR is to inject broad-based community input into noise-related discussions, and to move the noise discussion beyond the airing of individual and neighborhood-specific complaints toward a cooperative effort to identify practical solutions and recommendations for FAA consideration; which must approve changes that would apply to aircraft operating procedures and to most noise abatement regulations and procedures.

Therefore, the ACR's meetings will focus on developing technical recommendations rather than providing a general public discussion forum. While conducting its work, the ACR must consider such things as air safety requirements, current operating conditions affecting air traffic patterns, existing and emerging technologies that affect aircraft movements and performance, roles and responsibilities of government and business entities related to aircraft noise, and experiences of or impact to other airport communities in addressing noise issues when developing recommendations to the FAA.

Due to the technical nature of the subject matter, the FAA, airlines, airline/aviation-related industry groups, and representatives from the Airport will join the ACR at its meetings to provide technical guidance and answer questions as needed.

The Airport will also inform elected officials and/or their staff, as well as, community business organizations of the meetings and welcomes them to attend ACR meetings.

#### ACR Membership and Governing Rules:

1. Using flight track data associated with past and current departure and arrival routes and based on the location of citizen noise complaints, the Airport has identified the primary impacted areas as those communities located within Mecklenburg County and portions of Gaston and York (South Carolina) counties. ACR membership is comprised of 23 representatives from the following areas:
  - One (1) member from each of the seven (7) City of Charlotte City Council Districts
  - One (1) member from each of the six (6) Mecklenburg County Commission Districts
  - One (1) member from each of the seven (7) Mecklenburg County cities and towns (Charlotte, Cornelius, Davidson, Huntersville, Matthews, Mint Hill and Pineville)
  - One (1) member from Mecklenburg County
  - One (1) member from Gaston County
  - One (1) member from York County, South Carolina
  
2. The Airport will solicit applications for each of the 23 designated seats and will only consider applicants that reside within the area they are seeking to represent; i.e. a citizen seeking to represent Charlotte City Council District 3 must reside within Charlotte City Council District 3. Where overlap exists

between districts an applicant may apply to represent any area that he/she resides within – however, each member can only represent one area.

3. The Airport will convene a selection panel to select ACR members – primary considerations for selection to the committee will be;

- Residence within a designated area
- Ability to commit time to attending/participating in the meetings
- Demonstration that the applicant represents the interests of the area
- Commitment that the member has no conflicts of interest in representing his/her designated area. Possible conflicts of interest could include, the member working for the Airport or a tenant of the Airport, the member having a directing financial interest in the Airport or a tenant of the Airport, the member having a legal claim related to aircraft noise against the Airport or a tenant of the Airport.

Selection preference will be given to residents that have previous noise complaints filed with the Airport. The selection panel will not consider technical knowledge of the aviation industry as selection criteria to the ACR.

4. The selection panel will identify (where possible) an alternate member for each of the designated areas. If the need arises to replace an existing member of the group, the Airport will recommend that the alternate serve as the replacement.
5. At the first meeting of the ACR, the ACR members will discuss and appoint a Chairperson and Vice Chairperson.
6. The ACR Chairperson will work with the ACR and Airport to schedule ongoing future meetings.
7. The ACR will implement an attendance requirement for the meetings and those members who are unable to regularly attend meetings should forfeit their seat. In the event of a member forfeiting their seat for any reason, the Airport will designate an alternate member.
8. The ACR members will have a term limit of no more than five years.

9. The ACR will utilize Robert's Rules of Order to conduct its meetings (the Airport will arrange for the ACR to receive training on Robert's Rules of Order). The Airport may suspend or cease hosting the ACR should meetings become disorderly or detrimental to conducting business.
10. The ACR will utilize a super-majority of two-thirds votes for ratifying final proposals to the FAA.
11. The Airport will staff the meetings and produce summary minutes of each meeting for ACR approval.
12. The Airport will publish all meeting dates according to North Carolina Open Meeting Laws and will post meeting notices on the City of Charlotte events calendar – the ACR will make all meetings open to the public.
13. The ACR will hold meetings at CLT Center, 5601 Wilkinson Boulevard, Charlotte, NC 28208. The meeting schedule will be determined by the ACR members with Airport and FAA staff consent.



# Memorandum



**To:** Mayor and Town Council

**From:** Barbara Monticello

**Date:** 7/3/2019

**Re: New Business:** Census Update

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Mr. Troy Fultz, appointed to the 2020 Census Committee, will be in attendance to give a short presentation regarding the 2020 Census kickoff meeting, goals and next steps.

