



TOWN OF CORNELIUS

Cornelius Town Hall

BOARD OF COMMISSIONERS

April 17, 2017

Agenda

PRE-MEETING - 5:45 PM

- **FY 18 Budget Update**
- **Draft Investment Policy**

TOWN BOARD - 7:00 PM

- 1. CALL TO ORDER**
- 2. DETERMINATION OF QUORUM**
- 3. APPROVAL OF AGENDA**
- 4. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
- 5. CITIZEN CONCERNS/COMMENTS**
- 6. MAYOR/COMMISSIONERS/MANAGER REPORTS**
- 7. PUBLIC HEARING AND CONSIDERATION OF APPROVAL**
 - A. REZ 11-16: Quick Trip**
 - B. Olde Mecklenburg Brewery, Inc. (WMHY, LLC) Economic Development Grant**
- 8. CONSIDERATION OF APPROVAL**
 - A. Planning Board Appointments**
 - B. Historic Preservation Committee Appointments**
 - C. FY17 Operating Budget Amendment**
- 9. COMMISSIONER CONCERNS**
- 10. ADJOURNMENT**

Please note that to speak during **CITIZENS CONCERNS/COMMENTS** or **PUBLIC COMMENT**, please use the signup sheet provided before the Board meeting and list your name, address and topic. Each speaker will be allowed 3 minutes to speak. A "hard stop" will occur after 3 minutes for each speaker. Any information displayed must be submitted to the Town Clerk within 48 hours prior meeting.

REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: April 17, 2017

To: Mayor and Board of Commissioners

From: Julie Niswonger, Finance Director





Action Requested:

Discuss FY 2018 budget changes since the workshop in Winston-Salem.

Manager's Recommendation:

Hear presentation.

ATTACHMENTS:

Name:	Description:	Type:
 FY_2018_80-20_since_Retreat.pdf	80/20	Cover Memo
 FY_18_Forecast_since_Retreat.pdf	Forecast	Cover Memo
 FY_18_CIP_since_Retreat.pdf	CIP	Cover Memo
 FY_2018_Net_since_Retreat.pdf	Net	Cover Memo

Town of Cornelius
Budget Changes Prior Year / Estimated Year End / Next Budget Year
4/17/2017

	2016	2017 Est Yr End Changes	%	2017 Est Yr End	2018 Budget Changes	%	2018 Proposed Budget
Personnel							
One Time Items:							
Planning intern (GIS goal)		6,590	0.09%		8,410	0.11%	
Retiree vacation payout		53,000	0.75%		(53,000)	-0.72%	
Subtotal of one-time items		59,590	0.84%		(44,590)	-0.60%	
Recurring:							
Merit		182,956	2.57%		168,767	2.28%	
Salary Study		91,266	1.28%		91,266	1.23%	
Park Maint		40,000	0.56%		-	0.00%	
Increase in health insurance		15,984	0.22%		9,470	0.13%	
PARC Program Assistant		-	0.00%		49,200	0.67%	
Town portion Grant officers		10,727	0.15%		35,000	0.47%	
State raised retirement %		31,076	0.44%		7,671	0.10%	
Employee Turnover		(173,091)	-2.44%		28,582	0.39%	
Convert IT Helpdesk in house		-	0.00%		24,000	0.32%	
PD Records Clerk Admin. Assistant		-	0.00%		-	0.00%	
LEO Separation Allowance		26,401	0.37%		38,160	0.52%	
Subtotal of recurring items		225,319	3.17%		452,116	6.12%	
Total Personnel	7,105,350	284,909	4.01%	\$ 7,390,259	407,526	5.51%	\$ 7,797,784

Operating

One Time Items:

Police drug/asset forfeiture	7,463	0.10%	(90,500)	-1.12%
Planning 4194 & 4199	108,305	1.48%	(80,320)	-1.00%
Police equipment goals	42,013	0.57%	(20,000)	-0.25%
Software data conversion	12,000	0.16%	(20,000)	-0.25%
JV Washam Gym operations cost	-	0.00%	14,000	0.17%
VFD aging equip. replacement/maint.	-	0.00%	10,000	0.12%
VFD hydraulic tools replacement	-	0.00%	50,000	0.62%
VFD building maint.	(83,936)	-1.15%	3,000	0.04%
Employee time tracking system	-	0.00%	5,000	0.06%
PIO			20,000	0.25%
Subtotal of one-time items	85,845	1.17%	(108,820)	-1.35%

Recurring:

Change in garbage collection costs	247,377	3.38%	93,587	1.16%
IAR, net of partner	1,974	0.03%	20,000	0.25%
Increased maintenance costs on RMS	30,000	0.41%	-	0.00%
Fluctuating gas prices	42,516	0.58%	50,000	0.62%
PD telecommunications	(19,954)	-0.27%	-	0.00%
VFD operating costs / goals	75,000	1.02%	-	0.00%
Maintain new park assets	71,941	0.98%	77,678	0.96%
Convert Attorney to contract	18,572	0.25%	2,346	0.03%
Convert IT to employee/software diff	-	0.00%	(6,750)	-0.08%
Gen Govt Prof. Serv.	11,000	0.15%	660	0.01%
Ada Jenkins increase	5,000	0.07%	-	0.00%
HR Consultant	5,600	0.08%	-	0.00%
Additional sidewalk and st water maint	32,076	0.44%	32,980	0.41%
Street light increases	1,335	0.02%	3,000	0.04%

Town of Cornelius
Budget Changes Prior Year / Estimated Year End / Next Budget Year
4/17/2017

	2016	2017 Est Yr End Changes	%	2017 Est Yr End	2018 Budget Changes	%	2018 Proposed Budget
Gen Govt Tax Collection/bldg maint		-	0.00%		7,779	0.10%	
Art Center		117,106	1.60%		134,643	1.67%	
Special events goal		18,129	0.25%		8,000	0.10%	
Subtotal of recurring items		657,872	8.98%		423,923	5.25%	
Total Operating	7,328,468	743,717	10.15%	8,072,185	315,103	3.90%	8,387,288

Capital

Police car equipment & grant cars		134,767			80,000		
Police cameras / fiber		65,000			50,000		
St resurfacing / stormwater		700,000			-		
Recurring sidewalks		42,832			300,000		
Computer replacement program		30,000			45,000		
ADA compliance		100,000			-		
Bailey Road Park surfacing and shade		200,233			-		
Parks truck equipment		-			-		
Parks field grooming equip and utility veh		-			40,000		
WTC monument		75,919			-		
Crump Veterans Statue		4,295			-		
Fire bailout gear		24,500			-		
Fire EMS equipment		8,400			-		
Stream Restoration-Willow Pond					30,000		
Hwy 21 improvements & aesthetics		140,000			350,000		
DDI Aesthetics		306,040			110,000		
Public Works tractor/truck		-			-		
Northcross Drive Extension		100,000			389,000		
T.C. Cat. Ave. Intersection (plan/design)					100,000		
Westmoreland Bridge (plan/design)					100,000		
JV Washam Greenway/Smithville					660,000		
Bailey Road Track/Turf (plan/design)					100,000		
Art Center land		1,502,160			-		
Splash pad		2,786			-		
Total Capital	1,121,463	3,436,932			2,354,000		

