

**COUNCIL MEETING
AGENDA**

**Pineville Meeting Hut
Tuesday, February 11, 2020
6:30 p.m.**



**PINEVILLE TOWN COUNCIL AGENDA
6:30 P.M. - PINEVILLE HUT MEETING FACILITY
TOWN OF PINEVILLE, NORTH CAROLINA
TUESDAY, FEBRUARY 11, 2020**

- 1) **Call Meeting to Order:**
 - a) **Pledge Allegiance to the Flag: (LG)**
 - b) **Moment of Silence:**
- 2) **Adoption of Agenda:**
- 3) **Approval of the Minutes from the:** Council Work and Closed Sessions of December 16, 2019, Council Meeting of January 14, 2020 and the Work and Closed Session Meetings of January 21, 2020.
- 4) **Consent Agenda:** a) *Finance Report as of 01/31/2020*, b) *Approval of Annual Audit Contract*; c) *Tax Refunds*
- 5) **Public Comment:**
- 6) **Presentation by Mecklenburg County** – Mecklenburg County Manager, Dena Diorio, will be in attendance to deliver the 2019 Progress Report on Livable Meck (**INFORMATIONAL**).
- 7) **Old Business:**
 - A. **Performance Management Contract (Ryan Spitzer)** Council to review and approve a Performance Management Contract (**ACTION ITEM**).
 - B. **Planning Board/Board of Adjustments Appointments (Mayor Edwards)** Appointments to boards have been postponed until all applications have been submitted for review (**ACTION ITEM**).
- 8) **New Business:**
 - A. **Presentation by Bill Baskins** – Resident Bill Baskins will present a proposed memorial for the mill site (**INFORMATIONAL**).
 - B. **ADA Compliant Playground** – Kristy Detwiler will present information pertaining to an ADA Compliant Playground (**ACTION ITEM**).
 - C. **Urban Archery - (Ryan Spitzer)** Council to decide whether to continue with this program or not (**ACTION ITEM**).
 - D. **Staff Update:**
 - 1) *Manager's Report*
 - 2) *Calendar of Events*

9) **Closed Session:** *Discussion of matters pursuant to NCGS 143-318.11(5), (Real Estate Items)*

10) **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 Work
and Closed Session
Meetings of December 16,
2019, the Town Council
Regular Meeting of
January 14, 2020 and
the Work and Closed
Session Meetings of
January 21, 2020**



**MINUTES OF THE
TOWN COUNCIL WORK SESSION OF
Monday, December 16, 2019- 6:00 P.M.
Pineville Police Bldg.
437 Main Street, Pineville, NC**

The Town Council of the Town of Pineville, NC, met in a Work Session on Monday, December 16, 2019 at 6:00 p.m. at the Police Building, 437 Main St. in Pineville NC.

ATTENDANCE

Mayor: Jack Edwards

Mayor Pro-Tem: Melissa Davis

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

Town Manager: Ryan Spitzer

Town Clerk: Barbara Monticello

Planning Director: Travis Morgan

CALL TO ORDER

At 6:18 p.m. Mayor Jack Edwards called for a motion to open the meeting. Council Member Joe Maxim moved to open the meeting, with Mayor Pro Tem Melissa Davis seconding the motion. There were ayes by all and the meeting commenced.

DISCUSSION ITEMS:

- A. **IPEX USA, LLC** – Planning Director, Travis Morgan, explained that IPEX, located at 9919 Industrial Drive, was requesting another expansion to store pipes as they had lost the lease on the property on which they had been storing them. IPEX owns a large tract of land behind the building they currently occupy and would like to utilize it for storage purposes. The parcel of land is about 10 acres. The town was asking for all the street scaping, a 5 ft. berm plus plantings on top of it. There are clear ROW's for both Industrial Dr. and Rodney St. One of the stipulations of their last expansion was that they must do the street scaping with the next expansion they were proposing.

Council Member Les Gladden asked if the other side of the property, which hits Industrial Drive, would have screening. Mr. Morgan replied that it was not brought up when they made their last request for an expansion. Council Member Gladden would like the front of the existing property to also be improved with screening. Mr. Morgan suggested curbing and sidewalks on the front side of the property and stated he would work up a diagram for street scape improvements before the next council meeting.

IPEX representative, Shawn White, noted that it would be challenging to do a proper streetscape along the front of the property but Mr. Morgan offered to assist them with this issue before the public hearing. Mayor Pro Tem Melissa Davis asked if IPEX had their noise issues under control. Mr. Morgan noted that he hadn't heard any complaints in a long while and Ms. Davis stated she had not gotten any complaints and had not heard any noise herself being generated from them either.

Council Member Joe Maxim asked if the land use was appropriate for storage purposes and if doing the street scaping was all that was needed. Mr. Morgan indicated that it was but added that they needed to make sure the R-O-W's were correct through the re-platting process.

Council Member Les Gladden asked for clarification as to what the applicant was asking for – approval of the expansion tonight, along with future buildings without looking at them first? Mr. Morgan clarified that it was just reviewing plans for the pipe storage and gatehouse for the future, nothing major. Mr. White stated that the gatehouse was merely a half bath for the truck drivers.

Council Member Amelia Stinson-Wesley asked about a square in the upper right corner of the plans. Mr. White replied it was just an old telephone junction box. Mr. Morgan stated that the applicant would clean things up before the Public Hearing on January 14th and stated that all the information for the Public Hearing was needed by 1/9/2020.

- B. Town Homes on Dorman Road** – Planning and Zoning Director, Travis Morgan, stated that the applicant was proposing 19 single-story townhomes at 13160 Dorman Rd. The property sits between the Laurels and the Haven and was previously approved for office, community or support services. Since this is a modification to residential property, an age-restricted use is permitted without re-zoning the property to residential.

The applicant is proposing to construct 19 units on 2.214 acres. There are currently 35 parking spots on the property with the plan showing a total of 41. The usual number of spaces are not required due to it being an age-restricted community – they only needed a total of 24 spaces. The homes are proposed at 808 square feet with two beds and two baths. Mr. Morgan had reached out to HOA's and received a letter back from one HOA stating they were more in favor of residential than office use.

Mr. Morgan's commented that he needed to make sure the sidewalks looped around the complex. There is an existing monument sign and some landscaping but he believed the roof lines could be broken up a bit more in their plans. Mayor Pro Tem Davis asked if the units would have garages to which Mr. Morgan replied that they would not. Ms. Davis asked that if they didn't sell all of the units with the age restriction in place, would they then sell to anyone? It was Mr. Morgan's understanding that it was only for individuals 55 and older. There was also some concern that there be a fence separating properties which Mr. Morgan confirmed would be required.

Council Member Joe Maxim asked about an updated storm water study. The applicant, David Tibbals, stated that they had been working on the property for over a year and the storm drainage was coming from the current property. The plan originally called for 24-25 townhomes but was reconfigured to 19 to so that they could work with the existing elements already in place. He added that a solid fence would be installed.

Council Member Les Gladden asked if there was a reason why the front of the units wouldn't face the entrance. Mr. Tibbals said they chose to orient the buildings with the backs facing the entrance so they could utilize the parking as it exists now and added that grade was more of an issue than distance for ADA requirements. Mayor Pro Tem Davis was surprised there was no parking closer to the units to which Mr. Tibbals noted that the parking at the Dorchester just down the road was 300 feet from their entrances. Both Council Member Les Gladden and Mayor Pro Tem Melissa Davis had concerns with the parking. Mr. Tibbals stated that they wanted to work with the existing infrastructure because adding more infrastructure would become too costly.

Council Member Amelia Stinson Wesley asked if there would be landscaping in the middle area or just grass. Mr. Tibbals stated that there was talk about some garden areas. A suggestion was made to flip the bottom three units to make the green space functional as well. Mayor Pro Tem Melissa Davis inquired as to whether there would actually be patios behind the "patio homes"? She did not believe it would look nice seeing the back of the home given the distance between them and the parking lot. She also asked about the price range per unit.

Mr. Tibbals responded that they were working that out but the goal was to keep it under \$200,000 per unit. Mr. Morgan reiterated that the zoning allowed for senior housing – 55+. Council Member Stinson-Wesley asked if all residents had to be over 55 or just the majority of the people who lived there. Mr. Tibbals responded that the one who purchased the unit was required to be 55+.

Council Member Joe Maxim noted that the orientation of the homes, back patios, the green space and the proximity of parking were all concerns for Council but added that a good plan for the green space could help out with a lot of those issues.

Council Member Les Gladden commented that 20,000 sq. ft. was the limit before new storm water requirements kicked in. Additionally, all the sidewalks would need to be redone to meet the 5-foot wide requirement. It looked as though Mr. Tibbals was fighting a losing battle to stay under the storm water limit to avoid having to do an updated study. By the time all was said and done, the applicant would be very close to or over that limit, which would trigger the requirement for one. He stated that, overall, Council liked the concept but there was still work to be done to get it where it needed to be. He suggested going back to Mr. Morgan to work things through with him.

- C. **Lynwood Lane/Lakeview Drive Subdivision Proposal** – Mr. Morgan gave an overview of the proposal. The property is currently zoned for one-acre home sites. The developer was proposing a total of 99 homes and a rezoning of the property to RMX. This would reduce lot size to 6000 sq. ft. with lot dimensions of 50' X 120' to accommodate a 40' wide, two-car garage product. After looking into the water situation more, he found the existing water line was not wide enough and would need to be increased to an 8-inch pipe, along with additional storm water upgrades. He noted that the timing of this project was crucial because, if a new water line needed to be installed, town roads were scheduled to be paved and the pipe installation should be done before any new paving takes place. Additionally, the ground must be able to support 80,000 lbs. of equipment.

Sewer lines would feed back to Mallard pump station. Charlotte water acknowledged they can accommodate the community but sewer upgrades may be needed. Additionally, Mr. Morgan noted that having over 30 homesites requires two ways into and out of the community and should go through and be approved by Pineville Fire Department. There are plans for a "fire access road" in lieu of a regular road to be used for fire emergency purposes.

The question was raised that, if approved, could the developer come back later and add more home or townhomes to the existing property? Mr. Morgan replied that they could not and the property was only for single-family residences and was capped at 99 homes. The whole plot of land is under one umbrella of restrictions. Any changes to plan would require the developer to go back before the board.

Council Member Les Gladden stated development of this site has been going on for a long time. There are numerous issues and still too many unanswered questions. He did not think that neighborhood could stand that many more cars on the road and they have not come up with answers to these questions.

Chris Todd, Civil Engineer for the Timmons Group tried to answer questions and address concerns of Mr. Gladden and the rest of Council, noting that there was only so much that can be done here. He highlighted the fact that the Greenway follows the creek and basically surrounded the community which is a great amenity. As far as water goes, they are installing a new water line next to the old water line that is big enough to service everyone. They met with the Fire Marshall 3 times. The code reads there needs to be two access points which they worked with Randy Frazier on to work something out to have a "fire access" road. This is not a regular road but one that emergency vehicles will have access to.

Additionally, they met with Charlotte Water; the wet well is not deep enough so they will need to lower it. The pump is fine but the well is just not deep enough. The depth of the well needs to be about 5-6 feet deeper so they have engineered it and have gotten the green light from Charlotte Water for sewer as long as they change out the wet well. They have dedicated 3.5 acres to common, open space and the community is low density. With less than 24% impervious ground, they do not have to do BMP.

Long term maintenance will be handled through the HOA as well as the easements; the only thing not covered by them would be lawn maintenance which the homeowner would be responsible for. They have signed easement agreements which is unusual to be able to get them. Homes will average between 2400 to 2800 sq. ft. the asking prices that they're shooting for is the high \$300's to the low \$400's.

Council Member Joe Maxim asked what the plan would look like if they stuck to the current zoning calling for one acre lots. Mr. Todd replied that it would equate to about 45-47 units. Council Member Stinson-Wesley asked what the homes would look like if the zoning was kept as is? Mr. Brian Macula responded that it would not work for him with only 45 units as it would not be cost-effective. He would lose money.

Mayor Pro Tem Melissa Davis stated that the homes were not attractive-looking to her and that traffic was still an issue for her. Council Member Les Gladden stated that it made no sense to add that many cars to the road. He did not see that putting an extra 250 cars in that community was doable and suggested making a bigger house, a nicer product at a higher price point and it would still sell quickly.

Mayor Pro Tem Melissa Davis asked the developer if he thought the economy could withstand a down turn in the market? Mr. Macula stated that Charlotte was one of the best markets around with overall good economic growth. He added that Pineville had great opportunity. He then asked council what type of architectural features they'd like to see.

A brief discussion regarding tap fees followed with costs ranging from \$3800 to \$12,000 but before the discussion got off track, Mayor Edwards asked the developer to continue communication with Mr. Morgan because there were still some issues, they needed to work through with him. He then requested a ten-minute break at 8:38 p.m.

- D. Fleet Management** - Town Manager Ryan Spitzer continued discussions regarding GPS on Town Vehicles, noting there were a total of 92 vehicles in the town's fleet. Of that, he was proposing that 84 of the vehicles be equipped with a GPS system with vehicles in the Fire Department, Police Department, Telephone and Electric Departments as well as Zoning, Administration, Public Works and Parks and Recreation.

Mr. Spitzer gave an overview of two systems: Geotab and Verizon and associated costs with and without diagnostics. Both systems do active tracking but Verizon can do "fencing" around an area with an alert sounding when a vehicle leaves an area. Both Mayor Pro Tem Davis and Council Member Maxim were in favor of installing a GPS tracking system in town vehicles as long as it was presented that the Town was moving toward this as a safety precaution. Council Member Maxim asked if it were possible to negotiate a three-year contract and was favoring the Verizon system with diagnostics and speed limit tracking over Geotab. Council Member Les Gladden said he was also favoring the Verizon system at \$5500.

Mayor Pro Tem Melissa Davis asked if dispatchers were going to be trained to which Manager Spitzer replied yes, Verizon would come in to train. He added that there were ways to set permissions so that Department Heads could only view their own department's vehicles. Council Member Amelia Stinson Wesley asked what kind of information could be extracted by the system. Manager Spitzer replied that it was up to council to decide what information they wanted to see.

Council Member Joe Maxim didn't want management to automatically start going into reviewing every vehicle. Mr. Spitzer responded that they could start by setting parameters and if anyone went outside those parameters, he could send Council a report to let them know who was. Council Member Amelia Stinson-Wesley just wanted to be sure the data would be working the way they wanted it to. Manager Spitzer stated he would check with Verizon on a contract and bring it back to council.

Council Member Amelia Stinson Wesley made a motion to close the open session @ 9:20 p.m. with Council Member Les Gladden seconding the motion. The motion passed 4-0 and the open session was closed.

Mayor Pro Tem Melissa Davis made a motion to go into closed session and Council Member Les Gladden seconded the motion. There were ayes by all and the Closed session began @ 9:21 p.m.

Closed Session: Once in Closed Session, pursuant to NCGS 143-318.11(5), an on-going real estate transaction was discussed with feedback provided to the Town Manager. At 9:47 p.m. a motion was made and seconded to move out of the Closed Session and back into Open Session. There were ayes by all and Council was back in Open Session.

Open Session: Once in Open Session, Council Member Les Gladden moved to authorize the Town Manager to sign the contract at \$514,000 that was just discussed in the Closed Session regarding a piece of real estate. Council Member Joe Maxim seconded the motion and there were ayes by all.

ADJOURNMENT: Having no further business, Council Member Amelia Stinson-Wesley moved to adjourn the meeting at 9:49 p.m. with Mayor Pro Tem Melissa Davis seconding the motion. There were ayes by all and the meeting adjourned at 9:49 pm.

Jack Edwards, Mayor

ATTEST:

Barbara Monticello, Town Clerk



**MINUTES OF THE
TOWN COUNCIL MEETING OF THE
TOWN OF PINEVILLE, NORTH CAROLINA
TUESDAY, JANUARY 14, 2020**

The Town Council of the Town of Pineville met in Regular Session on Tuesday, January 14, 2020 at 6:30 p.m. at the Hut Meeting Facility in Pineville.

ATTENDANCE

Mayor: Jack Edwards
Mayor Pro-Tem: Melissa Rogers Davis
Council Members: Joe Maxim, Les Gladden, Amelia Stinson-Wesley
Town Manager: Ryan Spitzer
Planning & Zoning Director: Travis Morgan
Finance Director: Richard Dixon
Town Clerk: Barbara Monticello

CALL TO ORDER

Mayor Jack Edwards called the meeting to order at 6:31 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG (MD)

Mayor Pro Tem Melissa Davis led the group in the Pledge of Allegiance.

MOMENT OF SILENCE

Mayor Edwards asked for a moment of silence for several residents who recently passed, including Don Blankenship, Kenny Furr, Austin Moore, Jamal Griffin and Randy Down. He also asked that we remember our troops, first responders, police, fire and our military men and women.

ORDER OF BUSINESS:

Adoption of the Agenda:

Mayor Pro Tem Melissa Davis made a motion to adopt the agenda as is. Council Member Les Gladden seconded the motion and there were ayes by all. Motion passed 4-0.

Approval of the Minutes from the Regular Council Meeting and Closed Session Meetings of December 4, 2019 and the Regular Council Meeting of December 10, 2019.

Council Member Joe Maxim moved to approve the minutes, seconded by Mayor Pro Tem Melissa Davis. There were ayes by all and the minutes were approved.

Consent Agenda:

The Consent Agenda consisted of the following items: a) *Finance Report as of 12/31/19.* b) *Proclamation for School Choice Week.* Council Member Les Gladden made a motion to adopt the agenda with Council Member Amelia Stinson Wesley seconding the motion. There were ayes by all and the motion passed 4-0.