*INFORMATIONAL*

# 2020 Census Update

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JUNE 2019

## US Census 2020—Overview (75% response rate in 2010)

**It's in the Constitution**—The Constitution requires a census every 10 years (first was in 1790)

**Everyone counts**—The Census counts every person living in the U.S. once, only once and in the right place

**Taking part is your civic duty**—Completing the Census is required and is your way to say, “I count!”

**Your data are CONFIDENTIAL**—Federal law protects your census responses and can only be used to produce statistics

- Title 13 states information can only be released after 72 years
- Personal information CANNOT be used against respondents
- Violating the law is a federal crime, with prison sentences up to five years and/or fines of up to \$250K

**It's about fair representation**—Every 10 years, the census is used to reapportion the House of Representatives

**It's about redistricting**—After each Census, State officials redraw boundaries of congressional and state legislative districts, adapting to population shifts

**It means \$675 billion per year**—Census data is used to determine the allocation of more than \$675 billion per year to support the state, county and community vital programs, including roads, schools and emergency services (\$4T over the decade)

**Census data is being used all around you**—Many groups use the data collected during the Census to:

- Support community initiatives involving legislation, quality of life and consumer advocacy (Residents)
- Ensure public safety and emergency preparedness (Local Governments)
- Revitalize old neighborhoods and plan new home developments (Real Estate Developers)
- Decide locations of factories, offices and stores, which create jobs (Businesses)

**2020 will be easier than ever**—In 2020, you will be able to respond to the census online (for the first time!), on the phone, via mail, or directly with a Census Representative (follow-up on non-response)

**You can help**—We need your help on the best way to make sure everyone in Pineville gets counted

# US Census 2020—High Level Design

## Count Everyone Once, Only Once and In the Right Place

### Establish Where to Count

- Identify all addresses where people could live
- Conduct a 100% review and update of the nation's address list
- Minimize field work with in-office updating
- Use multiple data sources to identify areas with address changes
- Get local government input

### Motivate People to Respond

- Conduct a nation-wide communications and partnership campaign
- Maximize outreach using traditional (TV, print, email, online) and new media (social networking)
- Target ads to specific audiences (hard to count populations)
- Work with trusted sources to inspire participants

### Count the Population

- Collect data from all households, including group and unique living arrangements
- Make it easy for people to respond anytime, anywhere, including ne online response option
- Use the most cost-effective strategy to contact and count non-respondents
- Knock on doors only when necessary
- Streamline in-field census taking

### Count the Population

- Process and provide Census data
- Deliver apportionment counts to the President by December 31, 2020
- Release counts for redistricting by April 1, 2021
- Make it easier for the public to get data

## US Census 2020—Timeline—2017 through 2019

### 2017

- Locate update of Census addresses-invitations sent to local governments for completion in 2018
- Publish final 2020 residence criteria and situations

### 2018

- March 31, 2018—Question wording sent to Congress
- 2018 End-to-end Census test
- Regional Census Centers open
- Engage and educate local leaders, partners and communities

### 2019

- January 2019—Early Area Census Offices Open to run the Address Canvass Operation
- Complete Count Committees established
- June 2019—Additional Area Census Offices open (ACOs)
- August through October 2019—Address Canvassing Operation

## US Census 2020—Timeline—2020 through 2021

### 2020

- Early 2020—Advertising begins
- February 2020 through June 2010—Group Quarters Operations (Count of residents in shelters, dorms, nursing homes, transitory locations, prisons, military bases, RV parks, etc.)
  - Local governments and Census committees identify, plan and execute these operations
- Mid March 2020—Residents invited to respond
  - Individual Housing Units (Hus) invited by either:
    - Mail to USPS mail addresses
      - Letter mailed
      - Reminder postcard
      - If no response, paper questionnaire
    - Hand delivery to Rural/PO Box, non-USPS HU delivery
      - Update Leave (list housing units)
      - Leave questionnaire (Spanish in certain areas) and a letter with other response options (internet and phone)
  - Options to self respond starting on March 23, 2020—Internet, Telephone, Paper
- **April 1, 2020—Census Day—Reference Date is where you live on April 1, 2020**
- April 2020—Early Non-Response follow up begins (primarily around colleges were population leaves in early May)
- May 2020—Non-Response Follow-up (NRFU) begins for households that do not self respond
- August 2020 through September 2020—Area Census Offices begin closing
- August 2020 through December 2020—Quality evaluation and re-contact of select housing units)
- December 31, 2020—Deliver apportionment counts to the President of the United States