Transfers

911 Fund	-	-			-		
DDI Design	162,676	162,676			390,000		
Total Transfers	516,899	162,676			390,000		

Transfer from reserve to DDI

**TOWN OF CORNELIUS, NORTH CAROLINA
GENERAL FUND LONG-TERM FINANCIAL PLAN
AS OF APRIL 17, 2017**

	<u>FY 2015 Actual</u>	<u>FY 2016 ACTUAL</u>	<u>FY 2017 EYE</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
Beginning Fund Balance	14,960,005	15,904,192	18,073,909	15,913,167	16,976,011	15,543,159	17,545,186	19,279,676
Revenues:								
Property tax	11,930,317	12,395,595	13,314,461	13,514,178	14,057,932	17,145,651	17,483,095	17,827,287
Sales tax	2,926,603	3,159,517	3,206,910	3,255,013	3,352,663	3,453,243	3,556,841	3,663,546
Franchise tax	1,673,776	1,913,825	1,836,514	1,887,936	1,940,798	1,995,141	2,051,004	2,108,433
Powell Bill allocation	727,471	741,996	751,186	761,210	761,210	761,210	761,210	761,210
All others	3,084,777	3,298,899	3,196,694	3,172,945	3,905,739	3,408,725	3,330,256	3,380,210
Total Revenues	20,342,944	21,509,832	22,305,766	22,591,282	24,018,343	26,763,970	27,182,406	27,740,686
Expenditures:								
Personnel	7,019,443	7,105,350	7,390,259	7,797,784	8,109,695	8,434,083	8,771,447	9,122,304
Operating	7,881,371	7,716,092	8,670,037	8,724,238	9,029,586	9,390,770	9,766,401	10,157,057
Art Center (land, operating)		-			245,000	252,350	259,921	267,718
Debt service	2,602,255	3,243,502	4,849,279	2,262,417	1,605,246	1,266,400	1,203,254	1,003,125
Capital (prev & Pub V	1,000,000	-	742,832	330,000	860,000	810,000	800,000	300,000
Capital fund balance	895,688	1,121,463	2,814,100	2,414,000	3,587,577	185,000	190,000	3,931,818
New debt svc	-	-	-	-	2,014,090	4,423,341	4,456,895	4,547,810
Transfers	-	-	-	-	-	-	-	-
Use of Cap Reserve	-	153,708	-	-	-	-	-	-
Total Expenditures	19,398,757	19,340,115	24,466,507	21,528,439	25,451,194	24,761,944	25,447,916	29,329,832
Net	944,187	2,169,717	(2,160,742)	1,062,843	(1,432,852)	2,002,027	1,734,490	(1,589,146)
Ending Fund Bal	15,904,192	18,073,909	15,913,167	16,976,011	15,543,159	17,545,186	19,279,676	17,690,529
Capital Reserve	-	-	-	-	-	-	-	-
Total Balances	15,904,192	18,073,909	15,913,167	16,976,011	15,543,159	17,545,186	19,279,676	17,690,529
End Bal as % of Exps	82%	93%	65%	79%	61%	71%	76%	60%

TOWN OF CORNELIUS, NORTH CAROLINA
GENERAL FUND LONG-TERM FINANCIAL PLAN
AS OF APRIL 17, 2017

	<u>FY 2015 Actual</u>	<u>FY 2016 ACTUAL</u>	<u>FY 2017 EYE</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
Tax Assumptions:								
Value	5,000,082,500	5,106,084,249	5,235,561,500	5,274,098,373	5,353,209,849	5,460,274,046	6,683,375,432	6,817,042,941
% increase growth	2.120%	2.536%	0.7%	1.5%	2.0%	2.0%	2.0%	2.0%
% Change reval	0%	0%	0%	0%	0%	20%	0%	0%
New Value	5,106,084,249	5,235,561,500	5,274,098,373	5,353,209,849	5,460,274,046	6,683,375,432	6,817,042,941	6,953,383,800
Collection rate	97.8%	97.8%	99.0%	99.0%	99.0%	99.0%	99.0%	99.0%
Rate	0.24	0.24	0.255	0.255	0.255	0.255	0.255	0.255
Tax produced	11,985,001	12,288,910	13,314,461	13,514,178	13,784,462	16,872,181	17,209,625	17,553,817
Revenue assumptions:								
Sales tax					3.0%	3.0%	3.0%	3.0%
Franchise tax					2.8%	2.8%	2.8%	2.8%
Powell Bill					0.0%	0.0%	0.0%	0.0%
Other					1.5%	1.5%	1.5%	1.5%
Expense assumptions:								
Personnel					4.00%	4.00%	4.00%	4.00%
Operating					3.50%	4.00%	4.00%	4.00%
Debt issuance variable:								
Beginning Debt O/S	10,258,549	18,147,488	16,370,722	14,055,353	12,781,895	22,433,533	42,558,786	40,471,623
Principal retired	(2,356,061)	(2,775,130)	(3,884,636)	(1,977,911)	(1,331,183)	(1,452,186)	(768,601)	(1,452,186)
Principal issued	10,245,000	998,364	1,792,600	930,000	11,960,000	23,781,000	900,000	3,085,000
Princ on new debt	-	-	(223,333)	(225,547)	(977,178)	(2,203,562)	(2,218,562)	(900,000)
Ending Debt O/S	18,147,488	16,370,722	14,055,353	12,781,895	22,433,533	42,558,786	40,471,623	41,204,437

There will usually be differences between the forecasted and actual results, because events and circumstances frequently do not occur as expected,

check figure: total capital funded	3,674,000	16,407,577	24,776,000	1,890,000	7,316,818
= CIP?	-	(1,250,000)	8,165,000	(7,355,000)	-
	1,100,000				

235,150.00 VFD FY 18 payment
61,754.00 Park FY 18 payment
181,471.00 WAC FY 18 payment
478,375.00