PUBLIC COMMENT:

Jane Shutt of Pineville Neighbors Place, spoke regarding 2019 and the number of people they offered assistance to during the year. They helped 998 people with \$84,000 in rent and utility bills. They helped 948 people with 9300 lbs. of food from their food pantry.

The Pineville Elementary School Food Drive delivered six cars worth of food. She was amazed and extremely overwhelmed with the outpouring of donations from the Pineville community. Shop with a Cop served 150 children and 10 rehab patients with Christmas gifts they otherwise would not have received. A Pineville police officer came to the office seeking help for four children who were given diapers and food at Pineville Neighbors Place while the parents were doing drugs in their car. The Pineville Neighbors Friends are having a dinner that is scheduled for Thursday, March 5, 2020. Tickets are \$20 and the dinner will be held at the Pineville United Methodist Church.

PUBLIC HEARING:

- A. **IPEX USA, LLC** (*Travis Morgan*) A motion was made and seconded to open the Public Hearing. There were ayes by all and the Public Hearing opened. Planning Director, Travis Morgan, explained that IPEX was seeking to expand their business, an amendment to their conditional zoning permit, requiring approval from the board. The company owns property behind their current building of approximately 10.7 acres. They want to use the space for storage of pipes because they lost the lease on the building they were using for this purpose. They have agreed to improve frontage on Rodney Street but more engineering is needed to make it doable. They have also agreed to improve street frontage on Industrial Drive. Planning and Zoning, as well as Public Works, must approve the plans first.

IPEX is proposing to use 5.4 acres surface storage for the pipes. They still need to resolve ROW/road dedication issues before approval is granted and all improvements must be included on their plans before the final approval is granted. Council Member Les Gladden asked the representative from IPEX, Shawn White, if he heard and understood all the requirements that were being asked of him. Mr. White responded that they did understand all that was being asked of them. Mayor Pro Tem Melissa Davis added that she would like the screening and all improvements completed before storing anything.

Having no further questions, Council Member Joe Maxim moved to close the Public Hearing, seconded by Council Member Les Gladden. There were ayes by all and the public hearing was closed.

OLD BUSINESS:

- A. **Fleet Monitoring System** – (*Ryan Spitzer*) Town Manager, Ryan Spitzer, provided additional information on the GPS system from Verizon, noting that tracking is in real time. The contract with Verizon would be month-to-month with a one-time fee of \$2386 for equipment. The monthly fee would be \$1534, a recurring charge each month. The first year would cost \$20,806.05 with the second year at \$18,419.90. Public Works is able to install the devices since they just snap into the vehicles. Council Member Les Gladden asked about diagnostics. Mr. Spitzer stated that it would track oil changes, engine problems, etc. Council Member Joe Maxim asked what the timeline for implementation looked like. Manager Spitzer said Public Works has to coordinate with the Police Department's night shift schedule. Council Member Les Gladden then asked how we were going to monitor that. Manager Spitzer stated there would be one big television on the wall but we may want additional televisions.

Council Member Amelia Stinson Wesley asked if there were any other purchases, equipment or charges related to the service. Manager Spitzer replied there were not. Mayor Edwards asked for a motion to approve the proposal. Council Member Les Gladden made the motion with Mayor Pro Tem Melissa Davis seconding the motion to approve the installation and contract for GPS service through Verizon. There were ayes by all and the motion passed 4-0. Manager Spitzer indicated that money could be used from the contingency fund to pay for the system.

- B. **Johnston Road Realignment** – (*Travis Morgan*) Planning Director, Travis Morgan, provided an update on the Johnston Road realignment project. The project will be broken into two different zones/projects for grant allocations and funding purposes. Not all the areas were eligible for grant funds so those areas had to be backed out so the rest would be eligible for funding. Information regarding the full agreement was included in the Council packet.

Council Member Joe Maxim asked about the approximate lead time for the project? Mr. Morgan stated that the State was currently at a freeze for construction projects but it should be cleared by the time we received bids for the project. Council Member Les Gladden wanted to be sure we were locked in on the amount of funds available to complete the project. Anything you can do to protect that number from going up would be appreciated. Council Member Amelia Stinson- Wesley asked if the project could get pushed back since no budget was in place at the state level. Mr. Morgan replied that the project was more directly related to the NCDOT than the state. Manager Spitzer added that the money for this project has already been set aside.

Council Member Les Gladden reiterated that he'd like to see the funding amount solidified to ensure the town gets the full amount promised from the NCDOT. Manager Spitzer stated we would sign the contract immediately and in about 30 days we would go out to bid. Mayor Edwards stated that two votes needed to be taken: one on the agreement itself and one for a budget amendment to make adjustments to the portion of the project not eligible for funding.

Mayor Pro Tem Melissa Davis moved in favor of signing the agreement. Council Member Amelia Stinson Wesley seconded the motion and there were ayes by all.

Mayor Pro Tem Melissa Davis moved to approve the budget amendment with Council Member Les Gladden seconding it. There were ayes by all and the budget amendment passed 4-0.

NEW BUSINESS:

A. IPEX Expansion – Once the public hearing for IPEX was closed, Mayor Edwards called for a vote on the issue. Council Member Les Gladden moved to approve the expansion, seconded by Mayor Pro Tem Melissa. There were ayes by all and the motion passed 4-0.

B. Chamber of Commerce – John Holobinko, founder of the Pineville Chamber of Commerce, gave a presentation to Council regarding the benefits of having a Chamber of Commerce in town. After the presentation, Mr. Holobinko answered questions from council including what areas he was targeting, how the Board of Directors is structured, how his salary is determined and why he started a chamber in Pineville.

Mr. Holobinko explained that there were at least 8,000 businesses in a five-mile radius that they were targeting in the areas of Pineville, South Charlotte and Indian Land. He became interested in the endeavor, after retiring from years in the high-tech business, when an employee from a company he was doing business with suggested he start a Chamber because the area was lacking one. In the state of North Carolina, a chamber is considered a non-profit organization and he operated under a 7-member Board of Directors that voted on what his salary would be. Mayor Edwards thanked Mr. Holobinko for coming in to do his presentation.

C. PCAA Fee Waiver – Town Manager Ryan Spitzer, stated that Council had discussed waiving the fee for use of the Jack Hughes Park fields by PCAA several months ago but it was never voted. Council now need to decide if this was something they still wanted to do. Council Member Les Gladden asked Parks and Recreation Director, Kristy Detwiler, if there would be any negative impact to the Parks and Recreation budget if the fees were waived. Ms. Detwiler explained that the fees just rolled into the general fund so it did not impact her budget.

Mayor Pro Tem Melissa Davis asked if the town was still paying for field prep and lights at the JHP fields, which Manager Spitzer confirmed that we were. Council Member Gladden wanted to be sure it was just the rental fee for use of the fields that would be waived to which Ms. Detwiler responded that was correct. Council Member Amelia Stinson-Wesley asked Finance Director, Richard Dixon, if granting a waiver for this fee would be a "clean accounting practice". Mr. Dixon replied that it was. Mr. Paul Boyd of the PCAA was present and thanked council for considering this waiver as it was greatly appreciated by the association.

Mayor Pro Tem Melissa Davis motioned to waive the fees to PCAA for field rentals at JHP. She added that usage of the fields was not to exceed their current usage of the fields. Council Member Les Gladden seconded the motion, there were ayes by all, and the motion passed 4-0.

D. Approval of Bids for Electric (*Don Mitchell*) – Electric Manager for Pineville Electric, Don Mitchell of Electricities, explained the two bids that were recently advertised – the first one being for materials for the Polk Sub Station and the second bid was for electrical cables to finish the project at Carolina Place Mall. The funds are in the budget for both of these improvements. Council Member Amelia Stinson-Wesley asked about the expected completion date of the 2nd phase of the Carolina Place Mall project. Mr. Mitchell responded that most likely it would be completed by early summer.

Council Member Les Gladden made a motion to approve the first bid for circuit breakers for the Polk sub-station. Mayor Pro Tem Melissa Davis seconded the motion. There were ayes by all and the motion passed 4-0.

Mayor Pro Tem Melissa Davis made a motion to approve the second bid for electrical cables to complete the Carolina Place Mall project. Council Member Amelia Stinson-Wesley seconded the motion. There were ayes by all and the motion passed 4-0.

E. Presentation by Chief Gerin – (*Mike Gerin*) – Fire Chief, Mike Gerin, gave a presentation on understanding the town's ISO Rating. A fire department inspection was recently conducted on 9/30/2019 to assess staffing levels, equipment, maintenance, communication ability and water resource availability, etc. The ratings were based on a 10 to 1 scale with ten being the worst and one being the best. The higher the points, the better the score.

The last inspection was done in 2015 with a minimum level of fire protection and a rating score of 9S. In 2007, the score was a split 5/9S. We dropped the rural 9S rating and went to a straight ISO Rating of 3. Both homeowners and businesses should see lower insurance premiums due to this better score.

Council Member Les Gladden stated that getting the lower points would be difficult. He advised homeowners to call insurance companies to be sure they know our current rating. Mayor Pro Tem Melissa Davis noted the positive comments on social media for responding so quickly to the house fire cause by a lightning strike last week.

F. Meeting schedule for 2020 – (*Ryan Spitzer*) Town Manager, Ryan Spitzer, explained to Council that each year it was necessary to adopt a schedule of Council Meetings for the coming year. The schedule showed a request for a date change for the August meeting from 8/11/20 to 8/18/20 but after some discussion, it was decided to leave that date as is for 8/11/20. The Work Session normally scheduled for the 4th Monday of the month had already been rescheduled from 1/27/20 to 1/21/20. There were notations made on the calendar on two dates that coincide with holidays, both Work Sessions on Monday, May 25, 2020 and Monday, December 28, 2020. When it gets closer to those dates, those two meetings will be rescheduled. The rest of the calendar of proposed council meeting dates was fine. Council Member Les Gladden made a motion to approve the 2020 dates. Mayor Pro Tem Melissa Davis seconded the motion. There were ayes by all and the 2020 Council Meeting Date Schedule passed 4-0.

G. Board Appointments – Each year it is necessary to make appointments or reappointments to the various town/county boards, committees, etc. The following appointments/reappointments were made:

Telephone Board – the Telephone Board consists solely of the Town Council Members (*Jack Edwards, Melissa Davis, Joe Maxim, Les Gladden and Amelia Stinson-Wesley*), Town Manger (*Ryan Spitzer*), and Telecommunications Director (*Tammy Vachon*). These represent the board members for 2020.

THE PLANNING BOARD CURRENTLY CONSISTS OF THE FOLLOWING MEMBERS:

Jim Knowles (3 year term expires 12/19)
 Amelia Stinson-Wesley (3 years term expires 12/19- seat on Planning Board to be vacated due to winning a seat on town council)
 Thomas White (3 year term expires 12/21)
 Eric Fransen (3 year term expires 12/19)
 William Chaney (3 year term expires 12/21)

Bolyn McClung is the alternate for this board. He has been offered the regular spot on this board but has declined and asked to be removed as the alternate as well. That leaves two alternate spots open, two seats up for reappointment and one seat expired and vacated due to winning a seat on town council.

THE BOARD OF ADJUSTMENT (BOA) CURRENT CONSISTS OF THE FOLLOWING MEMBERS:

Mark Matthews (3 year term expires 12/20)
 Joseph Yarber (3 year term expires 12/20)
 Thomas White (3 year term expires 12/21)
 William Chaney (3 year term expires 12/21)

There are currently four members on this board with one open seat available in addition to two alternate seats that are also open. No reappointments are necessary at this time.

Resident, Randy Smith, is currently the town's representative on the CharMeck Storm Water Action Committee and has expressed interest in participating on either or both of these boards. He had submitted an application which was included in Council's packet.

Terms for other boards/committees are as follows:

<u>Committee</u>	<u>Current</u>	<u>Proposed</u>
CITIZENS TRANSIT ADVISORY GROUP:	Tommy Fellers (term expires 6/30/20)	Keep as is
ARTS and SCIENCE COUNCIL: ADVISORY COMMITTEE	Kristy Detwiler, 2-year term expiring 6/30/20 Greg Record, (resident) 2 year term expiring 6/30/20	Keep as is Keep as is
CRTPO (MUMPO) REPRESENTATIVE:	Jack Edwards, term expired 12/19	Mayor Jack Edwards (s/b Elected Official)
MTC REPRESENTATIVE:	Jack Edwards, term expired 12/19	Mayor Jack Edwards
CENTRALINA COG DELEGATE:	Jack Edwards, term expired 12/19 Ryan Spitzer, <i>Alternate</i>	Open for discussion Open for discussion
MECKLENBURG COUNTY PLANNING COMMITTEE:	David Phillips, term expired 12/19	Mayor Jack Edwards
ELECTRICITIES:	Jack Edwards, term expired 12/19 Ryan Spitzer, <i>Alternate</i>	Jack Edwards (main) Ryan Spitzer (alternate)
TAX COLLECTOR:	Mecklenburg County, term expired 12/19	Mecklenburg County
TOWN ATTORNEY:	Janelle Lyons, term expired 12/19	Janelle Lyons

MUNICIPAL EDUCATION: ADVISORY COMMITTEE	Joe Maxim, 2-year term expired 12/19	Joe Maxim	
THE CHARLOTTE-MECKLENBURG STORM WATER ADVISORY COMMITTEE:	Randy Smith (Resident) term expires 6/30/21	Keep as is	
CENSUS 2020 COMMITTEE:	Troy Fultz (Resident) No term expiration provided	Keep as is	
AIRPORT ROUNDTABLE:	Theresa Brunner (Resident) (no term provided)	Keep as is	
HAZARD MITIGATION COMMITTEE:	Gerelyn Garcia (Resident) (no term provided) Libby Boatwright (Alt Resident) Brian Elgort (Town Rep) Mayor Edwards (Alt. Town Rep)	Keep as is Keep as is Keep as is Keep as is	
PINEVILLE PARKS & RECREATION BOARD:	Megan Bailey Sue Bankston Randy Brantley Tad Hardy	Lorraine Haynes Yvette Issacs Barbara Manning Clay Perry (Chair)	Keep all as is

Items in red are those that have been recommended for appointment, reappointment or being kept as is in their current spots. Council chose to delay appointments to open seats on the Planning Board & Board of Adjustment to give others that were interested an opportunity to fill out an application. Membership/delegate to COG will also be discussed at a later date. No appointments were made to the items highlighted in yellow.

Council Member Amelia Stinson Wesley made a motion to approve the appointments/reappointments to items above in red and Council Member Joe Maxim seconded the motion. There were ayes by all and the motion passed 4-0. Items highlighted in yellow will be discussed at the February Council Meeting.

H. Staff Update – Town Manager Ryan Sptizer provided an update to Council on the following items:

- Demonstration of new voting equipment being held on 1/29/20 at the Belle Johnston Center
- Reviewed demolition costs for the mill which should begin February 1st, 2020 and expected to be about a twelve-week project.
- Pot holes on Main Street – NCDOT has been called out to fix the pot holes on Main Street.
- Website – we are in the final stages of developing a new website - just need department specific information loaded. Should be up and running by the end of the fiscal year.
- Shred Event – Same date as the Sheltra Run – may need to move the date or have it later in the day.
- An informational meeting regarding the development on Lynwood/Lakeview is scheduled for Thursday at the Hut. This is a builder-sponsored event, not a town-sponsored one.

ADJOURNMENT: Council Member Joe Maxim made a motion to adjourn and Council Member Amelia Stinson Wesley seconded the motion. There were ayes by all and the meeting adjourned at 8:02 p.m.