### 2021

- March 31, 2021—Redistricting counts to the States

## US Census 2020—Historically Hard to Count Populations

There are a handful of groups that are considered historically hard to count for various reasons

In no particular order:

- African Americans
- Hispanics
- Children under 5 years old
  - It is estimated that 5% of kids under the age of 5 weren't counted in the 2010 Census
  - Common situations where young children aren't counted
    - The child splits time between two homes
    - The child lives or stays with another family or another relative such as a grandparent
    - The child lives in an lower income household
    - The child lives in a household with young parents or a young, single mom
    - The child is a newborn
- Households where English is not the primary language
- Transient populations—residents included in but not limited to:
  - Shelters
  - Dorms
  - Nursing homes,
  - Transitory locations (hotels, motels, apartments)
  - Prisons
  - Military bases
  - RV parks

To address, we need to develop trusted leaders from each of these groups to drive participation

## US Census 2020—2020 Plan of Action for Pineville

**Census Bureau 2010 Population:** 7,479

**July 1, 2018 Population Estimate:** 8,897

**Change:** 1,418 (19% growth)

Charlotte Mecklenburg has set up a Complete Count Committee with representatives from across the region

Pineville to leverage efforts of large employers (Bank of America, Novant, Atrium Health, CPCC)

### **Focus areas**

- Engage in Hard to Count Areas by recruiting trusted voices
- Focus on Homeowners associations to leverage early, often and on-point messaging
- Build Census information into Pineville Website and newsletters
- Solicit key leaders within the community to act as trusted voices
- Leverage Mecklenburg County investment to focus on key messaging
  - Freeing up Pineville budget to focus on our hard to count segments
- Work with other towns across Charlotte (Cornelius, Davidson, Huntersville, Matthews, Mint Hill) to create synergies where applicable
- Partner with Subcommittees to determine overall Charlotte efforts and leverage for Pineville



## US Census 2020—Job opportunities in the community

<https://2020census.gov/jobs>

Apply online today or call 1-855-JOB-2020 (1-855-562-2020) or for Federal Relay Service: 800-877-8339 TTY / ASCII

### Area Census Office (ACO) Vacancies

- **Area Census Office Manager (ACOM):** Responsible for the quality and progress of all field and office operations and activities. The ACOM directs Census operations in the local area, including monitoring budgets, schedules, and progress of operations.
- **Census Field Manager (CFM):** Responsible for managing field data collection activities associated with the ACO. The CFM will be responsible for managing several hundred field operations staff at peak times.
- **Lead Census Field Manager (LCFM):** Responsible for managing the CFMs throughout the office geographic territory. The LCFM is responsible for training, supervising and managing CFMs in the ACO.
- **Recruiting Manager:** Responsible for ensuring that qualified applicants are recruited to fill ACO field and office positions. RMs are responsible for the development of an ACO recruiting plan that will allow the office to recruit thousands of applicants throughout the ACO territory.
- **Recruiting Assistant (RA):** Responsible for the outreach and contacting local organizations to request responding to job advertisements by answering questions from the public about jobs, qualifications and how to apply.
- **Information Technology Manager (ITM):** Responsible for managing technological functions used by ACO field and office staff.
- **Administrative Manager (AM):** Responsible for the office administrative activities, including personnel and payroll operations for an assigned ACO.
- **Office Operations Supervisor (OOS):** Assists in the management of office functions and day-to-day activities required to support field operations, recruiting, IT support, and administrative activities. The OOS supervises, schedules, and assigns work to clerks and oversees related office operations.
- **Clerk:** Performs various administrative and clerical tasks to support various functions, including payroll, personnel, recruiting, field operations, and support functions.
- **Census Field Supervisor (CFS):** Supervises Enumerators / Listers. CFSs train their staff, monitor progress and performance, troubleshoot issues and provide instructions, approve time and expense reports, and may document and recommend termination actions.
- **Enumerator / Lister:** Conducts field activities, such as updating address lists and maps, conducting in-person interviews to gather census data, and conducting other follow-up activities.