Town of Cornelius
2018-2022 Capital Improvement Plan Summary
April 17, 2017

DEPT	DESCRIPTION	Source	debt pmt	2018	2019	2020	2021	2022	Future	Total
PARC	Bailey Road Park Track Renovation & Synthetic Turf F	Debt	-	100,000	1,000,000	-	-	-	-	1,100,000
Fire	Replace Engine 3	Debt	73,193	675,000	-	-	-	-	-	675,000
PARC	Smithville Park to JV Washam ES Greenway	Fund Bal		660,000	1,200,000	-	-	-	-	1,860,000
PW	Bailey Road Extension	Bonds Ph-1-2		-	5,798,000	-	-	-	-	5,798,000
PW	DDI Aesthetics	Fund Bal		500,000	890,000	-	-	-	-	1,390,000
PW	Sidewalks (includes Bike Cornelius Signage Route #1)	FB Powell		300,000	-	300,000	-	300,000	-	900,000
PW	Northcross Drive Extension-Local Match	Fund Bal		389,000	2,122,577	-	-	-	-	2,511,577
PW	Hwy 21 Roundabout-Local Match	Fund Bal		350,000	102,000	-	-	-	-	452,000
PD	Vehicle Replacement Program	Both	26,329	230,000	235,000	240,000	245,000	250,000	-	1,200,000
PW	Public Works Equipment	Debt	13,165	75,000	50,000	50,000	50,000	-	-	225,000
PD	Video Surveillance Program	Fund Bal		50,000	50,000	50,000	50,000	50,000	-	250,000
IT	Computer Replacement Program	Fund Bal		45,000	45,000	45,000	45,000	45,000	-	225,000
PARC	Field Grooming Equipment & Utility Vehicle	Fund Bal		40,000	-	-	-	-	-	40,000
Planning	Planning Truck	Debt	5,266	30,000	-	-	-	-	-	30,000
PW	Stream Restoration Project- Willow Pond	Fund Bal	-	30,000	60,000	510,000	-	-	-	600,000
PARC	Community/Art Center	Bonds Ph-2		-	4,000,000	-	-	-	-	4,000,000
PW	Road Resurfacing	FB Powell		-	800,000	-	800,000	-	-	1,600,000
PW	Torrence Chapel Rd/West Catawba Ave Intersection-L	F Bond		100,000	600,000	-	-	-	-	700,000
PARC	Robbins Park	F Bond		-	210,000	2,300,000	-	-	2,300,000	4,810,000
Fire	Replace Chief's Truck	Debt		-	55,000	-	-	-	-	55,000
PW	Hwy 21 Roundabout- Bike/Ped Accommodations, aest	F Bond		-	-	2,250,000	-	-	-	2,250,000
PW	Northcross Dr. Extension- Bike/Ped Accommodations	F Bond		-	-	2,250,000	-	-	-	2,250,000
PARC	Bailey Road Park Expansion	F Bond		-	-	2,000,000	-	-	-	2,000,000
PW	Torrence Chapel Rd/West Catawba Ave Intersection-B	F Bond		-	-	1,345,000	-	-	3,600,000	4,945,000
PW	Live Work Unit Streetscape	Debt		-	-	1,000,000	-	-	-	1,000,000
PW	Hwy 115/Potts St/Davidson St Intersection Improvem	F Bond		-	-	950,000	-	-	-	950,000
PARC	Bailey Road Park Major Renovations	F Bond		-	-	835,000	-	-	1,130,000	1,965,000
PARC	Stratford Forest Greenway	F Bond		-	-	690,000	-	-	-	690,000
PW	Westmoreland Bridge Reconfiguration-Local Match **	F Bond		100,000	440,000	-	-	-	-	540,000
PARC	Glen Oak Green Park Connector	F Bond		-	-	518,000	-	-	-	518,000
PARC	Nantz Road Connector Greenway	F Bond		-	-	518,000	-	-	-	518,000
PW	Jetton Road Extension	Debt		-	-	460,000	-	-	-	460,000
PARC	Jetton Neighborhood Park Major Renovations	F Bond		-	-	300,000	-	-	-	300,000
PW	West Catawba Ave, Phase II- Bike/Ped, Aesthetics	F Bond		-	-	-	6,155,000	-	-	6,155,000
PW	West Catawba, Phase II-Local Match	F Bond		-	-	-	1,200,000	-	-	1,200,000
Fire	Replace Engine 4	Debt		-	-	-	700,000	-	-	700,000
PW	Hwy 21 Widening (A)- Bike/Ped Accommodations, Aes	Fund Bal		-	-	-	-	3,741,818	-	3,741,818
Fire	Replace Truck 4	Debt		-	-	-	-	1,000,000	-	1,000,000
PARC	Synthetic Turf Multi-Purpose Field- Smithville Park	Debt		-	-	-	-	850,000	-	850,000
PARC	Torrence Chapel Park Major Renovations	Debt		-	-	-	-	650,000	-	650,000
PARC	Smithville Park Major Renovations	Debt		-	-	-	-	430,000	-	430,000
PARC	Westmoreland/McDowell Creek Neighborhood Park	Debt		-	-	-	-	-	3,400,000	3,400,000
PW	Hwy 115- North Corridor- Bike/Ped Accommodations,	Fund Bal		-	-	-	-	-	3,275,000	3,275,000
PARC	Village Center Neighborhood Park	Debt		-	-	-	-	-	3,200,000	3,200,000
Fire	Fire Station #3-Land and Potential Training Center	Debt		-	-	-	-	-	3,000,000	3,000,000
PARC	North Bailey Road Greenway	Debt		-	-	-	-	-	2,558,000	2,558,000
PARC	Waterfront Park	Debt		-	-	-	-	-	2,500,000	2,500,000

PARC	Victoria Bay Greenway	Debt		-	-	-	-	-	2,411,000	2,411,000
PARC	South Bailey Road Greenway Phase III	Debt		-	-	-	-	-	2,250,000	2,250,000
PARC	Old Cornelius to Statesville Road Greenway	Debt		-	-	-	-	-	2,035,000	2,035,000
PARC	Mini Park Land Acquisitions & Development	Debt		-	-	-	-	-	2,000,000	2,000,000
PARC	Caldwell Station Creek Greenway (South) Phase II	Debt		-	-	-	-	-	1,750,000	1,750,000
PARC	Westmoreland Park Greenway	Debt		-	-	-	-	-	1,210,000	1,210,000
PARC	Washam Neighborhood Park	Debt		-	-	-	-	-	1,000,000	1,000,000
PARC	North Bailey Road to Bailey Road Greenway	Debt		-	-	-	-	-	750,000	750,000
PW	I-77 Service Road to Westmoreland	Debt		-	-	-	-	-	736,250	736,250
PARC	Bailey Road Park Tennis/Pickleball Complex	Debt		-	-	-	-	-	555,000	555,000
PARC	Spray Park	Debt		-	-	-	-	-	500,000	500,000
PARC	Legion Park Major Renovations	Debt		-	-	-	-	-	450,000	450,000
PD	Police Substation	Fund Bal		-	-	-	-	-	300,000	300,000
PW	Stream Restoration Project- Upper McDowell Creek	Debt		-	-	-	-	-	176,000	176,000
			117,953	3,674,000	17,657,577	16,611,000	9,245,000	7,316,818	41,086,250	95,590,645

No Collateral Projects (must use fund balance or consider future bonds)

Potential Projects for Phase II bond issuance

***Committed Local Match

Town of Cornelius
Net Actual, Budget and Projected Expenditures and Revenues
For Various Fiscal Years

		2013	2014	2015	2016	2017	2017	2018
		Actual	Actual	Actual	Actual	Budget	Est Year End	BUDGET
Expenditures								
Personnel		6,639,712	6,831,179	7,019,443	7,105,350	7,561,578	7,390,259	7,797,784
Operating		6,667,561	7,194,311	7,507,024	7,328,468	8,030,584	8,072,185	8,387,288
Contributions Tourism		349,473	362,950	374,347	387,617	421,901	597,852	336,950
Other transfers		1,035,000	516,899	57,571	-	765,000	765,000	776,475
Capital		1,609,755	548,601	1,838,117	1,121,463	1,866,440	3,436,932	2,354,000
Debt		2,738,507	2,538,822	2,602,255	3,243,502	3,004,429	4,849,279	2,262,417
Total expenditures		19,040,008	17,992,762	19,398,757	19,186,400	21,649,932	25,111,507	21,914,914
Debt % of total expenditures		14.38%	14.11%	13.41%	16.91%	13.88%		
Revenues								
Ad valorem taxes		11,944,763	11,593,862	11,930,317	12,395,595	13,251,886	13,314,461	13,514,178
Other revenue		6,755,560	7,997,768	8,411,704	9,114,237	8,398,046	8,991,304	9,077,104
Total revenue		18,700,323	19,591,630	20,342,021	21,509,832	21,649,932	22,305,765	22,591,282
Reconciling items		(199,255)	-	-	-	(29,500)	(120,000)	-
Contrib/(Use) of fund balance *		(538,940)	1,598,868	943,264	2,323,432	0	(2,925,742)	676,368
General Fund balance		11,009,615	12,608,483	13,551,747	15,875,179		12,949,437	13,625,805
Capital Reserve		2,338,101	2,345,547	2,352,445	2,198,733		2,963,733	3,350,208
Total available funds		13,347,716	14,954,030	15,904,192	18,073,912		15,913,170	16,976,013

General fund		440,073
Tourism		(5,915)
Powell Bill		242,210
Asset Forfeiture		-

REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: April 17, 2017

To: Mayor and Board of Commissioners

From: Julie Niswonger, Finance Director



Action Requested:

Discuss Draft Investment Policy progress.