Mayor Jack Edwards

ATTEST: _____
Barbara Monticello, Town Clerk



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

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

ATTENDANCE

Mayor: Jack Edwards

Mayor Pro-Tem: Melissa Davis

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

Town Manager: Ryan Spitzer

Town Clerk: Barbara Monticello

Finance Director: Richard Dixon

Planning & Zoning Director: Travis Morgan

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

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

DISCUSSION ITEMS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Jack Edwards, Mayor

ATTEST:

Barbara Monticello, Town Clerk

CONSENT AGENDA ITEMS

- a) Finance Report as of 1/31/2020*
- b) Approval of Annual Audit
Contract*
- c) Tax Refunds*

Town of Pineville
Budget vs. Actual
1/31/2020

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Property Tax	\$ 8,166,295	\$ 8,081,411	98.96%
Prepared Food Tax	675,000	373,729	55.37%
Room Occupancy	610,000	340,125	55.76%
Franchise Tax	900,000	546,533	60.73%
Sales Tax	1,400,000	842,259	60.16%
Storm Water	405,000	217,040	53.59%
Powell Bill	180,000	208,401	115.78%
Other	1,179,815	1,055,487	89.46%
Sale of Fixed Asset	3,500,000	-	0.00%
Appropriated F/B - Restricted Police	205,000	205,000	100.00%
Appropriated F/B Cultural and Tourism	88,185	88,185	100.00%
Total	\$ 17,309,295	\$ 11,958,169	69.09%
Expenditures			
Governing Board	\$ 121,500	\$ 163,567	134.62%
Administration	5,550,835	558,149	10.06%
Human Resources	201,083	93,472	46.48%
Zoning	368,222	174,911	47.50%
Police	5,268,789	2,946,376	55.92%
Fire	1,034,100	642,378	62.12%
Public Works	771,215	427,508	55.43%
Storm Water	431,375	160,286	37.16%
Powell Bill	892,413	76,495	8.57%
Sanitation	600,000	287,447	47.91%
Recreation	592,578	327,328	55.24%
Cultural/Tourism	1,373,185	776,039	56.51%
Cemetery	4,000	-	0.00%
Contingency	100,000	-	0.00%
Total	\$ 17,309,295	\$ 6,633,957	38.33%

Town Of Pineville
Johnston Road Realignment
1/31/20

	FY17	FY18	FY19	FY20	Total Project	Project Budget
<u>Road Realignment Revenue</u>						
DOT grant	-	-	-		1,175,000	1,175,000
Transfer from Fund Balance					2,492,000	2,492,000
Total Road Realignment Revenue	-	-	-		3,667,000	3,667,000
<u>Road Realignment Expense</u>						
Land/Building	-	731,228	6,586	-	737,814	750,000
Engineering	-	74,089	47,278	37,118	158,485	307,000
Construction	-	-	-	-	-	2,610,000
Total Road Realignment Expense	-	805,317	53,863	53,863	896,298	3,667,000

Town of Pineville

Electric

1/31/2020

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Electric	14,438,143	8,585,830	59.47%
Expenditures			
Administration & Billing Support	488,739	310,365	63.50%
Purchased electricity	8,863,296	4,813,601	54.31%
Operations and Maintenance	5,086,108	980,596	19.28%
Total	14,438,143	6,104,562	42.28%

Town of Pineville
ILEC Telephone Fund
1/31/2020

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Revenues	1,464,345	880,770	60.15%
Telephone Reserves	1,210,450	1,210,450	100.00%
Total Revenue	<u>2,674,795</u>	<u>2,091,220</u>	78.18%
Expenditures			
Operating Transfer Out	357,749	357,749	100.00%
Operating Expenses	1,266,996	691,608	54.59%
Plant under Construction	<u>1,050,050</u>	<u>100,408</u>	9.56%
Total	<u>2,674,795</u>	<u>1,149,765</u>	42.99%

Town of Pineville
CLEC Telephone Fund
1/31/2020

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Revenue	1,033,604	691,599	66.91%
Transfer from ILEC	357,749	357,749	100.00%
Total	<u>1,391,353</u>	<u>1,049,348</u>	<u>75.42%</u>
Expenditures			
Operating Expenses	1,255,953	796,289	63.40%
Plant under Construction	<u>135,400</u>	<u>3,593</u>	<u>2.65%</u>
Total	<u>1,391,353</u>	<u>799,881</u>	<u>57.49%</u>

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Martin Starnes & Associates, CPAs, P.A.	
Authorized Firm Representative (typed or printed)* Amber Y. McGhinnis	Signature*
Date* 01/23/20	Email Address* amcghinnis@martinstarnes.com

GOVERNMENTAL UNIT

Governmental Unit* Town of Pineville, NC	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)* Jack Edwards, Mayor	Signature*
Date	Email Address jedwards@pinevillenc.gov

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* (typed or printed) Richard D. Dixon, Finance Director	Signature*
Date of Pre-Audit Certificate*	Email Address* rdixon@pinevillenc.gov

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
N/A	
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)*	Signature*
N/A	
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT



Report on the Firm's System of Quality Control

To the Shareholders of Martin Starnes & Associates CPAs, P.A. and the
Peer Review Committee, North Carolina Association
Of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Martin Starnes & Associates CPAs, P.A. (the firm) in effect for the year ended December 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and an audit of an employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Martin Starnes & Associates CPAs, P.A. in effect for the year ended December 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiencies* or *fail*. Martin Starnes & Associates CPAs, P.A. has received a peer review rating of *pass*.

Koonce, Wooten & Haywood, LLP

Koonce, Wooten & Haywood, LLP

May 3, 2018

Raleigh
4050 Sunset Drive
Post Office Box 12800
Raleigh, North Carolina 27619

919 782 9245
919 782 8037 FAX

Durham
2500 Westgate Drive
Suite 202
Durham, North Carolina 27717

919 254 2584
919 489 6180 FAX

Pittsboro
10 Sartori Road
Post Office Box 1280
Pittsboro, North Carolina 27312

919 542 8650
919 442 5764 FAX

The of and	Governing Board Town Council
	Primary Government Unit (or charter holder) Town of Pineville, NC
	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Martin Starnes & Associates, CPAs, P.A.
	Auditor Address 730 13th Avenue Dr. SE, Hickory, NC 28602

Hereinafter referred to as Auditor

for	Fiscal Year Ending	Audit Report Due Date
	06/30/20	10/31/20

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.
- If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.
14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.
15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.
23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

29. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

31. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

32. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name: Richard D. Dixon	Title: Finance Director	Email Address: rdixon@pinevillenc.gov
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2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year billings. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

Primary Government Unit	Town of Pineville, NC
Audit Fee	\$ See fee section of engagement letter
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ N/A
Writing Financial Statements	\$ See fee section of engagement letter
All Other Non-Attest Services	\$ N/A
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$ 33,262.50

DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$



P.O. BOX 249 ♦ PINEVILLE, NC 28134
TELEPHONE: 704-889-2291

MEMORANDUM

TO: MAYOR EDWARDS AND TOWN COUNCIL

FROM: FINANCE DEPT

SUBJECT: TAX REFUND, ADJS # 582090, 582296, 582297, 582291, 582100, 582099, 582098, 582006 & 582073.

DATE: 02/05/2020

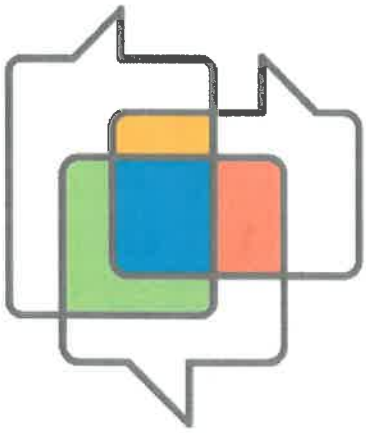
Please approve the following tax refund during the February Council Meeting. Total refund due \$216,052.75, to multiple taxpayers, list attached. These refunds were Board of Equalization and Review decisions from the Mecklenburg County Assessor's Office that were approved.

Approval: _____ Date _____

PINEVILLE Refunds

Tax Year	Bill Number	Parcel #	Source Type	Adj #	Adj Reason	Date of Adj.	Additional Owners	Refund Recipient Name	Refund Address Line 1	Refund Address Line 2	City	State	Zip	Payment Date for Interest Calculation	Refund Amount (\$)	Total Interest to Pay if mailed on or before 2/19/2020 (\$)	Total Interest to Pay if mailed on or before 3/5/2020 (\$)	
2019	0008130078-2019-2019-0000-00	22109541	REI	582090	BER Decision	1/6/20	C/O GENERAL GROWTH PROPERTIES	AMH NC PROPERTIES LP	30801 AGOURA RD STE 200		AGOURA HILLS	CA	91301	1/7/2020	\$ 12.21	\$ 0.34	\$ 0.43	
2019	0002016003-2019-2019-0000-00	22114114	REI	582296	BER Decision	1/10/20	C/O GENERAL GROWTH PROPERTIES	CAROLINA PLAGE ANCHOR ACQUISITION L	110 N WACKER DR	ATTN: CHIEF LEGAL COUNSEL	CHICAGO	IL	60606	1/7/2020	\$ 29,883.15	\$ 821.79	\$ 1,045.91	
2019	0002015991-2019-2019-0000-00	22114105	REI	582297	BER Decision	1/10/20	C/O GENERAL GROWTH PROPERTIES	CAROLINA PLAGE JOINT VENTURE	PO BOX 617905		CHICAGO	IL	60681-7905	1/7/2020	\$ 173,288.94	\$ 4,765.45	\$ 6,065.11	
2019	0002016303-2019-2019-0000-00	22119144	REI	582291	BER Decision	1/10/20	C/O RYAN LLC COMPLIANCE	CENTRO HERITAGE SPE 4 LLC	PO BOX 4900 DEPT 124		SCOTTSDALE	AZ	85261	1/7/2020	\$ 6,576.24	\$ 180.85	\$ 230.17	
2019	0001682167-2019-2014-0000-00		BUS	582100	BER Decision	1/2/20		FERGUSON ENTERPRISES INC #1132	21001 N TATUM BLVD STE 1630-630		PHOENIZ	AZ	85050	1/7/2020	\$ 17.55	\$ 0.48	\$ 0.61	
2019	0001682167-2019-2017-0000-00		BUS	582099	BER Decision	1/2/20		FERGUSON ENTERPRISES INC #1132	21001 N TATUM BLVD STE 1630-630		PHOENIZ	AZ	85050	1/7/2020	\$ 0.66	\$ 0.02	\$ 0.02	
2019	0001682167-2019-2018-0000-00		BUS	582098	BER Decision	1/2/20		FERGUSON ENTERPRISES INC #1132	21001 N TATUM BLVD STE 1630-630		PHOENIZ	AZ	85050	1/7/2020	\$ 0.51	\$ 0.01	\$ 0.02	
2019	0002014066-2019-2019-0000-00	22102108	REI	582006	BER Decision	1/6/20		PINEVILLE PROPERTY INVESTORS LLC	4506 RIVER SHORE DR		YORK	SC	29745	1/7/2020	\$ 93.72	\$ 2.58	\$ 3.28	
2019	0002016307-2019-2019-0000-00	22119148	REI	582073	BER Decision	1/6/20		SAMS INVESTMENTS VI LLC	7935 COUNCIL PL		MATTHEWS	NC	28105	1/7/2020	\$ 397.32	\$ 10.93	\$ 13.91	
															Total	\$ 210,270.30	\$ 5,782.45	\$ 7,359.46

**Livable Meck Presentation
by Mecklenburg County**



LIVABLE MECK
BETTER...TOGETHER.

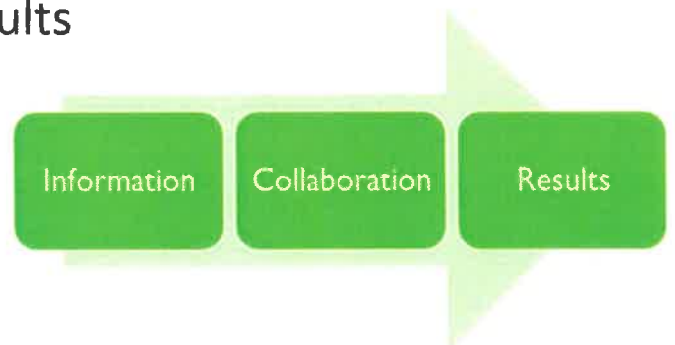


DENA DIORIO
MECKLENBURG COUNTY MANAGER



TODAY'S PRESENTATION

- ▶ Brief History of Livable Meck
- ▶ **Voice of the Community** Results
- ▶ New Quality of Life Plan
- ▶ Plan into Action



WHAT IS LIVABLE MECK?

Overview

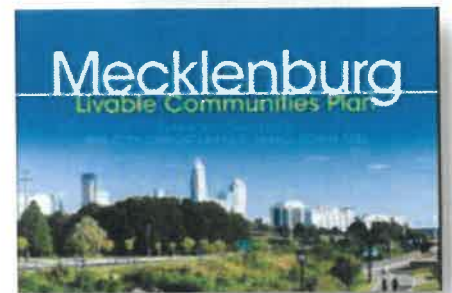
- ▶ Community growth – **anticipate 1 million more by 2030***
- ▶ Need for a community-wide plan
- ▶ Foundation For The Carolinas, City of Charlotte, and Mecklenburg County

Intent

- ▶ Protect and enrich the quality of life within our community.
- ▶ Create an **engagement infrastructure**.
- ▶ Increase coordination; foster innovation and creativity.
- ▶ Avoid duplication of efforts; address service gaps.
- ▶ Learn more at www.livablemeck.com.



**LIVABLE
MECK**



MECKLENBURG COUNTY'S ROLE



Convener

Partner

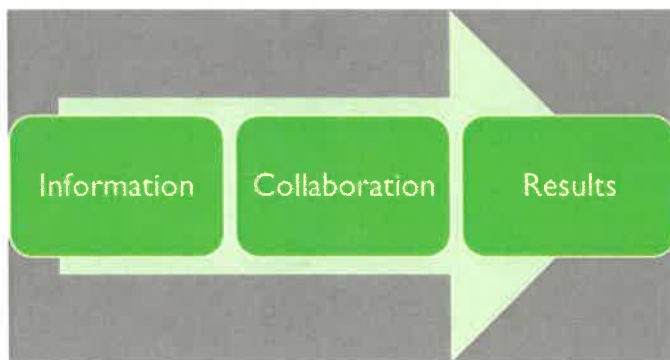




REBECCA J. HERBERT
COMMUNITY ENGAGEMENT & STRATEGY MANAGER



VALUE TO PARTNERS



Collaboration Techniques

- ▶ Engagement Cafés – Foster open communication and sharing within a comfortable environment. Focuses on a guiding principle or strategy. 2-3 hours, 3-4 times each year.
- ▶ Lunch & Learn – On-site and condensed opportunity on a specific topic. 90-minutes, 1-2 times each year.
- ▶ Social Media
- ▶ Facilitation Services

VALUE TO PARTNERS

INFORMATION	COLLABORATION	RESULTS
Mental Health Stigma	Engagement Café with Novant, Atrium, and Forest Hill Church	Mental Health First Aid Certification (16 Partner Organizations)
Untapped talent pool; population rates of individuals with disabilities	Engagement Café with Autism After 18, NC Vocational Rehab, and Leadership NC	Pilot employment programs (2 Partner Organizations)
Need for computer training for low income residents	Identified Partner who specializes in digital inclusion and training	Digital Accelerator Program expands to include low income residents in Pineville
Recycling rates/behaviors	Facilitated meetings between Arts & Science Council and Mecklenburg Solid Waste to address behaviors	“Art of Recycling” program sponsored temporary public art at 2 libraries, a recreation center, and the Community Resource Center

VOICE OF THE COMMUNITY

▶ *Summary Video on www.livablemeck.com*



VOC BY THE NUMBERS

5

Research
Methods

50

Engagement
Opportunities

4,200

Participants
Engaged

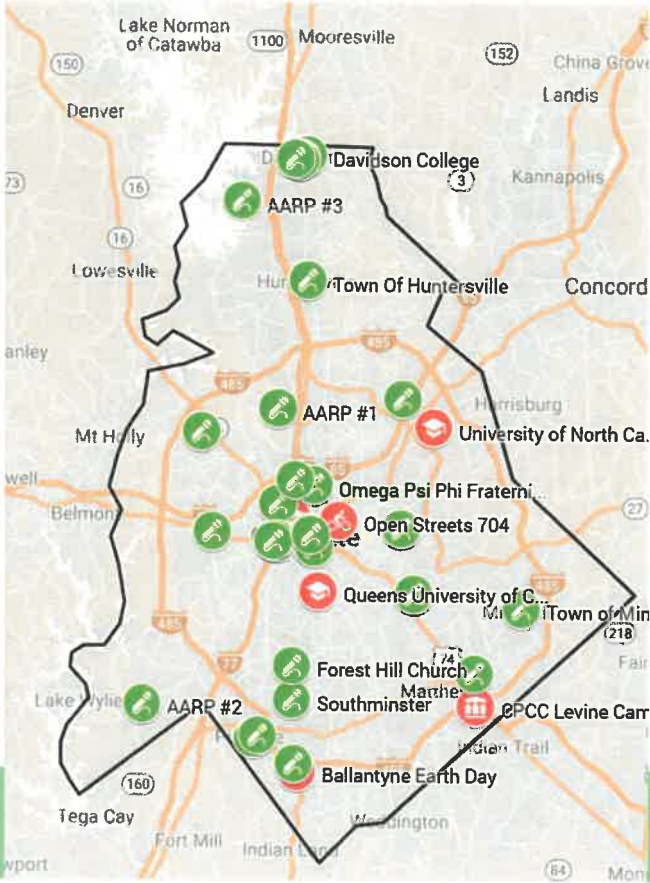
THANK YOU!