## US Census 2020—Resources

### **Meck Counts 2020**

<https://www.mecknc.gov/CountyManagersOffice/MeckCounts2020/Pages/Home.aspx>

### **About the Census**

<https://www.mecknc.gov/CountyManagersOffice/MeckCounts2020/Pages/About.aspx>

### **Why the Census Matters**

<https://www.mecknc.gov/CountyManagersOffice/MeckCounts2020/Pages/Why-the-Census-Matters.aspx>

### **Mecklenburg County Complete Count Committee**

<https://www.mecknc.gov/CountyManagersOffice/MeckCounts2020/Pages/Mecklenburg-County-Complete-Count-Committee.aspx>

### **How to Get Involved**

<https://www.mecknc.gov/CountyManagersOffice/MeckCounts2020/Pages/Get-Involved.aspx>

### **Census Events**

<https://www.mecknc.gov/CountyManagersOffice/MeckCounts2020/Pages/Census-Events.aspx>

### **Census Jobs**

<https://www.mecknc.gov/CountyManagersOffice/MeckCounts2020/Pages/Census-Jobs.aspx>

### **Response Outreach Area Mapper**

<https://www.census.gov/ROAM>

### **2020 Hard to Count**

<https://www.censushardtocountmaps2020.us/>

### **North Carolina Census Hard to Count Interactive Map**

<https://www.nccensus.org/resources/north-carolinas-hard-to-count-communities>

### **American Fact Finder**

<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

# Appendix

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## Appendix—Ways Census Data is being used—Local level

Reapportioning seats in the House of Representatives  
Forecasting future transportation needs for all segments of the population  
Planning for hospitals, nursing homes, clinics and the location of other health services  
Forecasting future housing needs for all segments of the population  
Directing funds for services for people in poverty  
Designing public safety strategies  
Development of rural areas  
Analyzing local trends  
Creating maps to speed emergency services to households in need of assistance  
Delivering goods and services to local markets  
Designing facilities for people with disabilities, the elderly, and children  
Planning and researching for media as backup for new stories  
Providing evidence in litigation involving land use, voting rights, and equal opportunity  
Drawing school district boundaries  
Planning for public transportation services  
Planning health and educational services for people with disabilities  
Planning urban land use  
Making business decisions  
Understanding consumer needs  
Planning for congregations  
Locating factory sites and distribution centers

## Appendix—Ways Census Data is being used—Government level

- Decision making at all levels of government
- Drawing of federal, state and local legislative districts
- Distributing billions of dollars in federal funds and even more in state funds
- Estimating the number of people displaced by natural disasters
- Developing assistance programs for American Indians and Alaska Natives
- Planning future government services
- Planning investments and evaluating financial risk
- Publishing economic and statistical reports about the United States and its people
- Facilitating scientific research
- Developing “intelligent” maps for government and businesses
- Distributing medical research
- Planning budgets for government at all levels
- Spotting trends in the economic well-being of the nation
- Establishing fair market rents and enforcing fair lending practices
- Directing services to children and adults with limited English language proficiency
- Planning outreach strategies
- Understanding labor supply and military potential
- Assessing the potential spread of communicable diseases
- Setting a standard for creating both public and private sector surveys
- Evaluating programs in different geographic areas
- Researching adult education programs
- Determining areas eligible for housing assistance and rehabilitation loans

# Memorandum



**To:** Mayor and Town Council

**From:** Ryan Spitzer

**Date:** 7/3/2019

**Re:** Resolution of Intent – Districts and number of Councilmembers

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## **Overview:**

Council elected to allow voters decide on dividing the Town up in to Districts as well as the number of Councilmembers that will serve. Since Council decided to allow voters to make the decision and put the matter on the November ballot, Council must go through the procedure again. Council must pass an Ordinance and Resolution no earlier than 60 days before the November ballot and no later than the first week of September to allow the Board of Elections to put it on the measure(s) on the ballot.

Council has the ability to break the two issues in two separate Ordinances if you choose. One Ordinance can be for setting up the districts and mode of election and the other Ordinance can be for the number of Councilmembers. Both options will be presented.

The key dates are as follows:

July 9, 2019 – Vote on Resolution of Intent and set the Public Hearing  
July 25, 2019 – Advertise for the Public Hearing  
August 6, 2019 – Hold Public Hearing  
August 26, 2019 – Adopt Ordinance and Resolution to put on ballot  
November 5, 2019 - Vote

## **Attachments:**

Optional forms of Government  
Resolution of Intent(s)

## **Recommendation:**

Adopt the Resolution of Intent and set the Public Hearing date.