Manager's Recommendation:

Hear presentation.

ATTACHMENTS:

Name:	Description:	Type:
 Cash_and_Investment_Policy_Recommendations_Blacklined.pdf	Investment Policy	Cover Memo
 Investment_Policy_Update_4-17-2017.ppt	Investment Policy Presentation	Cover Memo

TOWN OF CORNELIUS CASH AND INVESTMENT POLICY

I. SCOPE

This policy applies to the investment of short-term operating funds and capital reserves (pursuant to North Carolina House Bill 442 of 2011). Except for cash in certain restricted and special funds, the Town of Cornelius will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. In addition, pursuant to Section VI below, the Town of Cornelius will direct investment of those funds so identified into permissible non-cash investments as identified.

II. OBJECTIVES

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and finally yield.

I. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate all risks, including credit risk, market risk, currency risk, liquidity risk and interest rate risk.

The Town of Cornelius will minimize the risk of loss due to the failure of the security issuer or backer by:

- a. Investing only in highly liquid and marketable securities which are traded on an exchange or over-the-counter among numerous counterparties; and Limiting investments to the safest types of securities;
- b. Diversifying the investment portfolio by issuer, duration, and industry, among other things, so that potential losses on individual securities or groups of securities will be minimized; and
- ~~b.c.~~ Pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisors with which the Town of Cornelius will do business with a goal of working with service providers who will have a fiduciary relationship with the Town; and
- ~~e.d.~~ Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

The Town of Cornelius will minimize the risk that the market value of fixed income securities in the portfolio will fall due to changes in general interest rates by:

- a. Structuring the investment portfolio so that fixed income securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- b. Investing operating funds primarily in shorter-term fixed income securities, money market mutual funds, or similar investment pools.

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2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished in part by structuring the portfolio so that fixed income securities mature concurrent with cash needs to meet anticipated

demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. For equity securities, the equities should be publically traded with a significant market capitalization to ensure competitive pricing and liquidity. For mutual funds or exchange traded funds, the funds should have significant assets under management such that trades can be accomplished with a limited bid-ask spread.

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3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Fixed income securities shall not be sold prior to maturity with the following exceptions:

- a. A declining credit quality security could be sold early to minimize loss of principal;
- b. A security exchangeswap would improve the quality, yield, or target duration in the portfolio; or
- c. Liquidity needs of the portfolio require that the security be sold.

III. STANDARDS OF CARE

I. Prudence

The standard of prudence to be used by investment officials the Town, its officers, and those third parties assisting the Town with its investing activities shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. ~~Investment officers acting in accordance with this investment policy and exercising due diligence shall be deemed prudent with respect to an individual security's credit risk or market price changes, provided deviations from expectations shall be reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.~~

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

II. Ethics and Conflicts of Interest

Officers, officials, and employees, and third parties involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials ~~Officers, officials, employees, and third parties to the extent applicable,~~ shall disclose any material interests in financial institutions with which they conduct business. They

shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same ~~individual~~ third parties with whom business is conducted on behalf of the Town of Cornelius.

III. Delegation of Authority

Authority to manage the investment program is granted to the Finance Director by North Carolina General Statute I59-30(a). The Finance Director shall carry out established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures shall include references to: safekeeping, delivery v. payment, investment accounting, wire transfer agreements, collateral/depository agreements, and banking service contracts. No employee, officer, or official may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be managerially responsible in accordance with state statute for all transactions undertaken and shall establish a system of controls to regulate such activities delegated to Town of Cornelius employees or officials.

IV. SAFEKEEPING AND CUSTODY

I. Authorized Financial Dealer and Institution

All financial institutions and broker/dealers who will hold Town funds or custodian Town investment assets ~~desire to become qualified bidders for investment transactions~~ must supply the following as appropriate:

- a. Audited financial statements;
- b. Proof of National Association of Securities Dealers (NASD) certification;
- c. Proof of state registration or federal registration, as appropriate;
- d. Written ~~C~~ certification of having reviewed and agreed to abide by ~~and~~ the Town of Cornelius Cash and Investment Policy.

An annual review of the financial condition and registration of ~~qualified bidders~~ financial institutions and custodians will be conducted by the Finance Director.

II. Internal Controls

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Town of Cornelius are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that:

- a. The cost of a control should not exceed the benefits likely to be derived;
- b. The valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Finance Director shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- a. Control of collusion.
- b. Separation of transaction authority from accounting and record keeping.

- c. Custodial safekeeping.
- d. Avoidance of physical delivery securities.
- e. Written confirmation of telephone transactions for investments and wire transfers.
- f. Development of a wire transfer agreement with the lead bank or third party custodian.
- f.g. Review of Town asset reports vs. bank/custodian reports on a [periodic] basis.

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III. Delivery vs. Payment

All trades where applicable will be executed by Delivery vs. Payment (DVP). This ensures that securities are deposited in the eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

V. SUITABLE AND AUTHORIZED INVESTMENTS FOR OPERATING FUNDS

I. Investment Types

Only the following types of investments will be permitted by this policy, even though others are authorized by North Carolina General Statute 159-30(c):

- a. Obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States.
- b. Obligations of the Federal Financing Bank, the Federal Farm Credit Bank, the Bank for Cooperatives, the Federal Intermediate Credit Bank, the Federal Land Banks, the Federal Home Loan Banks, the Federal Home Loan Mortgage Corporation, Fannie Mae, the Government National Mortgage Association, the Federal Housing Administration, the Farmers Home Administration, the United States Postal Service.
- c. Obligations of the State of North Carolina.
- d. Bonds and notes of any North Carolina local government or public authority, subject to such restrictions as the NC Local Government Commission may impose.
- e. Deposits at interest or savings certificates of deposit with any bank, savings and loan association or trust company in North Carolina, provided such deposits or certificates of deposit are fully collateralized, including comparable vehicles such as Finistar which is certified by the NC Local Government Commission.
- f. Prime quality commercial paper bearing the highest rating of at least one nationally recognized rating service and not bearing a rating below the highest (A1, P1, F1) by any nationally recognized rating service which rates the particular obligation.

- g. Banker's Acceptances provided the accepting bank or its holding company is either (1) incorporated in the State of North Carolina or (2) has outstanding publicly held obligations bearing the highest rating of at least one nationally recognized rating service and not bearing a rating below the highest (Aaa or AAA) by any nationally recognized rating service which rates the particular obligations.
- h. Participating shares in a mutual fund for local government investment (such as the N.C. Capital Management Trust) which is certified by the NC Local Government Commission.

Consistent with the National Government Finance Officer Association's (GFOA) Recommended Practice on Use of Derivatives by State and Local Governments, the Town of Cornelius will exercise extreme caution in the use of derivative instruments, and will not use derivatives at any time the Town's investment portfolio balance is less than \$20million.

II. Collateralization

In accordance with North Carolina General Statute 159-3I(b) and the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization will be required on deposits at interest and savings certificates of deposit. The Town of Cornelius shall utilize the pooling method of collateralization and shall use only financial institutions approved by the North Carolina Local Government Commission.

III. Repurchase Agreements

Use of repurchase agreements is prohibited.

VI. SUITABLE AND AUTHORIZED INVESTMENTS FOR CAPITAL RESERVES

Article VII of the Charter of the Town provides that the Town may invest and reinvest any of the Town's restricted or unrestricted capital reserves, as designated from time to time by the Board of Commissioners, in one or more of the types of securities or other instruments authorized by State law for the State Treasurer in G.S. 147-69.2(b)(1)-(6) and (8).