**Northwood
Sustain Charlotte
Davidson UMC
Southminster
Town of Davidson
Town of Huntersville
Town of Matthews
Town of Mint Hill
Town of Pineville
Matthews Chamber of
Commerce
Matthews Human Services
Council
Aldersgate
UNC Charlotte
Goodwill of the Southern
Piedmont
Cokesbury UMC
Open Streets 704**

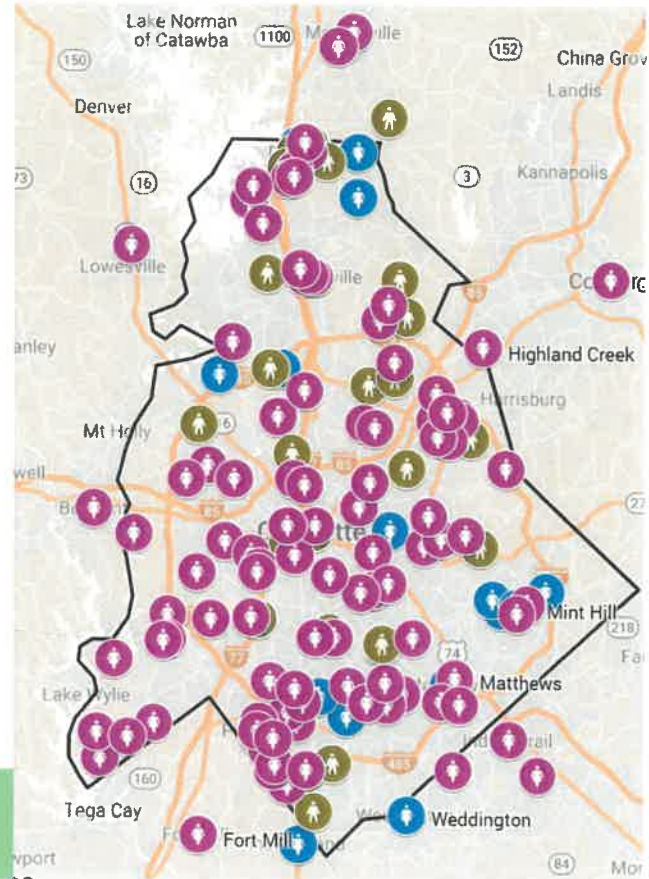
**AARP
Omega Psi Fraternity
Davidson College
Queens University
Pineville Neighbors Place
Promising Pages
Derita Neighborhood Association
Urban Institute
CMG Retiree Association
Centralina COG
GenerationNation
Discovery Place
Queen City Unity
Ada Jenkins Center
Forest Hill Church
International Sandwich Festival
Davidson Connections
Resident Culture Brewery Run
Club**

**Digital Charlotte
Johnson C. Smith University
Charlotte Literacy
Roundtable
265 Point Total Fitness
Trees Charlotte
Matthews Police
Department
Air Quality Business
Coalition
Belk Foundation
Young Democrats
Mecklenburg County DSS
Mecklenburg County CJS
Mecklenburg County CSS
Mecklenburg County
LUESA
A Mighty Fortress Lutheran
Church**

Engagement Locations



Participant Neighborhoods



Wave 1 – Reviewed 8 Guiding Principles, Prioritized, Identified What’s Missing, & Envisioned the Great Community



Wave 2 – Reviewed Wave 1 Revisions, Prioritized, Refined, & Envisioned the Great Community



Wave 3 – Reviewed Wave 2 Results, Finalized, and Identified a Path Forward



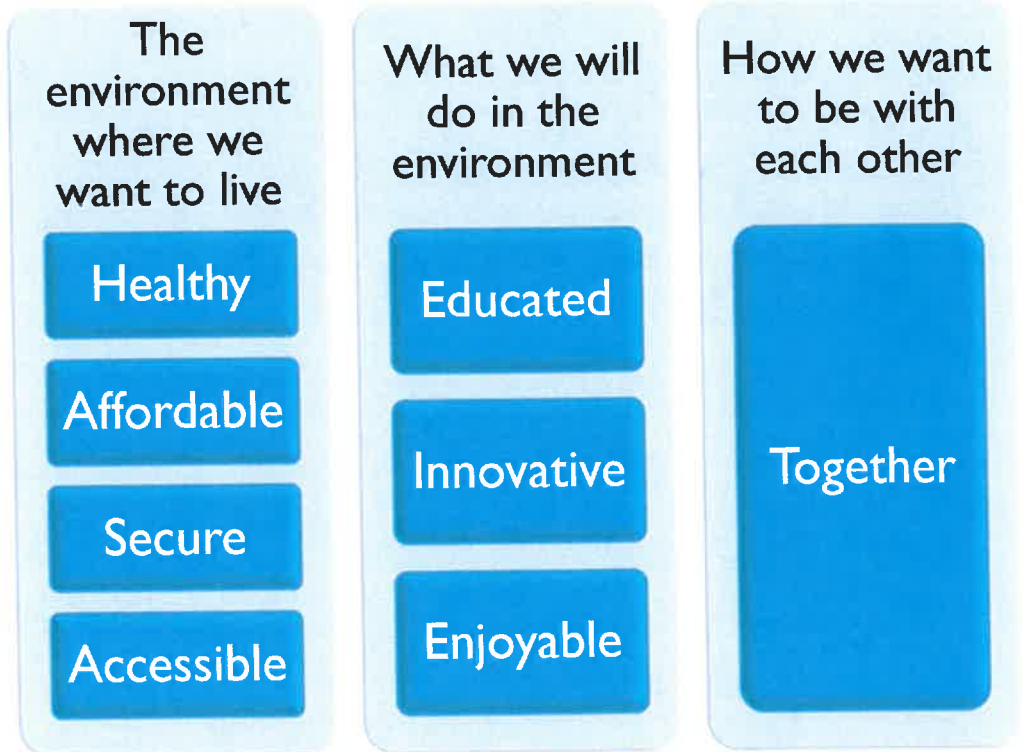
KEY COMMUNITY PRIORITIES & DEFINITIONS



VISION OF A GREAT COMMUNITY

- ▶ Residents want to live in a healthy, accessible, affordable, and safe community.
- ▶ They want to live in a community with a togetherness, a unity, with opportunities for all. Those could be opportunities for businesses, for jobs, for recreation, entertainment, or education..
- ▶ ...and the community and its residents are prepared for what those opportunities and the future may bring.

THE LIVABLE MECK PLAN



COMMUNITY



PROGRESS REPORT



LIVABLE
MECK

PROGRESS REPORT

- Voice of the Community (page 4)
- **Livable Meck Plan** (pages 8-9)
- Results (pages 10-25)
- Quality of Life Explorer (page 26)

WHAT'S NEXT IN 2020

- ▶ **Stay Involved!**
- ▶ **Engagement Cafés**
 - Skilled trades education and employment opportunities (Spring 2020)
- ▶ **Workshops/Webinars for Partners**
 - Webinar on February 12, 2020
 - Workshops upon request
 - Webinar and workshops offer “how to” assistance for using the VOC results and Livable Meck Plan in planning, operations, etc.
- ▶ **Earth *Month* 2020 – Celebrating the 50th anniversary of Earth Day**



THANK YOU!



OLD BUSINESS

- A. Performance Management Contract**
- B. Planning Board/Board of Adjustment Appointments**

Memorandum



To: Mayor and Town Council
From: Ryan Spitzer
Date: 2/7/2020
Re: emPerform Employee Performance System

Overview:

The Town is considering moving away from the paper based performance evaluation system that we currently to a web based system. This system will allow staff and managers more flexibility with evaluations and more real time analysis by allowing employees and managers to create journal entries throughout the year and having more frequent check-ins.

Some of the features of the new system are:

1. The Town can create a hybrid of core competencies and goals as an evaluation metric for each job category
2. The system will automatically assign merit increases based on ratings and money allocated to departments
3. Employee Action Plans can be created
4. Real-time performance logs through journal entries
5. Employee Evaluations can be tracked throughout year

Estimated Costs:

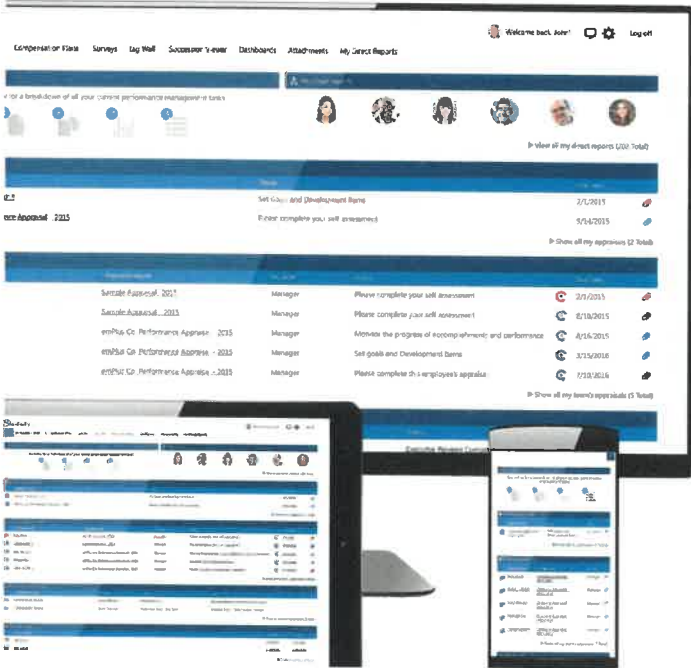
Year 1: \$9,900
Year 2: \$4,000
Year 3: \$4,000.

Attachments:

Contract
emPerform Capabilities

Recommendation:

Sign the contract with emPerform.



Welcome!

emPerform Overview & Demonstration

Award-Winning Employee Performance Management Software



About emPerform

Since 2004, we have been lucky enough to work with some of the most amazing HR and corporate professionals across the globe to automate and re-tool performance management.

Our focus: Enable **simple & affordable** performance management to help **Align, Develop, Reward & Retain** a world-class workforce.



All-Inclusive



Configurable



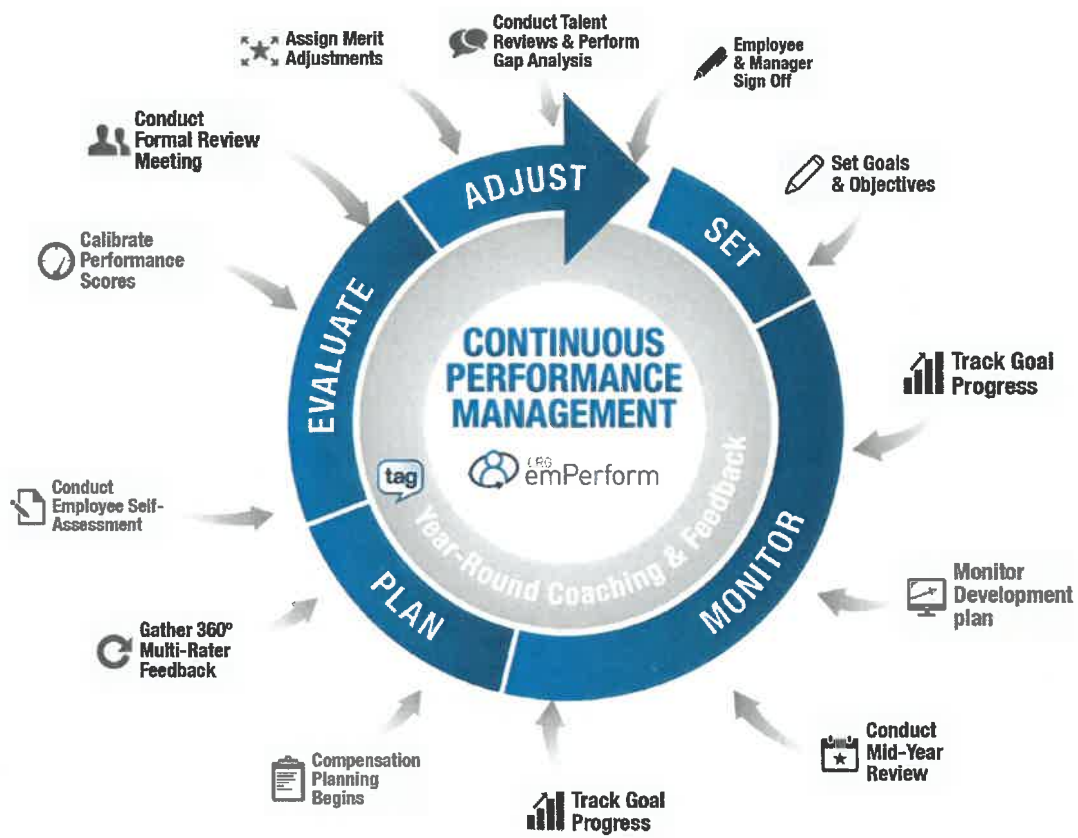
Affordable



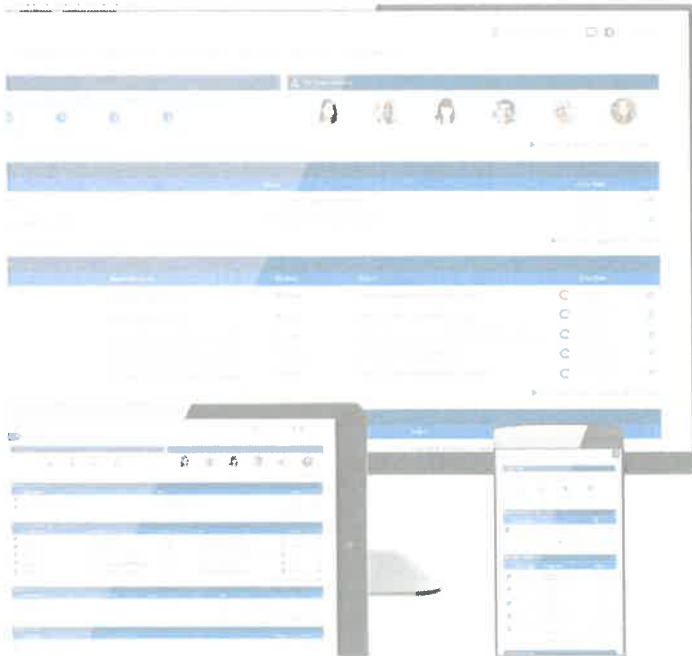
Intuitive & Easy-to-Use

Is once a year
enough?





Everything is included in emPerform – for one great price!



Online Reviews

- ✓ 100% flexible to your needs, templates available
- ✓ SMART Goals, Competencies, Development Planning, Values
- ✓ Any review type needed! Annual, quarterly, anniversary etc.!
- ✓ Custom rating scales & content
- ✓ Unlimited workflow steps & notifications
- ✓ On-demand/Ad-hoc forms (PIPs, project assessments, probationary reviews)



Ongoing feedback & journaling

- ✓ Year-round feedback
- ✓ Easy performance logs



Integrated 360° reviews

- ✓ Company-wide peer feedback
- ✓ Customization options



Online surveys

- ✓ New hire surveys
- ✓ Pulse & engagement surveys
- ✓ 360° questionnaires



Notifications & Alerts

- ✓ Automated email alerts and notices
- ✓ Status tracking



Content libraries

- ✓ Competency library
- ✓ Review templates
- ✓ Writing & rating assistant tools



Nine-Box Matrix

- ✓ Succession planning
- ✓ Talent identification



Compensation Planning

- ✓ Suggested increases
- ✓ Budget management
- ✓ Approval routing



Reporting & Analytics

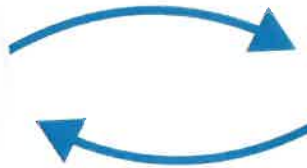
- ✓ 100 out-of-the box reports
- ✓ Manager dashboards
- ✓ Ad-hoc reports & scheduling



Integration with existing HR systems



Your existing
HR System

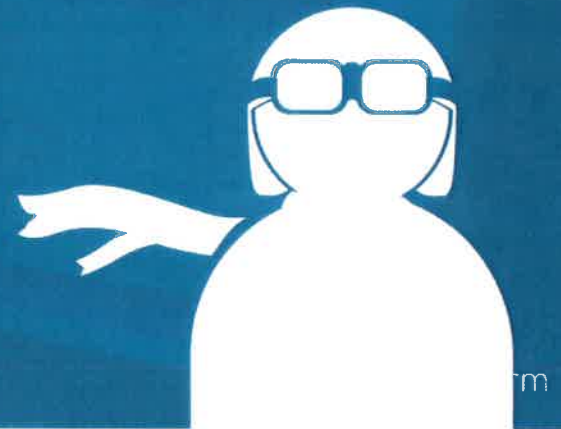


 **CRG**
emPerform

Meet Your Dedicated emPerform Expert

We work closely with you at every stage to help ensure a smooth launch!

- Custom setup and training based on your needs
- Administrator training (hands on approach so you know your system)
- Change management communication
- Pilot testing and end-user training videos
- Complete technical support



Ongoing commitment to your success!



Frequent Check-Ins:
As part of our ongoing commitment to your success, you are assigned a dedicated Account Manager who will check in frequently to make sure you are getting the most from emPerform.



Training & Resources at Your Fingertips
Administrators have 24/7 access to user guides & video tutorials. Custom end-user training guides and/or videos are provided. Administrators are given hand-on training to manage and maintain emPerform.



Free Support
That's right! Business & technical support is included in your license fees. Live support is available Monday-Friday 9-5. We are always here to help!

The Implementation Process

START



1. Kick-Off Call
30 mins (remote)



2. Discovery & Requirements Analysis
2-4 hours (remote)



3. Setup & Administrator Training
up to 4 days (on-site or remote)



4. Testing & End-User Training
(remote)



5. GO LIVE!



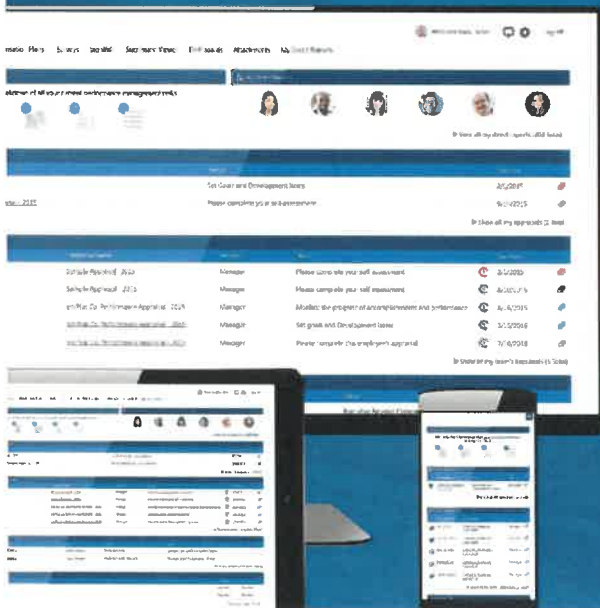
7. Reporting Review
1 hour (remote)



Ongoing Support & Personal Account Management

Next Steps?