Part 4. Modification of Form of Government.

**§ 160A-101. Optional forms.**

Any city may change its name or alter its form of government by adopting any one or combination of the options prescribed by this section:

- (1) Name of the corporation:  
The name of the corporation may be changed to any name not deceptively similar to that of another city in this State.
- (2) Style of the corporation:  
The city may be styled a city, town, or village.
- (3) Style of the governing board:  
The governing board may be styled the board of commissioners, the board of aldermen, or the council.
- (4) Terms of office of members of the council:  
Members of the council shall serve terms of office of either two or four years. All of the terms need not be of the same length, and all of the terms need not expire in the same year.
- (5) Number of members of the council:  
The council shall consist of any number of members not less than three nor more than 12.
- (6) Mode of election of the council:
  - a. All candidates shall be nominated and elected by all the qualified voters of the city.
  - b. The city shall be divided into single-member electoral districts; council members shall be apportioned to the districts so that each member represents the same number of persons as nearly as possible, except for members apportioned to the city at large, if any; the qualified voters of each district shall nominate and elect candidates who reside in the district for seats apportioned to that district; and all the qualified voters of the city shall nominate and elect candidates apportioned to the city at large, if any.
  - c. The city shall be divided into single-member electoral districts; council members shall be apportioned to the districts so that each member represents the same number of persons as nearly as possible, except for members apportioned to the city at large; and candidates shall reside in and represent the districts according to the apportionment plan adopted, but all candidates shall be nominated and elected by all the qualified voters of the city.
  - d. The city shall be divided into electoral districts equal in number to one half the number of council seats; the council seats shall be divided equally into "ward seats" and "at-large seats," one each of which shall be apportioned to each district, so that each council member represents the same number of persons as nearly as possible; the qualified voters of each district shall nominate and elect candidates to the "ward seats"; candidates for the "at-large seats" shall reside in and represent the districts according to the apportionment plan adopted, but all candidates for "at-large" seats shall be nominated and elected by all the qualified voters of the city.
  - e. The city shall be divided into single-member electoral districts; council members shall be apportioned to the districts so that each member represents the same number of persons as nearly as possible,

except for members apportioned to the city at large, if any; in a nonpartisan primary, the qualified voters of each district shall nominate two candidates who reside in the district, and the qualified voters of the entire city shall nominate two candidates for each seat apportioned to the city at large, if any; and all candidates shall be elected by all the qualified voters of the city.

If either of options b, c, d or e is adopted, the council shall divide the city into the requisite number of single-member electoral districts according to the apportionment plan adopted, and shall cause a map of the districts so laid out to be drawn up and filed as provided by G.S. 160A-22 and 160A-23. No more than one half of the council may be apportioned to the city at large. An initiative petition may specify the number of single-member electoral districts to be laid out, but the drawing of district boundaries and apportionment of members to the districts shall be done in all cases by the council.

(7) Elections:

- a. Partisan. – Municipal primaries and elections shall be conducted on a partisan basis as provided in G.S. 163A-1615.
- b. Nonpartisan Plurality. – Municipal elections shall be conducted as provided in G.S. 163A-1616.
- c. Nonpartisan Election and Runoff Election. – Municipal elections and runoff elections shall be conducted as provided in G.S. 163A-1617.
- d. Nonpartisan Primary and Election. – Municipal primaries and elections shall be conducted as provided in G.S. 163A-1618.

(8) Selection of mayor:

- a. The mayor shall be elected by all the qualified voters of the city for a term of not less than two years nor more than four years.
- b. The mayor shall be selected by the council from among its membership to serve at its pleasure.

Under option a, the mayor may be given the right to vote on all matters before the council, or he may be limited to voting only to break a tie. Under option b, the mayor has the right to vote on all matters before the council. In both cases the mayor has no right to break a tie vote in which he participated.

(9) Form of government:

- a. The city shall operate under the mayor-council form of government in accordance with Part 3 of Article 7 of this Chapter.
- b. The city shall operate under the council-manager form of government in accordance with Part 2 of Article 7 of this Chapter and any charter provisions not in conflict therewith. (1969, c. 629, s. 2; 1971, c. 698, s. 1; c. 1076, s. 1; 1973, c. 426, s. 19; c. 1001, ss. 1, 2; 1975, c. 19, s. 64; c. 664, s. 6; 2017-6, s. 3.)