For the purposes of defining the scope of this expanded investment authority, the Town adopts for this Cash and Investment Policy, the following:

- The maximum amount of Capital Reserves that can be invested in G.S. 147-69.2(b)(1)-(6) and (8) permissible investments shall be [the amount of funds expected to be needed for capital expenses in five years or longer.]

1. Investment Types

Only the following types of investments will be permitted by this policy, even though others are authorized by North Carolina General Statutes 147-69.1 and 147-69.2(b).:

- a. Those investments permitted pursuant to Section V(I)(a)-(h).
- b. Debt obligations of any company, other organization or legal entity

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incorporated or otherwise created or located within or outside the United States, including obligations that are convertible into equity securities, if, when acquired, the obligations are within one of the four highest rating categories regardless of gradations, such as ratings beginning with "AAA," "AA," "A," or either "BBB" or "Baa," of at least one nationally recognized rating service designated by the U.S. Securities and Exchange Commission.

c. Equity securities traded on a public securities exchange or market organized and regulated pursuant to the laws of the jurisdiction of such exchange or market and issued by any company incorporated or otherwise created or located within or outside the United States. Equity securities shall include:

- i. Publically traded securities that are a single stock;
- ii. Exchange Traded Funds or Mutual Funds which may be a fund of:
 - 1. US and International Stocks
 - 2. US and International Government and Corporate Bonds
 - 3. US Real Estate Investment Trusts
 - 4. US Preferred Stock
 - 5. Other assets to be approved by the Investment Advisory Committee.

d. Capital Reserves invested in equity securities are subject to the following limitations:

- i. The aggregate amount of such investments cannot exceed fifty percent (60%) of the market value of all the investments of Capital Reserves, and
- ii. The investment in any particular company shall be limited to five (5%) of the market value of all the equity investments, and
- iii. The investment in any particular industry shall be limited to twenty (20%) of all the equity investments.

2. The [Mayor] [Town Manager] ??shall appoint an Investment Advisory Committee to oversee the investment of Capital Reserves, which shall consist of [] members: the Finance Director, who shall be chairman ex officio; two members selected from among the members of the Town Board; the Town Manager; and the Investment Advisor. All appointed members should have experience in areas relevant to the administration of a diversified investment program, including, but not limited to, investment management, securities law, real estate development, or absolute return strategies.

3. The Investment Advisory Committee, along with an Investment Advisor, shall develop an Investment Policy Statement with the goal of establishment of a diversified portfolio of investments that is expected to meet the Town's investment goals. For clarity, the primary goal, in addition to the paramount goals of Safety and Liquidity, is to provide a yield for the Capital Reserves which is in excess of the yield available on the investment of Operating Funds. The incremental yield potential arises due the potential investment in investments such as equities which have historically provided higher yields over medium to long term timeframes. The

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Committee shall meet at least once per year to review the Investment Policy Statement and historical investment results. The Investment Policy Statement will be updated as least annually.

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- 4.** The Investment Advisor shall be appointed by the Committee following the standard procurement process for services provided to the Town. The Investment Advisor shall meet the following minimum requirements;

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a. The advisory firm shall be a registered investment advisor registered with the State of North Carolina or the US Securities and Exchange Commission, and,

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b. The representatives of the advisory firm working with the Town should be a Certified Financial Planner, Chartered Financial Analyst or have similar professional credentials that require strict ethics training and certification, and

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c. The advisory firm cannot receive commissions on the investments recommended to avoid conflicts of interest and with the goal of the Town receiving unbiased advice.

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VI, VII. INVESTMENT PARAMETERS

I. Diversification

The investments shall be diversified by:

- a. Limiting investments to avoid over-concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities).

- b. Limiting investment in securities that have higher credit risks. Such limitations will include:

Commercial Paper limited to 25% of the Town's total investment portfolio, and limiting the maximum balance invested with a single issuer of commercial paper to \$5 million.

Fixed Federal Agency Paper limited to no more than 25% of the Town's total investment portfolio with a single agency.

- c.** Limiting investment of Capital Reserves such that they meet the diversification guidelines of the Investment Policy Statement.

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~~e.d.~~ Investing in securities with varying maturities; i.e. laddering of investments.

~~d.e.~~ Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (NCCMT) or money market funds certified by the North Carolina Local Government Commission to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

II. Maximum Maturities

The Town of Cornelius general intent is to make investments and hold until maturity. However, early liquidation may be necessary if cash flow demand warrants an earlier date of sale.

For Operating Funds. ~~The~~ The Town of Cornelius shall limit the maximum final stated maturities of investments to twenty-four months (24 months) unless specific authority by the Town of Cornelius Board of Commissioners is given to exceed. To the extent possible, the Town of Cornelius will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town of Cornelius will not directly invest in securities maturing more than two (2) years from the date of purchase. The Finance Director shall determine what the appropriate average weighted maturity of the portfolio shall be.

Reserve funds may be invested in securities exceeding the two (2) year maximum if the maturity of such investments is made to coincide as nearly as practicable with the expected use of funds. The ability of investing these types of funds should be disclosed to and approved by the ~~Town of Cornelius Board of Commissioners~~ Investment Advisory Committee including appropriate time restrictions, if any apply.

~~VII.~~ VIII. REPORTING

I. Methods

The Town of Cornelius Finance Director shall submit a monthly investment report to the Town Manager. The report shall include a general description of the portfolio in terms of investment securities, maturities, yields and other features. The report will show investment earnings for the month and fiscal year-to-date, including the annualized earned yield percentage for the portfolio.

The Town of Cornelius Finance Director shall also prepare a management summary report at least quarterly that provides in detail the status of the current investment portfolio and transactions made over the last three months. This management summary will be prepared in a manner which will disclose whether investment activities during the reporting period have conformed to the investment policy and the Finance Director's procedures. The report will be provided to the Town of Cornelius Manager. The report will include the following:

- a. A listing of individual securities held at the end of the reporting period.

- b. Maturity dates.
- c. The percentage of the total portfolio which each type of investment represents.
- d. The market value of the total portfolio as defined by GASB Statement 31.
- e. Average weighted yield to maturity as compared to applicable benchmarks.

II. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy and the Investment Policy Statement. The portfolio shall obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance shall be compared to appropriate benchmarks on a regular basis.

III. Mark-to-Market

A statement of the market value of the portfolio shall be issued at least semi-annually. This will ensure that the minimal amount of review has been performed on the investment portfolio in terms of value and subsequent price volatility. Review shall be consistent with the GFOA Recommended Practice on Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools.

VIII POLICY CONSIDERATIONS

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

2. Amendment


This policy shall be reviewed on an annual basis. Any changes must be recommended by the Finance Director and Town Manager subsequently formally approved by the Town of Cornelius Board of Commissioners.


~~SECTION 2. Article VII of the Charter of the Town of Cornelius, being Chapter 288 of the 1971 Session Laws, is amended by adding a new section to read:~~


~~"Sec. 7.3. Investment Authority. In addition to the authority granted in G.S. 159-30, the Town may invest and reinvest any of the Town's restricted or unrestricted capital reserves, as designate from time to time by the Town Board of Commissioners, in one or more of the types of securities or other investments authorized by State law for the State Treasurer in G.S. 147-69.2(b)(4) and (8), consistent with any conditions stated therein."~~



INVESTMENT POLICY UPDATE

- 
- Over the last several months, the Town has been pursuing the possibility of expanding its investment portfolio.
 - At the March 20th BOC meeting, the Board approved to pay off more than 2.5 million in outstanding debt on various items. Also, in January the Town purchased land at the site of the future CACC for 1.5 million.
 - The Town currently has funds in a money market account earning 0.79% and also with an LGC approved mutual fund earning 0.86%, for a combined total of approximately 15 million.