Contact me anytime:
Natalie Trudel
ntrudel@crgroup.com
1.877.711.0367 x:252



6. PRICING AND TERM:

TOWN OF PINEVILLE has selected the emPerform Software as a Service (SAAS) Subscription License arrangement. Under this arrangement, pricing is as follows:

6.1.1 SUBSCRIPTION TERM

The subscription term is three (3) years or thirty-six (36) months.

The subscription commences on the date of contract execution. The date of contract execution is defined as the date of Customer acceptance to this Agreement, as defined in Section 7. Subscription fees are billed in three (3) annual installments during the subscription period.

6.1.2 TOTAL FIRST YEAR BILLING

ITEM	DESCRIPTION	COST
Software	100 emPerform Subscription Licenses @\$40.00 license/year	\$4,000
Implementation	emPerform Implementation & Training (as outlined in Appendix C)	\$5,949
Technical Integration	None selected.	-
Total First-Year Billing:		\$9,949

6.1.3 TOTAL SUBSCRIPTION & ONGOING COSTS

ITEM	COST
Total Subscription Costs	\$4,000
Annual Billing Fee	\$4,000
Total Contract Commitment (3-year term)	\$17,949

6.1.4 PRICING NOTES

- Prices are stated in US dollars and do not include any applicable taxes.
- Travel & other out-of-pocket expenses will be billed to the customer at incurred cost on a monthly basis.
- Additional users can be added at any time in increments of 25 subject to current pricing in effect at the date of purchase.
- emPerform Licenses and Implementation Services are billed upon receipt of the executed contract.
- On-going annual costs are billed on the anniversary date of contract execution and are billed in advance for the year that follows. These items are non-refundable once billed.
- Professional Services performed outside the original implementation and scope of regular business and technical support is billed at \$165 per hour as incurred. See Appendix F for an overview of the Professional Services Packages available.
- Invoices are considered due on receipt.

6.1.5 CONSENT TO ANNOUNCE

CRGROU**P** has the option to announce that TOWN OF PINEVILLE has chosen emPerform. In addition, within one (1) year of post implementation CRGROU**P** has the option to create a case study at its own expense. In any scenario where TOWN OF PINEVILLE is mentioned or marketed as a customer of emPerform, formal written approval must be granted by authorized personnel at TOWN OF PINEVILLE.

7. ACCEPTANCE

This Agreement may be executed in counterparts and/or by facsimile or electronic signature and if so executed shall be equally binding as an original copy of this Agreement executed in ink by both parties. The parties acknowledge that they have read this Agreement, understand it and agree to be bound by its terms, and the person signing on behalf of each has been authorized to do so. If the person signing below as customer is entering into this Agreement on behalf of a company or other legal entity, such person represents that he or she has the authority to bind such entity and its affiliates to these terms and conditions.

Accepted by:**CORPORATE RENAISSANCE GROUP****TOWN OF PINEVILLE**_____
Signature_____
SignatureNatalie Trudel

Name_____
Name (please print)Solutions Specialist

Position_____
Position (please print)

Date: _____

Date: _____

Billing Contact details:_____
Billing contact Name:_____
Billing contact Email:

Memorandum



To: Mayor and Town Council

From: Barbara Monticello

Date: 2/6/2020

Re: Old Business: Annual Appointments

Each year the Council appoints representatives to various boards and committees as required by state law, town policy or agency regulations. This is typically done at the beginning of the year although some county committees/boards operate on a fiscal, rather than a calendar year and make their appointments at that time. Last month, the appointments to the Planning Board and Board of Adjustment were postponed until additional applications could be submitted. Those applications are now attached for your review. The following seats are currently open for both the Planning Board and Board of Adjustment:

THE PLANNING BOARD CURRENTLY CONSISTS OF THE FOLLOWING MEMBERS:

Jim Knowles (3 year term expires 12/19) *Recommend reappointment*
Amelia Stinson-Wesley (~~3 years term expires 12/19~~) *Term Expired/Open Seat*
Thomas White (3 year term expires 12/21)
Eric Fransen (3 year term expires 12/19) *Recommend reappointment*
William Chaney (3 year term expires 12/21)

Bolyn McClung is the alternate for this board. He has been offered the regular spot on this board but has declined and asked to be removed as the alternate as well. That leaves two alternate spots open. * See below.

THE BOARD OF ADJUSTMENT (BOA) CURRENT CONSISTS OF THE FOLLOWING MEMBERS:

Mark Matthews (3 year term expires 12/20)
Joseph Yarber (3 year term expires 12/20)
Thomas White (3 year term expires 12/21)
William Chaney (3 year term expires 12/21)

There are currently four members on this board with one open seat available in additional to two alternate seats that are also open. No reappointments are necessary at this time.

Action Requested: *Recommend reappointments to all in red be made first in one motion if all in agreement. Recommend appointments to open seats on Planning Board/BOA in blue be made in a second motion.*



Application for Board Appointments

Town of Pineville

P.O. Box 249

Pineville, NC 28134

Name: Randy Smith Date: _____
 Address: 3116 Kennys St. Pineville NC 28134 Phone: 980 224 7747
 Email Address: randyj74@icloud.com Cell Phone: 704 231 9020

Which Board do you wish to participate on: Planning Board Board of Adjustment

Please explain briefly why you are seeking appointment to this board:

Planning Board: I grew up in the construction business - My family worked in Residential and Comm. building. I have always been interested in land use projects, and have become an advocate for responsible development.

Board of Adjustments: I have been involved with zoning appeals with the SWAC. I have always been interested in land use and how the decision effect the community and the environment.

Please describe any professional experience you may have that would be relevant to this board:

Please describe any committees, organizations or other boards you may have participated on or educational background you have that would qualify you for this position on the board:

I currently serve on the City of Charlotte / Meck Co. Storm Water Action Committee. (SWAC)

Please tell us anything else about yourself that would be beneficial to this board:

During my career I have been involved with Municipalities and their purchase process. I have also been involved Hybrid Electric Commercial vehicle development. While I was working I never found time to volunteer in the communities I lived in. I am retired now and want to give back to my community using the experience I have gained.

Signature: Randy Smith Date: 1-9-2020

January 9, 2020

Town of Pineville

Subject: application for Board Appointments

Dear Council:

I am applying to be considered for a position on either the Planning Board or on the Board of Adjustment. I believe I am qualified to serve in either capacity. My preference is to be on the Planning Board but, I am open to serving where you deem me to be fit or most needed.

Thank you for what you do for our town.

Sincerely,

A handwritten signature in black ink that reads "Bill Ryan". The signature is written in a cursive style with a large, stylized "B" and "R".

William L Ryan
12504 Short Lane
Pineville, NC 28134
(336) 471-1977



Application for Board Appointments
Town of Pineville
P.O. Box 249
Pineville, NC 28134

Name: William L. Ryan Date: 01/08/2020
Address: 12503 Short Lane Phone: 336-471-1977
Email Address: wryan@tdtone.biz Cell Phone: 336-471-1977

Which Board do you wish to participate on: Planning Board Board of Adjustment

Please explain briefly why you are seeking appointment to this board: _____
We have been residents of Pineville for seven years. We subscribe to doing volunteer work in service to our community. I believe my back ground and my experience can benefit the Board of Adjustment as it performs its important work. I am currently employed as a consultant and my hours are flexible.

Please describe any professional experience you may have that would be relevant to this board:
I recently retired from my role as President of a two-hundred and fifty (\$250M) dollar a year capital equipment distribution company spread over five states. I served in that capacity for twelve (12) years and prior to that I held senior management positions in product development and project management. I have also served in the capacity of Safety and Security. I am quite familiar with complex processes, approvals and long-term strategic planning. I am also familiar with commercial real estate planning, ordinances and compliance.

Please describe any committees, organizations or other boards you may have participated on or educational background you have that would qualify you for this position on the board: _____
I serve on two boards currently and have served on a number of non-profits over the course of my career. I serve currently as a Director on our Home Owners Association Board and I also over-see the Standards Committee. This is, in essence I believe similar in responsibility with respect to our neighborhood as is the Board of Adjustment's responsibility to the Town.

Please tell us anything else about yourself that would be beneficial to this board: _____
I am a member of the CMS North Star tutorial reading program at Pineville Elementary and also active with our support of Pineville Neighbors Place. I have been recognized by my peers as a good communicator and forthright and inclusive manager. I attend Town Council meetings regularly and I have developed a feel for the Town over the years. I believe I can be of service.

Signature : *William L. Ryan* Date : 1/8/20



Application for Board Appointment

Town of Pineville

P.O. Box 249 • Pineville, NC 28134

Fax: 704-889-2293

Name: Jeff King Date: 1/20/2020
Address: 1602 Lakeview dr Home Phone: (433) 569 1591
Email Address: Jeffking09@gmail.com Cell Phone: same as

Which Board do you wish to participate on: **Planning Board** ← or → **Board of Adjustment**
(you may check both if you are interested in participating on either or both boards)

Please explain briefly why you are seeking appointment to this board:
- Interested in having a voice in future development
- Professional experience
- I enjoy community involvement

Please describe any professional experience you may have that would be relevant to this board:
- worked as residential, new construction plumbing
- Enlisted Army Special Forces Engineer: basic construction, electrical, camp management/development/sanitation

Please describe any committees, organizations or other boards you may have participated on or educational background you have that would qualify you for a position on this board:
- Board member of Pikes Peak Permaculture (SOLC3) in Colorado Springs CO for 2yrs
- Enrolled in final class for undergrad degree: Geography and Environmental Studies; Focus on Urban Geo + Built Environment

Please tell us anything else about yourself that would be beneficial to this board:
- I like working with others in order to achieve common goals

De Oppresso Liber

Signature: Jeff King Date: 1/20/2020



**Application for Board
Appointment**

Town of Pineville

P.O. Box 249 • Pineville, NC 28134

Fax: 704-889-2293

Name: __Kevin Kendrick

Date: _1/28/2020

Address: __15712 Country Lake Dr.

Home Phone: 704-962-3665

Email Address: __ bkkendrick@outlook.com

Cell Phone: __703-431-3340

Which Board do you wish to participate on: **Planning Board** ___X___ **Board of Adjustment** _____
(you may check both if you are interested in participating on either or both boards)

Please explain briefly why you are seeking appointment to this board: **As a resident of the town, I simply want to participate in decisions impacting our town in as fulsome a manner as possible.**

Please describe any professional experience you may have that would be relevant to this board:
I am a retired Vice President from Dow Corning (11 years) and also retired from the FBI in 2006 prior to that. Strategic planning and utilization of scarce resources is a concept I have experience in.

Please describe any committees, organizations or other boards you may have participated on or educational background you have that would qualify you for a position on this board: _____
I currently serve on the Board of Pineville Neighbors Place in Pineville and have for the past two years. I also serve as current President of the Dilworth South End Rotary Club and on the Board of Directors for the McCullough HOA also as President.

Please tell us anything else about yourself that would be beneficial to this board: _____
I strongly believe in communication and transparency and getting as much input as possible prior to making a decision, understanding that decisions have to be made.

Signature : 

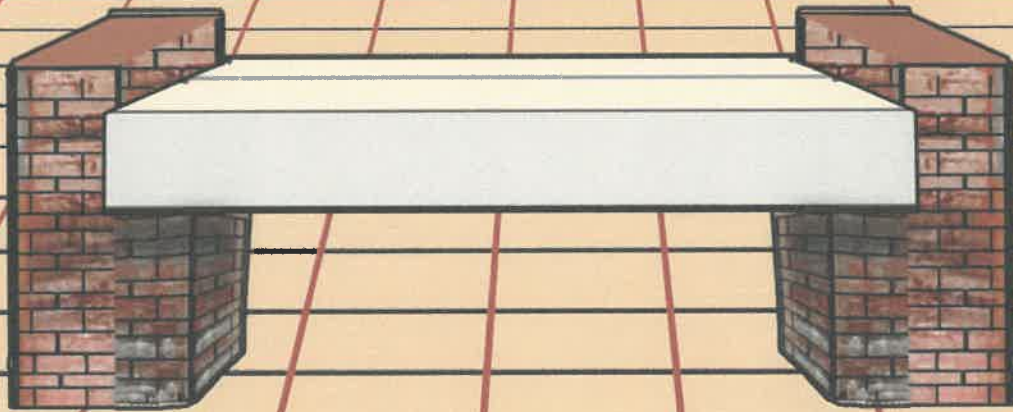
Date : 1/28/2020

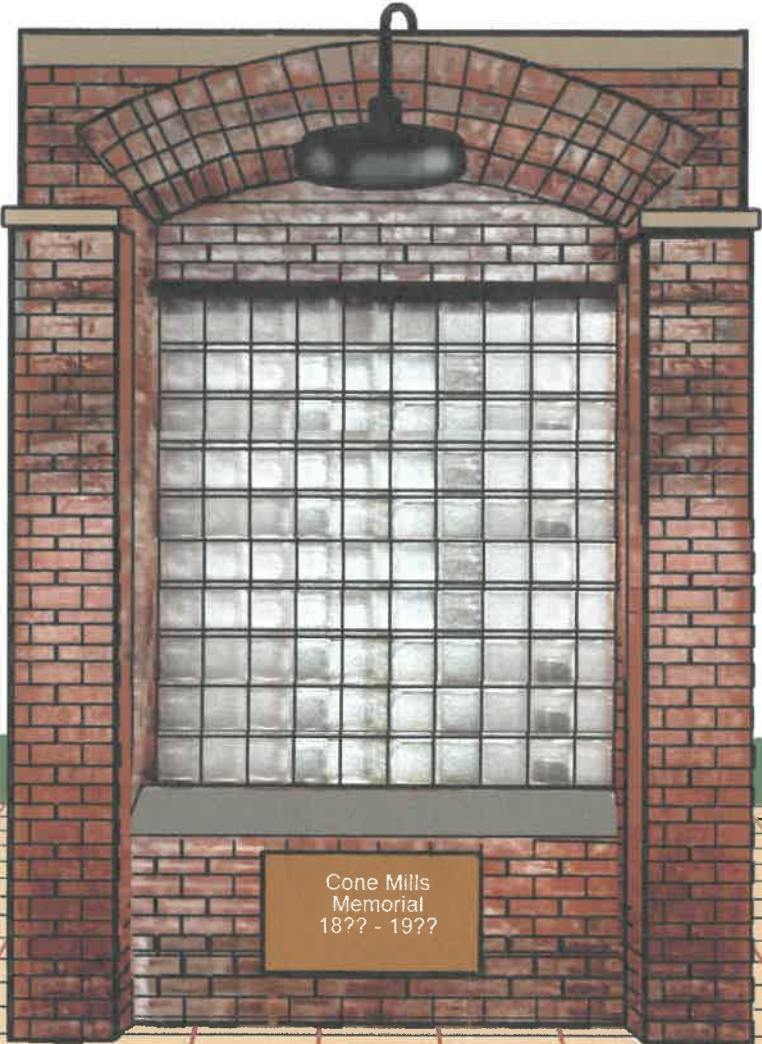
NEW BUSINESS

- A. Presentation by Bill Baskins**
- B. ADA Compliant Playground**
- C. Urban Archery**
- D. Staff Update:**
 - 1) Managers Report*
 - 2) Calendar of Events*

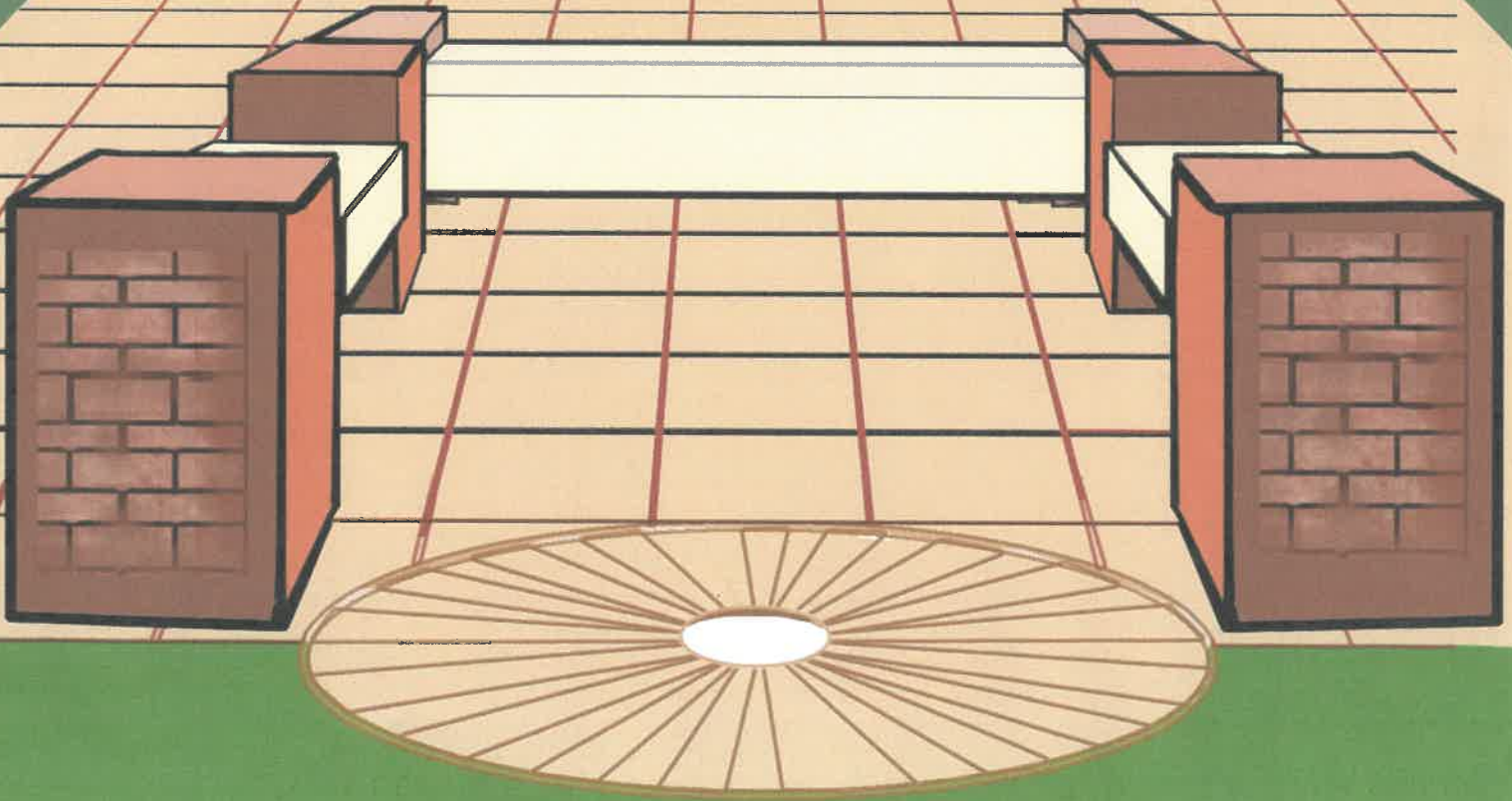


Cone Mills
Memorial
18?? - 19??