**RESOLUTION NO. 2019-06**

**RESOLUTION OF INTENT TO CONSIDER AN ORDINANCE TO ADOPT A CHANGE IN THE NUMBER OF COUNCIL MEMBERS AND THE MODE OF ELECTION THEREBY AMENDING THE CHARTER OF THE TOWN OF PINEVILLE; AND SETTING THE DATE FOR A PUBLIC HEARING THEREON**

WHEREAS, pursuant to G.S.160A-101 and 160A-102, the Town Council of the Town of Pineville may adopt an ordinance to amend the Charter of the Town to implement changes set out in G.S. 160A-101; and

WHEREAS, G.S. 160A-102 requires that proposed Charter amendments first be submitted to a public hearing and that due notice thereof be published not less than ten (10) days prior to the date fixed for the public hearing;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Pineville that:

1. The Town Council hereby intends to consider an ordinance amending the Charter of the Town of Pineville, as set forth in Chapter 296 of the 1965 Session Laws of North Carolina, as amended, to adopt a change in the number of members to its governing body, as authorized by G.S. 160A-101(5) and to adopt a change in the mode of its elections, as authorized by G.S. 160A-101(6) ( ).

2. A public hearing on the proposed ordinance is hereby called at the Hut Meeting Facility, located at 413 Johnston Drive, Pineville, NC at 6:30 p.m. on Tuesday, August 6, 2019.

3. Following the public hearing called hereby, the Town Council shall consider passage of the ordinance and a resolution calling for a referendum on the November ballot at its work session meeting on Monday, August 26, 2019 at 6:00 p.m. at the Pineville Police Headquarters located at 437 Main Street, Pineville, NC, 28134.

4. The Town Clerk is hereby directed to cause to be published in the *Charlotte Observer*, a proper notice of the public hearing called, which notice shall contain a summary of the proposed Charter amendments.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor Jack Edwards

ATTEST:

\_\_\_\_\_  
Town Clerk, Barbara Monticello

**NOTICE OF PUBLIC HEARING ON PROPOSED  
CHARTER AMENDMENT ORDINANCE**

The public will take notice that the Town Council of the Town of Pineville, NC, will conduct a public hearing at the Hut Meeting Facility, located at 413 Johnston Drive in Pineville, at 6:30pm on Tuesday, August 6, 2019, concerning a proposed ordinance amending the Charter of the Town of Pineville, as set forth in Chapter 296 of the 1965 Session Laws of North Carolina, as amended, to adopt a change in the number of members to its governing body and to change its mode of election to form districts. Following the public hearing, the Town Council will consider passage of the ordinance and a resolution calling for a referendum on the November ballot at its Work Session meeting on Monday, August 26, 2019 at 6:00 p.m. at the Pineville Police Headquarters located at 437 Main Street, Pineville, NC, 28134.

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Barbara Monticello, Town Clerk

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**Please publish on \_\_\_\_\_**

Invoice and proof of publication can be  
sent to my attention at:

Barbara Monticello, Town Clerk  
Town of Pineville  
PO Box 249  
Pineville, NC 28134

# Memorandum



**To:** Mayor and Town Council

**From:** Barbara Monticello

**Date:** 7/3/2019

**Re: New Business:** Fee Schedule

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At last month's Council Meeting when the Fee Schedule was adopted, there were some recommendations made to adjust some of the fees. Mr. Spitzer suggested we adopt the Fee Schedule as it was presented and make any changes thereafter.

The Fee Schedule was sent to all of the Department Heads for input on any changes that may be needed. The following changes to the fee schedule are being proposed:

- Council Member Davis' suggestions to change the Dining Room and Gym fees for residents from \$35 per hour to \$25 per hour
- Adding a deposit to shelter rentals since some are staying past 6:00 p.m. but no amount for the deposit was suggested
- There are several departments listing a "Returned Check" fee of \$25 and one department showing a "Returned Check" fee of \$37. The proposal is for one universal check fee to cover all departments and that it should be at least the same amount as what the bank charges and that is \$37

These are the proposed changes to the Fee Schedule for FY19-20. Council can choose to adopt all three as proposed or with modifications or only a portion of the three as proposed or with modifications.

**Action: Approve & adopt above proposed changes to the town's Fee Schedule.**

## **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



# **ADJOURNMENT**