- 
- Legality – The Town is authorized by statute to invest in (GS 159-30) which is made up of the following types of investments:
 - CDs
 - U.S Treasury Securities (Treasury bills, notes, and bonds)
 - Agencies (FFCB, FHLB, GNMA, FHA)
 - State of NC bonds
 - NC local government bonds
 - Savings & Loan savings certificate
 - Prime quality Commercial Paper
 - Commercial bank bill of exchange
 - LGC approved mutual funds (NCCMT)
 - Repurchase agreements
 - State pools specifically for: Retirement system, OPEB funding, LEO SSA
 - Cornelius Special Legislation allows all of the above and adds:
 - Non-NC state bonds
 - Debt or Equity securities in any company with appropriate ratings
 - Asset backed securities with appropriate ratings

- 
- During this investment analysis, we met with a couple BOC members to determine what direction to pursue. The first recommendation was to update the current investment policy to include language to reflect our expanded investment authority.
 - The proposed investment policy has been sent to the Local Government Commission, State Treasurer and Town Attorney for review.

REQUEST FOR BOARD ACTION

 Print

Date of Meeting: April 17, 2017

To: Mayor Travis and Town Board of Commissioners

From: Wayne Herron, AICP - Senior Planner

Action Requested:

A request by Quick Trip Corporation to develop a new convenience store at the northeast intersection of Catawba Avenue and US 21 (Statesville Road) between Holiday Lane and Burton Street. This request will include a total of five (5) parcels, totaling about 3.16 acres. The intersection of Highway 21 and Catawba Avenue is being redeveloped by NCDOT as a two-lane roundabout, and the quick trip site will border the roundabout. 1.58 acres (half of the site) will be developed, and the other half will remain as open space as well as storm water control. Today, this site consists of a Citgo convenience store and gas station, the Acropolis Greek Restaurant, two single-family homes, and a vacant parcel. Entrances to the site are proposed from Holiday and Burton Lane, but no driveway entrance off of Catawba. The proposed building will back up to the roundabout, whereas the rear elevation will be visible from the roundabout and Catawba Avenue. This elevation will include design features so that it looks like a front, but will not be the primary public entrance. There will be public entrances at the corners and from the parking area. The building will be mostly brick with accents of stone and aluminum fascia.

The Planning Board has recommended approval.

At this time, the NCDOT has not provided a final approval of the TIA. The applicant has requested the hearing be continued until May 1, 2017 to allow NCDOT to finalize their review and to have the most accurate information related to traffic mitigation requirements and how any proposed conditions for approval may be negotiated and agreed to with the Town.

Manager's Recommendation:

Continue the Public Hearing Until May 1, 2017.

ATTACHMENTS:

Name:	Description:	Type:
Application.pdf	Application	Backup Material
QT_Zoning.jpg	Zoning Map	Backup Material
QT_LU.jpg	Land Use Map	Backup Material
QT_Vicinity.jpg	Vicinity Map	Backup Material
QT_Property.jpg	Property Map	Backup Material
QT_Photo_Page.docx	Photo Page	Backup Material
QT - Meeting_Minutes.December_2016.wordversion.final.docx	Community Meeting Minutes	Backup Material
Survey.pdf	Existing Site Survey	Backup Material
81-1082_Civil-Landscape.pdf	Landscaping Plan	Backup Material
81-1082_Civil-Rezoning_2017_02_16_(002).pdf	Site Plan & Perspectives	Backup Material
81-1082-BFFE-SPAN.pdf	Revised Elevations	Backup Material
Pump_Canopy_Elevations.pdf	Pump Canopy Elevations	Backup Material



TOWN OF CORNELIUS

Planning Department

PO Box 399 | Cornelius, NC 28031 | Phone: 704-896-2461 | Fax: 704-896-2462

Staff Only:

Date Rec'd: 10/28/16
Rec'd by: 16P
Case #: REZ-11-16

LAND DEVELOPMENT APPLICATION FORM

1. Application Type	✓	Fee	✓	Fee
• Sketch Plan/Plat (Major Sub):	<input checked="" type="checkbox"/>	\$500.00	• Conditional Zoning (CZ)	<input checked="" type="checkbox"/> \$1,250.00
• Preliminary Plat (Major Sub):	<input type="checkbox"/>	_____	• Special Use Permit (SUP)	<input type="checkbox"/> _____
• Final Plat (Major Sub):	<input type="checkbox"/>	_____	• Major Architectural Variation	<input type="checkbox"/> _____
• Construction Documents:	<input type="checkbox"/>	_____	• Minor Architectural Variation	<input type="checkbox"/> _____
• General Rezoning	<input type="checkbox"/>	_____	• Other: _____	<input type="checkbox"/> _____
Fee Total:				\$1,750.00

2. Project Information

Date of Application: 10/28/16 Name of Project: QuikTrip Store 1082
Location: NE quadrant of Statesville Rd/Catawba Ave Property Size (acres): 3.16 acres # of Units/Lots: _____
Current Zoning: HC, HC (TRD-O), NMX (TRD-O), NR Proposed Zoning: CZ
Convenience Store, Restaurant,
Current Land Use: Residential Proposed Land Use: Convenience Store as depicted on Plan
Tax Parcel Number(s): 003-192-01, 003-192-04, 003-192-05, 003-192-06, 003-192-16

3. Contact Information (see also attached Exhibit A)

QuikTrip Corporation
Owner, Applicant, or Developer
3701 Arco Corporate Drive, Suite 150
Address
Charlotte, NC 28273
City, State Zip
(704) 559-8000
Telephone
Signature [Signature] Print Name John DiBernardo Date 10/26/16
Email - jdibern@quiktrip.com

Urban Design Partners
Agent(s) (Engineer, Architect, Etc.)
1318-E6 Central Ave.
Address
Charlotte, NC 28205
City, State Zip
(704) 334-3303
Telephone
Signature [Signature] Print Name BRIAN SMITH Date 10.26.16
Email - brian@urbandesignpartners.com

4. The following items shall be considered as part of a complete application, please check this list to ensure all items are included:

- ☒ **Signed "Original" application**
- ☒ **Project Fee(s)** - See Fee Schedule
- ☒ **Written Summary/Description of Request** can be on company letterhead. Shall include requested use or uses, sq. feet of non-residential space, or density and number of units/lots for residential, or any other applicable information. For CZ's, must also describe any variations proposed from the Land Development Code
- ☒ **Property Survey** (at least one copy), including existing buildings, topography, wetlands, streams, vegetation (trees over 18" in diameter), and other natural features.
- ☒ **Site/sketch plan** (at least one copy), may contain multiple pages and must be drawn to scale by an engineer or landscape architect. Shall include locations of buildings and/or lots, streets, parking, proposed grading, landscaping/screening, open space, watershed/storm water information, associated storm water measures, and proposed utilities and lighting. Shall also include general information from adjoining lots
- ☒ **Illustrative (color) site/sketch plan** for presentation purposes with same layers as described above
- ☒ **Official hard copy of architectural elevations** (at least one copy), which may include multiple pages. Must be drawn to scale by a registered architect, and include all primary and accessory buildings (including all building sides), and any other architectural elements/features of the site such as gazebos, trellis's, garden walls, retaining walls, or other items over 4-feet in height (NOT APPLICABLE FOR SINGLE-FAMILY RESIDENTIAL DEVELOPMENTS).
- ☒ **Illustrative (color) elevations** for presentation purposes for all items described above, as well as perspective (3D) renderings and photograph examples
- ☒ **Digital Files** of all items listed above

The undersigned property owner(s) joins in and consents to the filing of the Land Development Application Form by QuikTrip Corporation to rezone the below described property to CZ.