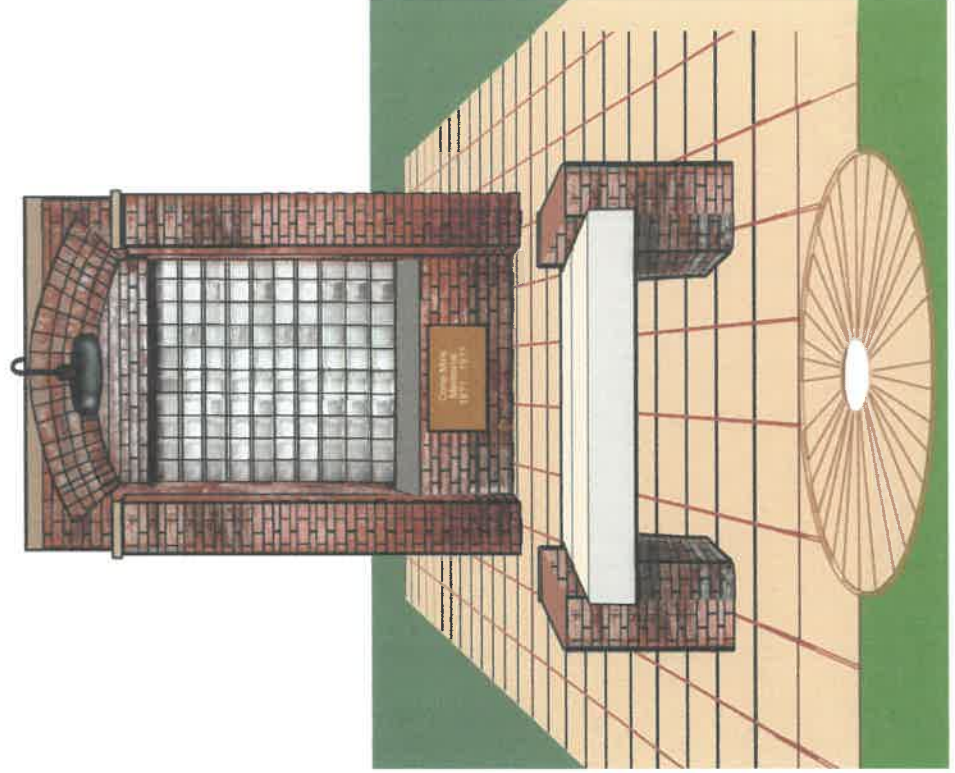




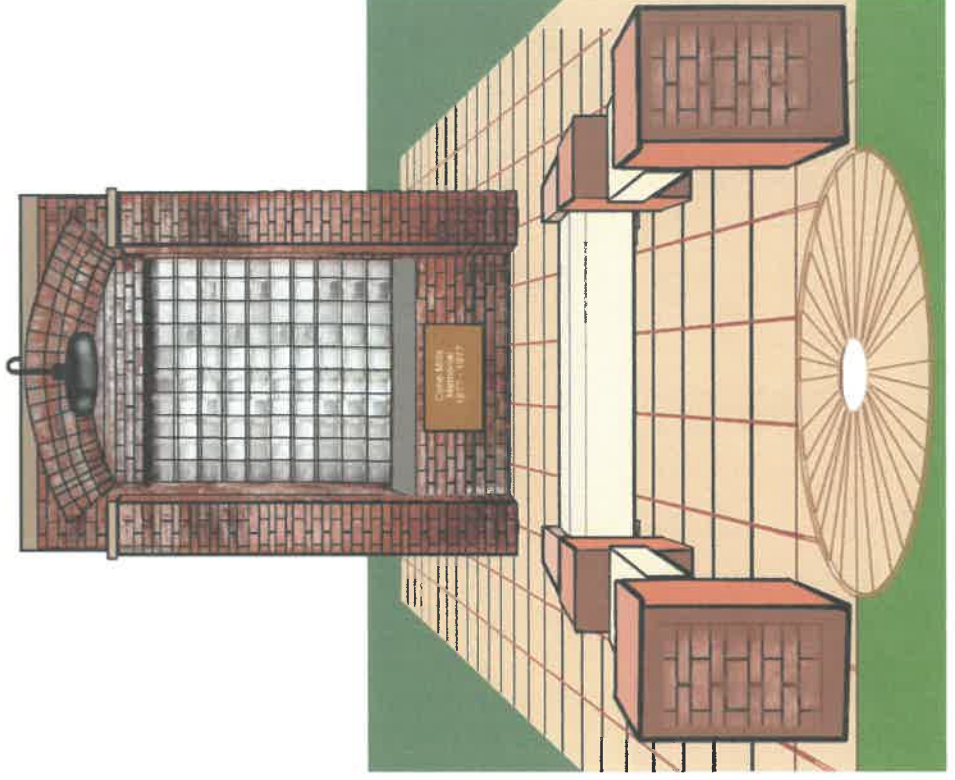
Cone Mills
Memorial
18?? - 19??



Renderings of proposed monument to Cone Mill and workers



Single Bench



Three-bench Design

MEMO

To: Mayor and Council

From: Kristy Detwiler,
Director Parks and Recreation

Date: 2/4/2020



Re: Inclusive Playground Design

Action Requested: Approve the Inclusive Playground voted on by the Park Board.

Staff contacted four playground companies to submit Inclusive Playground Designs for up to \$150,000. The Park Board narrowed the designs down to three; with specific play features they wanted included. Staff asked the three playground companies to resubmit their design to include; a zip line, double swing, and musical components. At their January meeting the Park Board voted to move forward with the design presented by Carolina Parks & Play. They agreed that the quality and number of play features were the best value. Currently, Pineville Parks and Rec. has a playground build by Carolina Parks & Play at Jack Hughes Park. This structure has been in place for almost 9 years and we have had to replace one piece on this structure. The Park Board felt like this was a great indication that Carolina Parks & Play had a great product that would last and be maintained with minimal upkeep.

Information includes: Quote (taking away the poured in place entrance to the zip line and adding two or three musical components for \$6,800), photos of the playground and zip line and proposed playground placement, company info, and warranty.



Quote #: 6221
 Created: 7/2/2019
 Modified: 1/20/2020

Quote Name Community Center Playground

Prepared By: Ryan McDuffee
 (704) 288-7013
ryan@carolinaparksandplay.com

Prepared For: Kristy Detwiler
 (704) 889-2400
kdetwiler@pinevilenc.gov

Bill To: Kristy Detwiler
 Town of Pineville
 200 Dover Street / PO Box 249
 Pineville, NC 28134

Ship To: Kristy Detwiler
 Town of Pineville
 200 Dover Street / PO Box 249
 Pineville, NC 28134

Please make out purchase orders, contracts, and checks to:

Invoice Address Carolina Parks and Play
 P.O. Box 1246
 Cary, NC, 27512
 (919) 469-9188

Lead Time: 3-4 weeks ARO
 Payment Terms: 50% to order, balance on completion
 Total Wt 0
 Other Conditions: Quote does not include any permit or inspection fees if required.

Product	Line Description	Quantity	Sales Price	WT Subtotal	Total Price
Landscape Structures	PlayBooster Play Structure, Natural Play Accessible/Inclusive Design	1.00	\$97,560.00	0	\$97,560.00
Landscape Structures	ZipKrooz Accessible Zip Line - No Charge	1.00	\$0.00	0	\$0.00
Landscape Structures	Friend Ship Swing w/Frame - No Charge	1.00	\$0.00	0	\$0.00
Surfacing-EWF	Playground Safety Surfacing, Engineered Wood Fiber Mulch - Blown In (5-12 Structure, Friendship Swing and ZipKrooz)	235.00	\$45.00	0	\$10,575.00
Surfacing PIP	Poured In Place Playground Safety Surfacing - ZipKrooz Access (5x14 Approx) from Existing Sidewalk	1.00	\$6,800.00	0	\$6,800.00
Allied	Playground Borders 12" w/Spike, 5-12 and ZipKrooz Area, 1 ADA Access Ramp 5-12 Area	1.00	\$3,850.00	0	\$3,850.00
Installation	Certified Installation Playground Equipment	1.00	\$24,400.00	0	\$24,400.00
Shipping and Handling	Shipping and Handling to Matthews, NC	1.00	\$6,200.00	0	\$6,200.00
Subtotal					\$149,385.00
Tax Rate					0.00%
Project Tax					\$0.00
Project Total					\$149,385.00

Standard Terms and Conditions

Polaris 3G Map -- Mecklenburg County, North Carolina

Date Printed: 2/4/2020 4:09:04 PM



This map or report is prepared for the inventory of real property within Mecklenburg County and is compiled from recorded deeds, plats, tax maps, surveys, planimetric maps, and other public records and data. Users of this map or report are hereby notified that the abovementioned public primary information sources should be consulted for verification. Mecklenburg County and its mapping contractors assume no legal responsibility for the information contained herein.



Reverse View



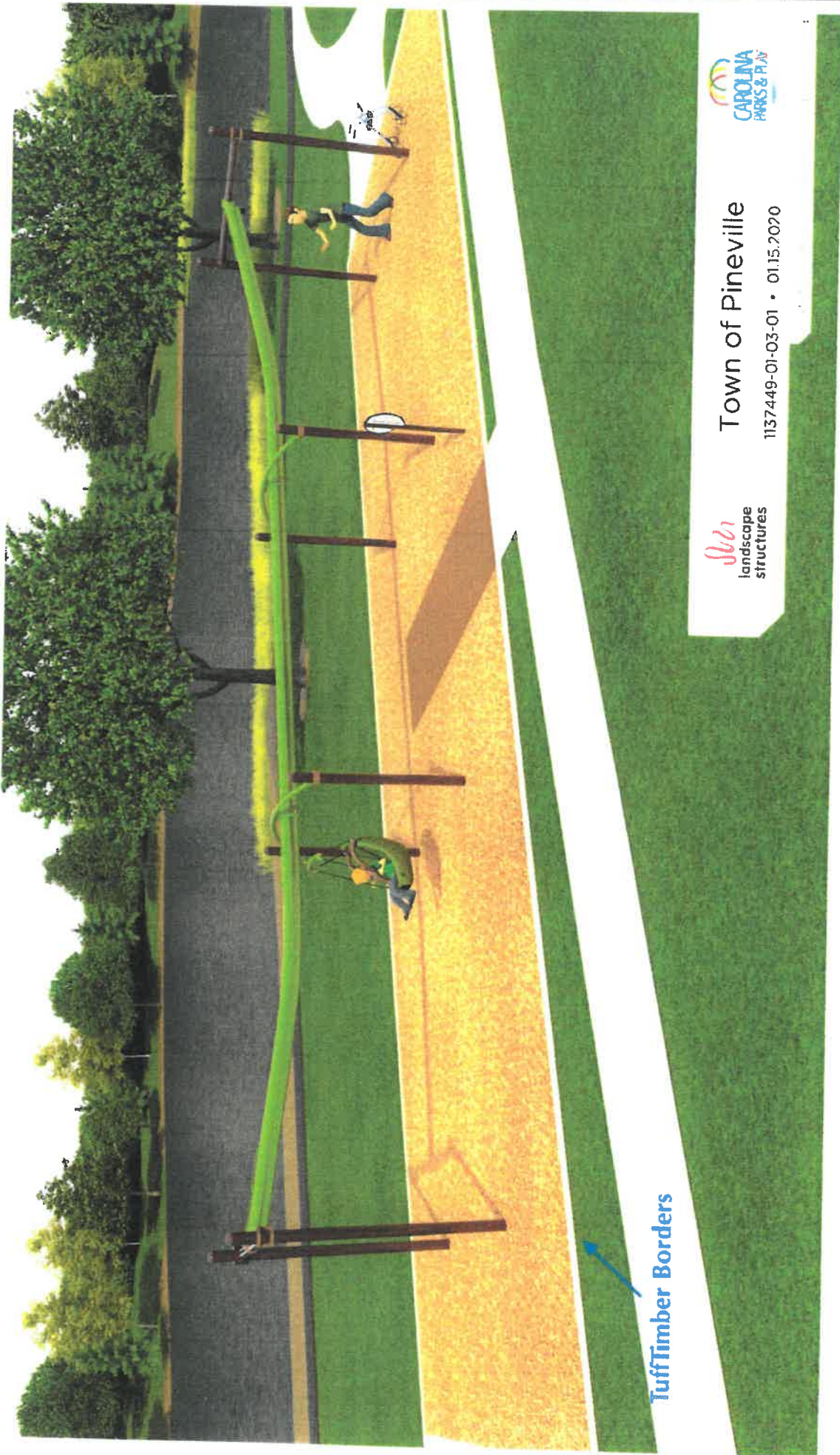
Town of Pineville
1137-449-01-03-02

Slits
landscape
structures

CAROLINA
PARKS & PLAY
INCORPORATED

Town of Pineville
1137-449-01-03-02 • 01.15.2020

ALL RIGHTS RESERVED



TuffTimber Borders



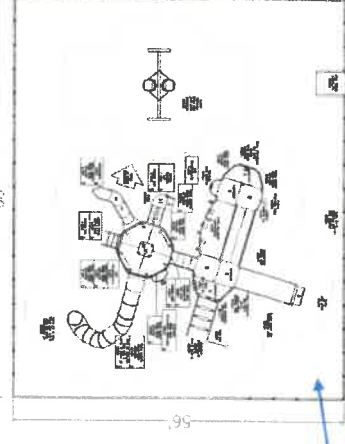
Town of Pineville

1137449-01-03-01 • 01.15.2020



THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO L.S. PRIOR TO CONSTRUCTION. DETAILED SITE INFORMATION CONCERNING TOPOGRAPHY, EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED AND UTILIZED IN THE FINAL DESIGN DEVELOPMENT.

NOTE: PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATIONS OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE "HOT AFTERNOON SUN."



SUGGESTED RAMP END PLATE 8" / 12" DECK TO GRADE
LOOSE FILL / 58" / 12" SURFACE MOUNT INSTALLATION
REFERS TO RAMP EXIT PLATE INSTALLATION SHEET.

Mulch Surfacing



Mulch Surfacing

Poured In Place Surfacing path from border/sidewalk



THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGES 2-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IF THE MANUFACTURER'S COMPANY HAS A PLAY AREA DESIGNER, THE MANUFACTURER'S COMPANY HAS THE ADA ACCESSIBILITY STANDARDS, ASSUMING AN ACCESSIBLE STRUCTURE, SURROUNDING PLAY AREA, OR WITHIN THE DIRECT USE ZONE.

THE CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO L.S. PRIOR TO CONSTRUCTION. DETAILED SITE INFORMATION CONCERNING TOPOGRAPHY, EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED AND UTILIZED IN THE FINAL DESIGN DEVELOPMENT.

PLEASE VERIFY ALL DIMENSIONS OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE "HOT AFTERNOON SUN."

PLEASE VERIFY ALL DIMENSIONS OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE "HOT AFTERNOON SUN."

DESIGNED BY:
SP
CORPORATE: 1/12/20
401 S. MARKET STREET, SUITE 100
RICHMOND, VIRGINIA 23261
PH: 804-352-0225 FAX: 804-352-0297

DATE	DESCRIPTION	BY
11/14/19	1137449-01-02	RF
11/14/19	1137449-01-01	RF
11/14/19	1137449-01-00	RF



SYSTEM TYPE:
PlayBooster
DRAWING #:
1137449-01-03

Carolina Parks and Play, LLC
Ryan McDufee

Town Of Pineville
Pineville, North Carolina



TOTAL ELEVATED PLAY COMPONENTS	13	REQUIRED	8
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	8	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	5	REQUIRED	0
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	4	REQUIRED	4
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	1	REQUIRED	3





2020 Play Equipment Warranty

You have our word.

Landscape Structures Inc. ("Manufacturer") warrants that all playstructures and/or equipment sold will conform in kind and in quality to the specifications manual for the products identified in the Acknowledgment of Order and will be free of defects in manufacturing and material. Manufacturer further warrants:

100-Year Limited Warranty On all PlayBooster® and PlayShaper® aluminum posts, stainless steel fasteners, clamps, beams and caps against structural failure due to corrosion/natural deterioration or manufacturing defects, and on PlayBooster steel posts against structural failure due to material or manufacturing defects.