Property Tax Parcel ID: 003-192-04

Property Street Address: 19809 Burton Lane, Cornelius, NC 28031

Bakulend R. Vogel
Edith N. Stinson
Guardian of the Estate of
Address: *Edith Stinson*
19809 Burton Lane
Cornelius, NC 28031

The undersigned property owner(s) joins in and consents to the filing of the Land Development Application Form by QuikTrip Corporation to rezone the below described property to CZ.

Property Tax Parcel ID: 003-192-01

Property Street Address: 20671 Catawba Ave., Cornelius, NC 28031

DMC Properties, Inc., a North Carolina corporation

By: Jean G. Dixon
Name: Jean G. Dixon
Title: Secretary

Address:
415 Minuet Lane, Suite F
Charlotte NC 28217

By: Miriam A. Dixon
Name: Miriam A. Dixon
Title: Vice President

Address:
140 Cottage Place
Charlotte NC 28207

By: N. Frank Dixon, III
Name: N. Frank Dixon, III
Title: President

Address:
4018 Melchor Ave
Charlotte NC 28211

The undersigned property owner(s) joins in and consents to the filing of the Land Development Application Form by QuikTrip Corporation to rezone the below described property to CZ.

Property Tax Parcel ID: 003-192-16

Property Street Address: 20659 Catawba Ave., Cornelius, NC 28031

Acropolis Enterprises, LLC, a North Carolina
limited liability company

By: Christine Kapakos
Name: Christine Kapakos
Title: Manager

Address:
20659 Catawba Ave.
Cornelius, NC 28031

By: James Kapakos
Name: James G. Kapakos
Title: Manager

Address:
20659 Catawba Ave.
Cornelius, NC 28031

By: Joanne Teis
Name: Joanne Teis
Title: Manager

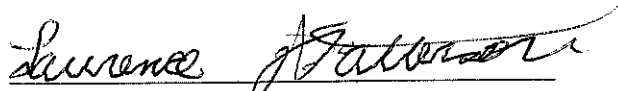
Address:
20659 Catawba Ave.
Cornelius, NC 28031


The undersigned property owner(s) joins in and consents to the filing of the Land Development Application Form by QuikTrip Corporation to rezone the below described property to CZ.