15-Year Limited Warranty On all Evos® and Weevos® steel arches, all plastic components (including TuffTimbers™ edging), all aluminum and steel components not covered above, Mobius® climbers, Rhapsody® Outdoor Musical Instruments, decks and TenderTuff™ coatings (except Wiggle Ladders, Chain Ladders and Swing Chain) against structural failure due to material or manufacturing defects.

10-Year Limited Warranty On concrete products against structural failure due to natural deterioration or manufacturing defects. Does not cover minor chips, hairline cracks or efflorescence.

8-Year Limited Warranty On Aeronet® climbers and climbing cables against defects in materials or manufacturing defects.

5-Year Limited Warranty On Rhapsody® cables and mallets against defects in materials or manufacturing defects, on polycarbonate panels against defects in materials or manufacturing defects, and on bamboo panels against delamination due to defects in materials or manufacturing defects. Does not cover damage which may be associated with the natural characteristics of bamboo aging, including but not limited to discoloration, splitting, cracking, warping or twisting, nor the formation of algae, mold and other forms of fungal-type bodies on bamboo.

3-Year Limited Warranty On all other parts, i.e.: Pulse® products, all swing seats and hangers, Mobius climber handholds, Wiggle Ladders, Chain Ladders and ProGuard™ Swing Chain, Track Ride trolleys and bumpers, all rocking equipment including Sway Fun® gliders, belting material, HealthBeat® resistance mechanism, Seesaws, etc., against failure due to corrosion/natural deterioration or manufacturing defects.

The environment near a saltwater coast can be extremely corrosive. Some corrosion and/or deterioration is considered "normal wear" in this environment. Product installed within 500 yards (457 meters) of a saltwater shoreline will only be covered for half the period of the standard product warranty, up to a maximum of five years, for defects caused by corrosion. Products installed in direct contact with saltwater or that are subjected to salt spray are not covered by the standard warranty for any defects caused by corrosion.

This warranty does not include any cosmetic issues or wear and tear from normal use of the product, or misuse or abuse of the product. It is valid only if the playstructures and/or equipment are erected to conform with Landscape Structures' installation instructions and maintained according to the maintenance procedures furnished by Landscape Structures Inc.

All the warranties commence on date of Manufacturer's invoice. Should any failure to conform to the above express warranties appear within the applicable warranty period, Manufacturer shall, upon being notified in writing promptly after discovery of the defect and within the applicable warranty period, correct such nonconformity either by repairing any defective part or parts, or by making available a replacement part within 60 days of written notification. Manufacturer shall deliver the repaired or replacement part or parts to the site free of charge, but will not be responsible for providing labor or the cost of labor for the removal of the defective part or parts, the installation of any replacement part or parts or for disposal costs of any part or parts. Replacement parts will be warranted for the balance of the original warranty.

THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE.

The remedies hereby provided shall be the exclusive and sole remedies of the purchaser. Manufacturer shall not be liable for any direct, indirect, special, incidental or consequential damages.

Manufacturer neither assumes nor authorizes any employee, representative or any other person to assume for Manufacturer any other liability in connection with the sale or use of the structures sold, and there are no oral agreements or warranties collateral to or affecting this agreement. The warranties stated above are valid only if the structures and/or equipment are erected in conformance with Landscape Structures' installation instructions and maintained according to the maintenance procedures furnished by Landscape Structures Inc.; have been subjected to normal use for the purpose for which the goods were designed; have not been exposed to saltwater or salt spray; have not been subject to misuse, negligence, vandalism, or accident; have not been subjected to addition or substitution of parts; and have not been modified, altered, or repaired by persons other than Manufacturer or Manufacturer's designees in any respect which, in the judgement of Manufacturer, affects the condition or operation of the structures.

To make a claim, send your written statement of claim, along with the original job number or invoice number to: Landscape Structures Inc. 601 7th Street South, Delano, Minnesota, 55328-8605.

Signed:  President Date: 01/01/2020

LANDSCAPE STRUCTURES, INC.
601 7TH STREET SOUTH
DELANO, MN 55328

CAROLINA PARKS AND PLAY, LLC
107A Fountain Brook Circle
CARY, NC 27511

LANDSCAPE STRUCTURES, INC. (LSI) was founded in 1971 by Steve and Barb King. Steve is a Landscape Architect with a keen eye for beautiful aesthetics and functionality. Steve is also the creator of “continuous play” and was the first to interconnect play events including slides, climbers, horizontal ladders and more. The continuous play concept allowed him to create more play value in a smaller space, and encourage more social interaction and skill development among children. Barb was educated as a home economist with a talent for organization and the ability to plan, coordinate and execute multiple tasks. Their complementary styles and backgrounds proved to be the right combination as they turned a great idea into a successful business. Now, nearly 50 years later, the company is a global leader in the commercial playground industry with more than 600 employees, nearly 500,000 square feet of manufacturing space and playground consultants around the world.

Landscape Structures is one of the few remaining independently-owned businesses in the playground industry. Since 2004, LSI has been employee owned (ESOP), and each and every employee takes their role as an employee-owner seriously. The workplace is casual, collaborative and friendly, and our mission is to enhance the lives of children through play while respecting the environment is seen throughout the organization.

Cofounder and Chairman of the Board Steve King is the only leader of a playground company who is also a landscape architect. Steve’s passion is for creating playground products that go beyond ADA requirements to create truly inclusive play environments for all children. Design innovation has been at the heart of who we are from day one. LSI is the only commercial playground equipment manufacturer to perform all of our design, engineering and manufacturing in-house, so each step is carefully completed under our watchful eyes.

CAROLINA PARKS & PLAY, LLC (CP&P) is the exclusive representative for LANDSCAPE STRUCTURES, Inc. in North and South Carolina and a leader in innovative design and construction services. CP&P helps design and build LANDSCAPE STRUCTURES playgrounds, AQUATIX Water and Spray Park designs, SKYWAYS Shade Structures, DUMOR Site Furnishings and other premium quality products for North Carolina and South Carolina customers. CP&P central offices are located in Cary, NC, with a team of professional Playground Consultants in Charleston, SC, Columbia, SC, Charlotte, NC, Raleigh, NC and Apex, NC. Carolina Parks & Play has been family owned and operated since we were appointed the exclusive LSI representative in North Carolina in 2010 and South Carolina in 2014. We share Landscape Structure’s passion and vision for enhancing the lives of children through inclusive play and strive to provide service that exceeds our customer’s expectations. Landscape Structures recognized Carolina Parks & Play as recipient of the 2016 National Inclusive Play Leadership Award for significant achievements in providing expanded play opportunities for children of all abilities.

CP&P has provided project design and construction services for hundreds of NC and SC Parks and Recreation Departments, U.S. Military facilities, public and private schools, churches, childcare facilities, hospitals and others for projects ranging in size from \$20,000.00 to over \$1,000,000.00.

Carolina Parks & Play is a Licensed General Contractor in NC (#71676) and SC (#G121674) and each of our sales consultants is an NRPA Certified Playground Safety Consultant (CPSI). Prior to forming CP&P, our principals owned and operated a highly regarded award winning North Carolina residential building and property development corporation (1990-2010).



TEAM ORGANIZATION

Carolina Parks & Play, LLC

Landscape Structures, Inc. in North & South Carolina

Carolina Parks & Play, LLC
107A Fountain Brook Circle
Cary, NC 27511
919-469-9188
CarolinaParksandPlay.com

NCLGC #71676 SCLGC #G121674

Chairman of the Board	Suzi McDuffee, Owner Park & Playground design & sales consulting 10 years
President	Ryan McDuffee, Sales Consultant Park & Playground design & sales consulting 10 years NRPA Certified Playground Safety Inspector (CPSI) NC Licensed General Contractor (NLGC)
Vice President	Todd McDuffee, Sales Consultant Park & Playground design & sales consulting 10 years Operations Manager NRPA Certified Playground Safety Inspector (CPSI) NC Licensed General Contractor (NCLGC) SC Licensed General Contractor (SCLGC)
Vice President	Curt McDuffee, Consultant Park & Playground design & sales consulting 10 years NC Licensed General Contractor (NCLGC)
Senior Sales Consultant	Hudson Veal Park & Playground design & sales consulting 17 years NRPA Certified Playground Safety Inspector (CPSI)
Sales Consultant	Ed Gruetzner Park & Playground design & sales consulting 5 years NRPA Certified Playground Safety Inspector (CPSI)
Sales Consultant	Chris Yang Park & Playground design & sales consulting 2 years NRPA Certified Playground Safety Consultant (CPSI)
Executive Administrator	Dawne Klatt Financial/accounting & customer support 3 years
Marketing Representative	Amber Golden Marketing & customer support 6 years



Memorandum

To: Mayor and Town Council
From: Barbara Monticello
Date: 2 / 6 / 2 0 2 0
Re: **New Business:** Renewal of Urban Archery Program

Urban Archery

The intention of the Urban Archery Season is to enable cities, towns, and villages to reduce the urban deer population through increased hunter opportunity. Hunting during the Urban Archery Season is allowed **ONLY** in designated areas of participating municipalities and only by way of bow and arrow.

The Urban Archery Season is available for cities, towns and villages that submit to the Wildlife Resources Commission by April 1 of each year, a letter of intent to participate in the season. A map clearly defining the area included in the season should also accompany the letter of intent.

The Urban Archery Season does not obligate private landowners to allow hunting on their property, nor does it eliminate the ethical requirement for obtaining permission from the land- owner before hunting. Hunters are legally required to obtain written permission to hunt on posted property.

The Town has participated in this program for the last several years. Both participation in the program and the area where hunting is permitted has dwindled each year. There were no participants that registered for this past season; the map where hunting was permitted this past season is enclosed for your review.

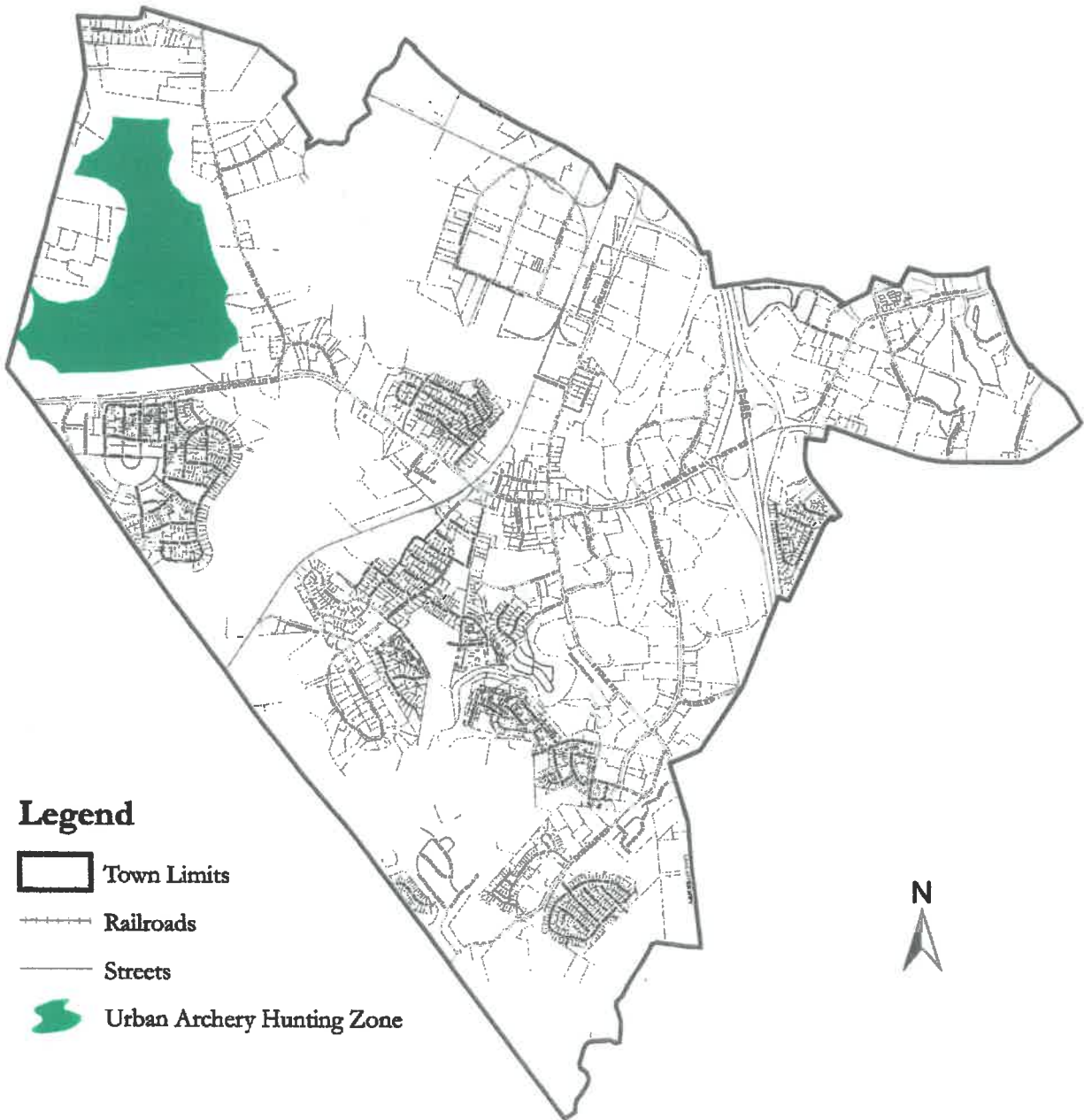
ACTION ITEM: Council decide on whether to continue participating in this program or not.

URBAN ARCHERY

TOWN OF PINEVILLE
MECKLENBURG COUNTY, NC



- * Urban archery hunting zones are highlighted on the map in green.
- * Each zone is 500 feet from any building footprint, street, and railroad centerline





Deer Urban Archery Season Renewal Form

(January 9 - February 14, 2021)

January 31, 2020

Please update any contact information that is not correct

Town of Pineville
Ryan Spitzer, Town Manager
PO Box 249
Pineville, NC 28134

Name of Representative: _____ Address: _____ City: _____ Zip Code: _____ Email Address: _____ Phone Number: _____

Do you wish to participate in the 2021 Deer Urban Archery Season (January 9 – February 14, 2021) Yes No

It is Wildlife Management policy to provide a complete list of participating municipalities to the hunting public in the Regulations Digest. **Please indicate the phone number and/ or website to be listed in the 2020-2021 Inland Fishing, Hunting, and Trapping Regulations Digest (Please Print)**

Phone Number: _____

Website: _____

Are there any changes to the map submitted with your participation letter? Yes No

If "Yes", please attached a new map to this form. **(No larger than 11"X17")**

Please print and sign the name of the representative for the **Town of Pineville**.

Name of Representative: _____

Signature: _____

Thank you for your interest in the management of our state's wildlife resources. Please complete and return this form by mail to:


Shauna Glover, Program Support
Wildlife Management Division
1722 Mail Service Center
Raleigh, NC 27699-1700

Or email: shauna.glover@ncwildlife.org

Brad Howard
Chief, Wildlife Management Division
(919) 707-0050

Applications must be received by April 1, 2020 to be a part of the Deer Urban Archery Season

FEBRUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5 Ethics Training Tele Bldg. 1:00 pm Telephone Brd Meeting 3:30 pm	6	7 Senior Valentine Banquet @ Belle Johnston @ 6:00 pm 	8
9	10	11 Town Council Meeting @ HUT @ 6:30 pm	12	13	14 Valentine's Day	15
16	17 Presidents' Day	18	19	20	21 Down to Earth Pineville Players @ Hut @ 7:30 pm	22 Down to Earth Pineville Players @ Hut @ 7:30 pm
23 Down to Earth Pineville Players @ Hut @ 2:30 pm	24 Council Work Session @ 6:00 pm @ Telephone Bldg.	25	26	27	28 Down to Earth Pineville Players @ Hut @ 7:30 pm	29 Down to Earth Pineville Players @ Hut @ 7:30 pm

MARCH 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 Pineville Neighbors Place Friendraiser Dinner @PUMC	6	7
8	9	10 Council Meeting @ Hut @ 6:30pm	11	12	13	14
15	16	17	18	19	20	21
22	23 Council Work Session @ Tele Bldg. @ 6:00 pm	24	25	26	27 Council Retreat 8am- 5pm @ Capital Towers in South Park	28
29	30	31	1	2	3	4

CLOSED SESSION

*Discussion of matters pursuant
to NCGS 143-318.11(5)
(Real Estate Items)*



Dear Mayor Edwards and Council of Pineville, NC,

Re: LETTER OF INTENT

This letter is intended as a letter of intent outlining a proposal by US Developments to purchase all the real estate and improvements referred to below under the terms and conditions set forth herein. This letter represents preliminary negotiations between the parties and is not a binding contract, however the parties intended to proceed to a binding contract in accordance with terms hereof. The terms and conditions of this letter of intent are the following.

1. **Buyer:** US Developments, LLC, 5925 Carnegie Blvd, Suite 200, Charlotte, NC 28209
2. **Seller:** Town of Pineville, PO Box 249 Pineville, NC 28134
3. **Property:** Approximately 1-acre lot including any improvements located at 307 College St in Pineville, NC 28134, Mecklenburg County Parcel ID# 20501311. With purchase of parcel# 20501311 US Developments, LLC will have the option to purchase approximately 5.5 acres of land with the following ID#s: 20501317, 20501315, 20501202, 20501203, 20501215, 20501204, 20501205, 20501417, 20501416, 20501206, 20501207.
4. **Purchase Price:** \$1,000,000 for approximately 1 acre with the parking area included as shown in Appendix A, to be verified by survey. Upon purchase of parcel US Developments is responsible for grading and paving the parking lot with Parcel ID# 20501317 for their own use, as agreed to with the seller. This offer is contingent upon Purchaser having an ongoing First Option of Purchase on the adjacent parcels owned by Seller. The purchase price for the Optioned 5.5 acres will be \$2,000,000 with the right to acquire each parcel of the 5.5 acres on a square footage basis as a percentage of the \$2,000,000 purchase price.
5. **Purchase Agreement:** Upon Seller's acceptance of this offer, Seller, through its legal counsel, promptly will prepare and submit to Buyer its proposed Purchase Agreement for Buyer's review and comment. Seller and Buyer will negotiate diligently and in good faith to quickly execute a mutually agreeable Purchase Agreement. During this time Seller agrees not to negotiate with other interested Buyers or agree to sell the Property to any other Buyer. The parties acknowledge that neither will be bound to sell or purchase the Property except upon the full execution of a Purchase Agreement. The Buyer and Seller will use their best effort to execute the contract within Thirty (30) days of an agreed upon draft.

US Developments, LLC
5925 Carnegie Blvd., Suite 200, Charlotte, North Carolina, 28209
Phone 704 - 576 - 0022



US DEVELOPMENTS
BROKERAGE, DEVELOPMENT, MANAGEMENT.

6. **Good Faith Deposit/Escrow:** Within five (5) business days of full execution of a binding Purchase Agreement between Buyer and Seller, Buyer will open an escrow for the purchase and sale of the Property at a mutually acceptable title company and deliver to said title company ("Escrow Agent") Buyer's good faith deposit of \$25,000 ("Good Faith Deposit"). The Good Faith Deposit, and any interest earned thereon, will be refunded to Buyer or disbursed to Seller, as the case may be, in accordance with the terms of the Purchase Agreement. After the end of the Due Diligence Period, the Good Faith Deposit will be increased to \$70,000 in total and become non-refundable subject to typical terms and conditions of closing.
7. **Due Diligence Period:** Beginning upon full execution of the Purchase Agreement and ending 30 days thereafter, Buyer will review title to the Property from a title report, together with all exceptions, investigate the condition of the Property and its surroundings, and make whatever other investigations it deems appropriate in order to decide, in its sole discretion, if Buyer is willing to proceed to Closing. During this period the seller will provide the buyer all studies, surveys, information, documents and records in Seller's possession that relate to the Property and Buyer's potential acquisition. Seller will provide Buyer with reasonable access to the Property and Buyer shall indemnify Seller for any loss, damage, or injury from Buyer's access to the Property. If on or before the expiration of the Due Diligence Period Buyer elects not to proceed with the proposed transaction and so advises Seller in writing, the Purchase Agreement will terminate, and the Good Faith Deposit will be returned to Buyer. If Buyer does not advise Seller of its election to terminate the Purchase Agreement on or before the expiration of the Due Diligence Period, or if Buyer waives its right to such termination, then the Good Faith Deposit will become nonrefundable, but applicable to the Purchase Price if and when Closing takes place.
8. **Closing:** Shall occur within thirty (30) days after all approvals of final plans and permits from all required government authorities, for the proposed development have been received. Closing to take place at a mutually convenient office.
9. **Title:** Title to the Property shall be conveyed to Buyer by the customary form of deed, subject only to such covenants, conditions and other matters of record as are approved by the Buyer in the Due Diligence Period.
10. **Financing:** There is no financing contingency.
11. **Conduct of Business Before Closing:** Prior to the closing, Seller will operate the Property in the ordinary course consistent with previous practice.
12. The Buyer will have the option to purchase the remaining 5.5 acres for \$2,000,000.



US DEVELOPMENTS
BROKERAGE, DEVELOPMENT, MANAGEMENT.

13. **Acceptance of Offer:** Buyer's signature hereunder constitutes an offer to purchase the Property on the terms set forth herein. Unless Seller accepts said offer by executing this letter and returning it to the Buyer on or before 5:00 P.M. on February 11th, 2020, Buyer's offer shall be null and void.

14. **Non-binding Agreement:** This agreement is a non-binding letter of intent and no party is bound to anything. Notwithstanding either party's execution hereof, nothing in this letter shall create a legally enforceable contract and no party shall be bound to anything unless and until a definitive purchase agreement has been fully negotiated, drafted and executed by both parties. This letter is therefore for discussion only and no party shall have any obligation to continue negotiations.

15. **Closing Costs:** Seller and buyer agree to pay closings costs (title fees, recordation taxes, mansion taxes or transfer taxes, as applicable) as per the custom of where the property is situated. Buyer and seller will each pay their own attorney's fees.

Please have the appropriate, authorized representative of the Seller execute both counterparts of this offer as provided, and return one fully executed counterpart to the undersigned's attention. Upon its receipt, Seller will prepare the proposed Purchase Agreement and forward it for your review.

Very truly yours,

Buyer: US Developments
By: Steph Kovecky
Its: President
Witness: [Signature]

Agreed this _____ day of _____, 2019

Seller: _____

By: _____

Its: _____

Witness: _____

ADJOURNMENT

Departmental Monthly Reports



Office of Human Resources Director

Dornessa Froneberger, MBA
dfroneberger@pinevillenc.gov
(704) 889-2362

To: Ryan Spitzer, Town Manager
Members of the Town Council

From: Dornessa Froneberger

Date: 2/6/2020

Re: Human Resources Monthly Report

Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of January 2020.

New Hires:

None to report

Resignation:

None to report

Promotions:

Amanda McKenzie-Property and Evidence Custodian-PD

Donald Ingram-Corporal-PD

Marianne Hong-Accountant-Telephone

Current Openings:

Finance-Accounting Technician (Marianne Hong's promotion to Telephone)

Police Department- 911 Telecommunicators-Full and On Call positions available.

Departmental Update:

Our Health- Employees are schedule their biometrics screenings according to schedule

Performance Review System:

We have decided to use EmPerform for our upcoming Performance Review system.



Department Update

PUBLIC WORKS

To: Town Council

From: Chip Hill

Date: 02/01/20

Re: **Public Works Updates**

126 Lynnwood Lane: Public Works' street crew replaced a storm drain pipe under the driveway apron. (see picture #1,2 & 3)

GPS: The majority of the GPS trackers have been installed. Approximately 10 are remaining to be installed for the PD. Expected completion day is the 15th.

Lynnwood/Lakeview: The Town staff and LaBella will be holding a meeting, Wednesday February 5, with the residents living on Lynnwood/Lakeview. This meeting will be an opportunity to present a brief review of the progress to date with the street/stormwater project.

Sod Replacement: Our Public Works staff repaired sod in Traditions that had been damaged by the Town Fire Department approximately one week ago. (see picture #4)

Downs Road: NCDOT has begun cleaning up the ditches from S & M Body Shop to Eagleton Downs. They are starting this week and will continue until completion or surveying is needed. This is an ongoing project and all information will be relayed to Ryan as received or noted.

Electric Sub Station Storage Area: Public Works' staff hauled 130 tons of gravel to secure a storage area for the electric company at the old substation. This area will be used for the storage of wire and transformers. (see picture #5)











Special Events

Preschool Story Time: We held our first preschool story time on January 15th. We read them “If You Give a Mouse a Cookie” book. After the reading, the kids were able to decorate cookies and enjoy them. Our first story time was full and we received good reviews.

General Programming

We have Cheerleading, Self-defense/Karate, Dance, Fencing, Yoga, Cardio Funk, Silver Sneakers and Boot Camp programs operating on a weekly basis at our facilities. Our gym and dining room space is very consumed with our many programs.

Soccer: Registration began on January 6th. We will go through the end of February for registration.

Preschool Open Gym: We are getting more parents and kids since the weather has been getting cooler. We continue to have a steady crowd of 15 - 20 kids.

Pickleball at the Belle: We offer Mondays and Fridays from 9am -12pm. We also offer Wednesdays 12:30pm-2:30pm. Pineville pickleball has become so popular that we are now requiring people to sign up on sign up genius.

Painting Class: Sharon’s class on January 21st was once again full. Her next class will be February 18th.

Field Trip – Our field trip was cancelled because the van would not start. We are going to reschedule the Cookie Factory tour for February.

Park Maintenance Update

Belle Johnston/ Lake Park

Worked on dam area of lake where new side walk was poured, regraded, seed and straw
Dug up and raised irrigation valve box at the stage beside new sidewalk to meet new grade
Sprayed for weeds in parking lots and beds
Straightened and repaired construction fence
Cut down tree buffer and fence line in front of the Belle
Set up gym in preparation for the spray class with around 200 attendees
Looked over and overseen 3 sections of concrete removal and pouring of new sidewalk
Replaced ADA ramps at playground entrances after new sidewalk was poured
Marked out projected backfill to obtain slope desired
Tore down old concrete gate column at entrance

Hut

Cut and sprayed as needed
Set up council chambers
Removed trash as needed

Jack Hughes

Repaired large tank sprayer pump
Changed blades and serviced all mowers
Sprayed weeds as needed
Serviced tractor
Changed oil in Kubota carts

February 2019

Serviced restrooms

- Cleaned and painted water fountain at lower restrooms
- Replaced banners on light poles at park entrance
- Applied infield top dressing on fields 1 and 4
- Removed fallen tree top at entrance after wind damage

Dog Park

- Hung new sponsor banner
- Checked routinely for downed limbs and trash

Main Street

- Removed decorations from Christmas tree

Cemetery

- Removed leaves
- Removed broken out tree top from storm damage
- Picked up fallen tree limbs

Administration

- RFP reviews for Master Plan update
- Met with Mat from The Sports Flooring Company twice (portable gym floor cover)
- Met with Charlotte Mecklenburg Library to discuss story time in the park from April through Sept.
- Planned the removal and planting of new screening along the BJCC property line
- Met with Kyle and Laura with Kimley Horn
- Met with Frank from Starfire Pyrotechnic to discuss the addition of fireworks at Fall Fest/Symphony
- Held a park board meeting on 1/21/2020
- Attended an LWCF Grant webinar
- Arranged demo for new voting machines
- Met with Paschal Events about 2020 partnership
- Attended the NC Festival Association Conference (Sunday/Monday 1/26-27)
- Worked on 2020/21 Budget
- Meck County Senior Lunch Program: They had over 600 seniors in the month of January.*

Facility Rentals

- The Hut:** 0 Rentals
- The BJCC Dining Room:** 8 Rentals
- The BJCC Gym:** 3 Rentals
- Large Shelter:** 1 Rentals
- Medium Shelter:** 0 Rentals
- Tot Lot at Lake Park:** 0 Rental
- *Shelter 1 at JH:** 0 Rentals
- *Shelter 2 at JH:** 0 Rentals

- *Shelter 3 at JH:** 0 Rentals

***WE DO NOT RENT JACK HUGHES SHELTERS WHEN THERE IS A TOURNAMENT GOING ON.**



Department Update



To: Town Council

From: Travis Morgan

Date: 2/11/2020

Re: Town Planning Updates

Mall Sewer Main: Initial meetings and progress on the 78" sewer main running behind the mall from the former Toys R Us building to the wastewater treatment plant. The pipe will be relined and serviced but will require temporary bypasses and occasional construction detours in the area. Scheduled for later this year. More information as it comes available.

CODE ENFORCEMENT:

NC Dept-Setoff letters where sent out in the amount of \$20,965.00. The letters where for High Weeds and Grass, Zoning Citations, Community Appearance and Trash Cans.

NC-Dept Setoff 2020:

100 Marine Dr 5111 Grace View Dr 123 Marine Dr 508 Main St 523 Main St 804 Lakeview Dr 2323 Glenway Trail Ct 4007 Huntley Glen Dr 10301 Osprey Dr 10710 Copperfield Dr 11415 Copperfield Dr 12105 Main St 603 Morrow Ave 4218 Huntley Glen Dr Goodsell Ct 415 Park Ave 10501 Centrum Pkwy 10731 Copperfield Dr 1118 Cone Ave 301 N. Polk St 10500 McMullen Creek 10811 Copperfield Dr 12533 Druids Glen Dr 10201 Sam Meeks Rd 10915 Copperfield Dr 424 Park Ave 10329 Osprey Dr 11222 Treebark Dr 294 Eden Cir 10908 Copperfield Dr 286 Eden Cir 260 Eden Cir 4102 Huntley Glen Dr 10205 Sam Meeks Rd 119 Olive St Downs Rd 2604 Overlook 10331 Osprey Dr 10423 Osprey Dr 9960 Pineville-Mathews Rd 242 Juanita Dr 403 Dover St 11725 Carolina Place 2030 Atwell Glen 11301 Treebark Dr 907 Cone Ave 12201 Downs Rd 100 S. Polk St 10314 Osprey Dr 10108 Johnston Rd 423 Cone Ave 10000 Lee St 11235 Copperfield Dr 400 Mallard 870 Pelican Bay Dr 4223 Huntley Glen 840 Pelican Bay Dr 114 Parklake Dr 109 Reid Ln.

Community Appearance Violations:

424 Park Ave 10914 Copperfield Dr 10920 Copperfield Dr 103 Marine Dr 10408 Osprey Dr Lancaster Hwy 13010 Lancaster Hwy.

Parking on the Lawn:

413 Park Ave 409 Amon Ln 413 Park Ave \$50

Junk Motor Vehicle:

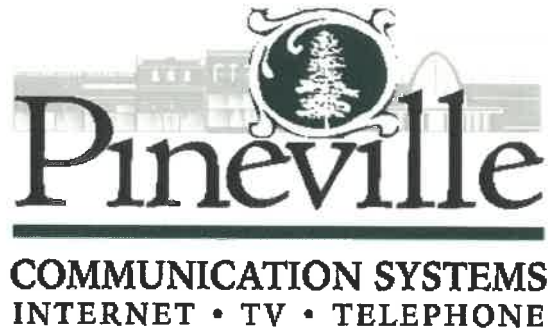
10817 Copperfield Dr 10312 Osprey Dr 10445 Stokeshill Ct.

Zoning Citations:

311 N. Polk St 10701 Park Ave 10215 Park Rd 10110 Johnston Rd 8314 Pineville-Mathews Rd 10102 Johnston Rd 9925 Lietner Dr 509 N. Polk St 800 N. Polk St.

Trash Cans:

415 Fisher St 1100 Cone Ave 1004 Cone Ave 118 Parklake Dr 429 Robin Reed 119 Kenmore Dr 109 College St 208 Eden Cir 1905 Lakeview Dr 12429 Stratfield Place 12202 Stratfield Place 913 Standen Place 124 Mallard Dr 704 S. Polk St 123 Lowry St 12403 Stratfield Place 11935 Stratfield Place 14306 Green Birch Dr 10325 Osprey Dr 10321 Osprey Dr 10313 Osprey Dr 10418 Osprey Dr 10908 Copperfield Dr.



TOTALS FOR PCS MONTH ENDING 01/31/2020

BROADBAND TOTALS FOR MONTH ENDING 01/31/2020

NET GAIN OF 2

854 INTERNET SUBSCRIBERS AS OF 01/31/2020

*****We had 17 NEW installs in JANAURY and 15 disconnects*****

12 DISCONNECTS MOVING OUT OF AREA, 2 DIDN'T USE, 1 NON PAY, 2 REMOVING SERVICE

INCREASED SPEED OFFERING TAKE RATE TO DATE

93- RES subscribers on -100M CLEC **(+1 from previous month)**

39- RES subscribers on -200M CLEC **(+1 from previous month)**

8- RES subscribers on -400M CLEC **(+1 from previous month)**

41-subscriber on GIG RES CLEC **(+2 from previous month)**

1-subscriber on 100M BUS CLEC **(0 from previous month)**

8-100M BUSINESS ILEC **(-1 from previous month)**

3-200M BUSINESS ILEC **(0 from previous month)**

1-400M BUSINESS ILEC **(+1 from previous month)**

6-GIG BUSINESS ILEC **(+0 from previous month)**

11-GIG RES SUBSCRIBER ILEC **(+0 from previous period)**

18-100M RES SUBSCRIBER ILEC **(+0 from previous month)**

3-200M RES SUBSCRIBERS ILEC **(0 from previous month)**

232 of our 856 subscribers now subscribe to 100M or higher **(increase by 5 from previous month)**

27% OF OUR INTERNET CUSTOMERS SUBSCRIBER TO 100M OR HIGHER

IPTV TOTALS 271 FOR MONTH ENDING 01/31/2020

3 disconnected TV and Internet went to competitor
1 Disconnected TV Only going to stream TV kept our Internet

TV EVERYWHERE ACTIVE SUBSCRIBERS MONTH ENDING 01/31/2020

Since we launched TV Everywhere in AUGUST 2018 we have 57 subscribers as of 01/31/2020 who are taking advantage of this FREE enhancement to our system.

RESIDENTIAL AND BUSINESS LINE COUNT MONTH ENDING 01/31/2020

NET LOSS OF 10

CLEC

Business Lines 51 *0 from previous month*

Residential Lines 161 *-4 from previous month*

ILEC

Business Lines 402 *-3 from previous month*

Residential Lines 188 *-3 from previous month*

TOTAL LINE COUNT 802

NEW PCS REWARD PROGRAM MONTH ENDING 01/31/2020

NET GAIN OF 8

We officially started offering to new prospective customers the PCS Rewards Program in February 2019. Our total PCS Reward customer count is now 211 as of JANUARY 31st. The retired Power Pack Discount program as of JANUARY 31st has 649 customers still on that program. That is a reduction of 14 customers from the previous month.