Property Tax Parcel ID: 003-192-05

Property Tax Parcel ID: 003-192-06

Property Street Address: 19813 & 19819 Burton Lane, Cornelius, NC 28031


Lawrence Patterson


Ella Patterson

Address:
19813 & 19819 Burton Lane
Cornelius, NC 28031

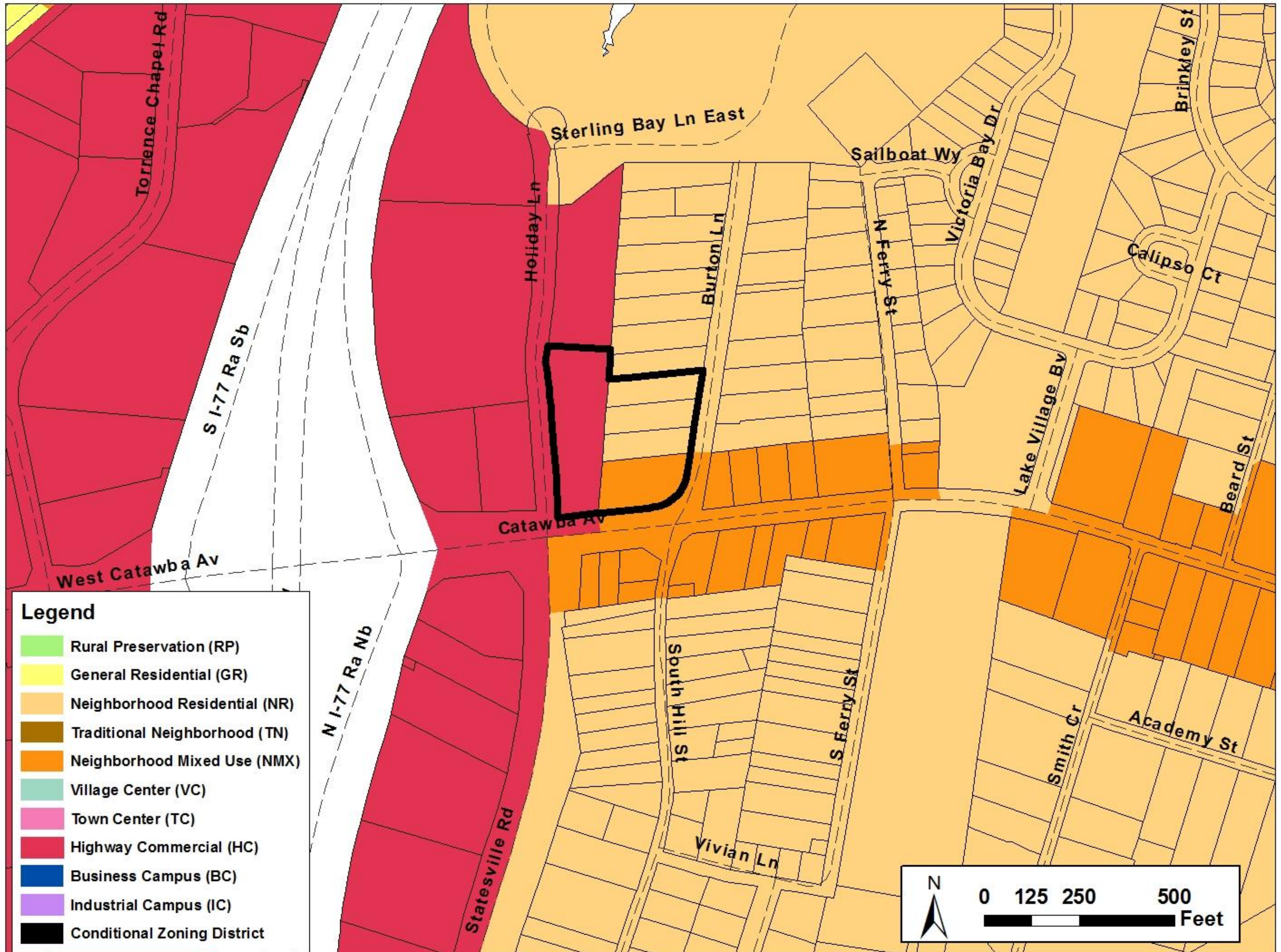
Summary of Request

Quick Trip Corporation

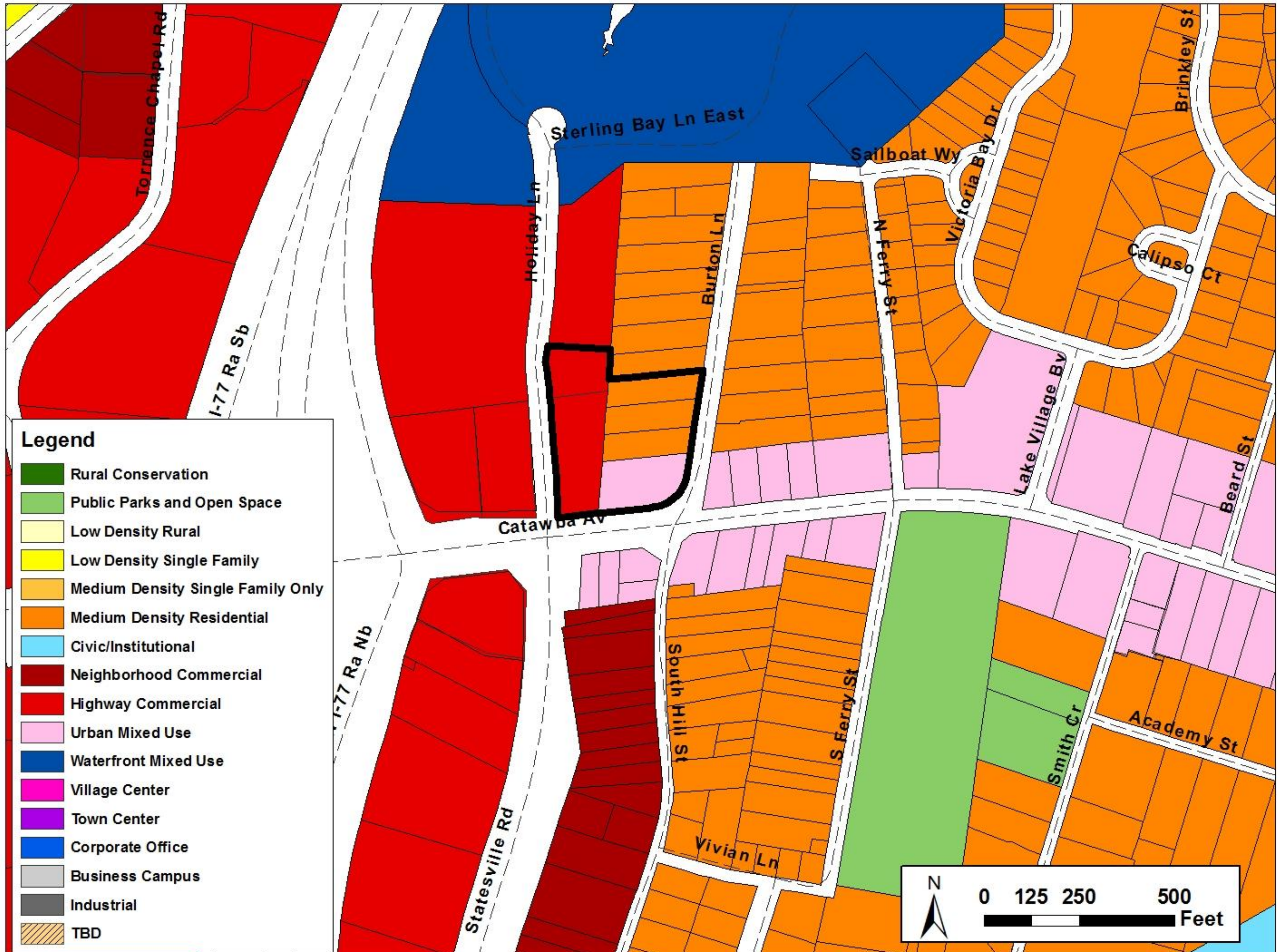
QuikTrip Corporation brings this application for the development of a convenience store as depicted on the attached plan. The Property that is the subject of the application is a 3.16 acre tract comprised of tax parcels 003-192-01, 003-192-04, 003-192-05, 003-192-06, 003-192-16. The existing use of the Property is a restaurant and parking lot which covers 1.38 acres and a convenience store/gas station which covers .596 acres. The Property also includes two residential lots adjacent to the existing convenience store and restaurant.

Quick Trip Corporation proposes to develop an approximately 5,773 square foot convenience store on the 3.16 acre site. Approximately 1.58 acres of the 3.16 acre site will be dedicated to the building and infrastructure and approximately 1.58 acres will remain pervious. The majority of the pervious area is proposed to be situated on the northern portion of the site adjacent to remaining residential lots and includes a 30' buffer area along the northern boundary, which will be planted with Austrian pine trees.

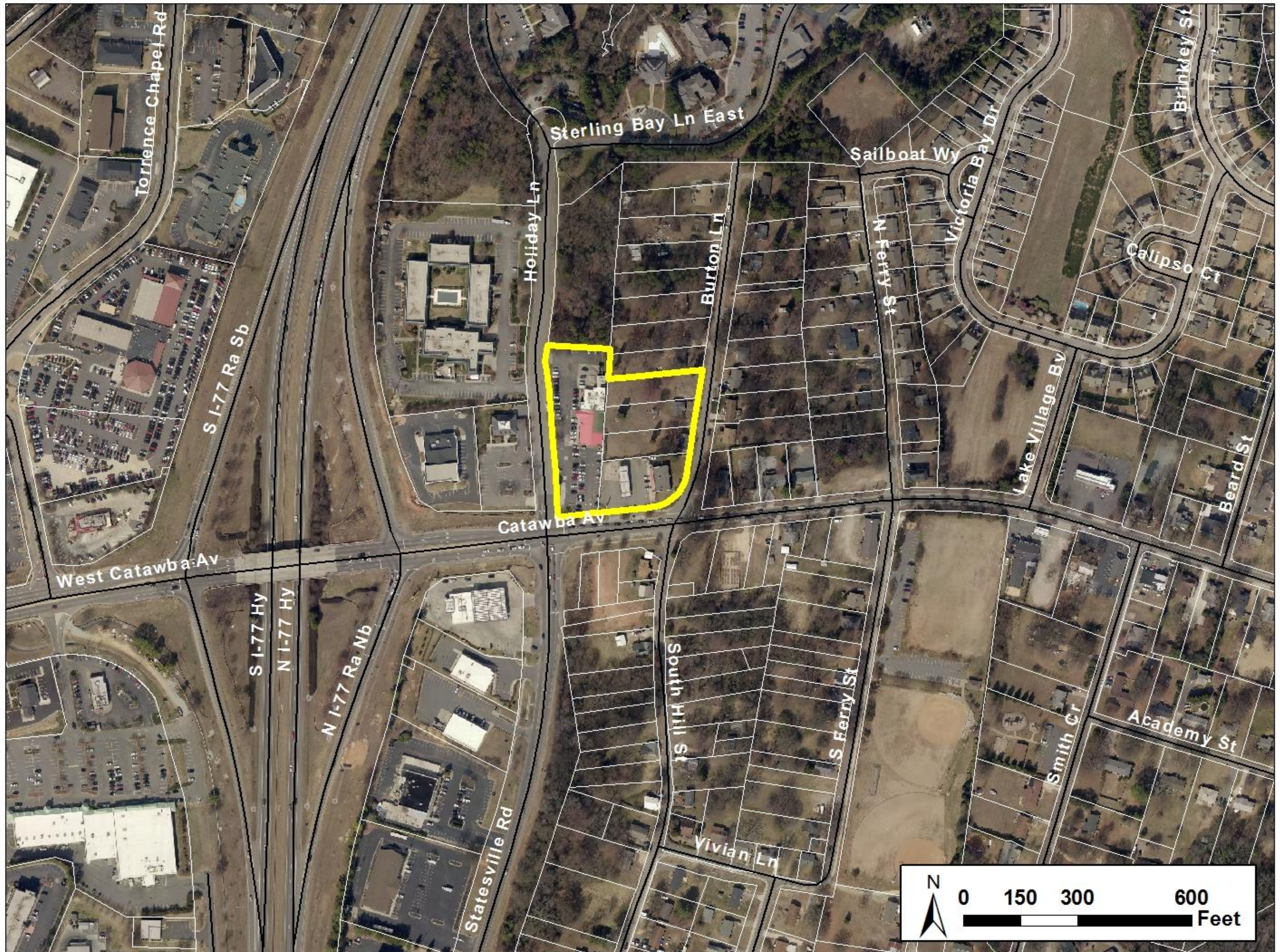
PROPOSED QT SITE



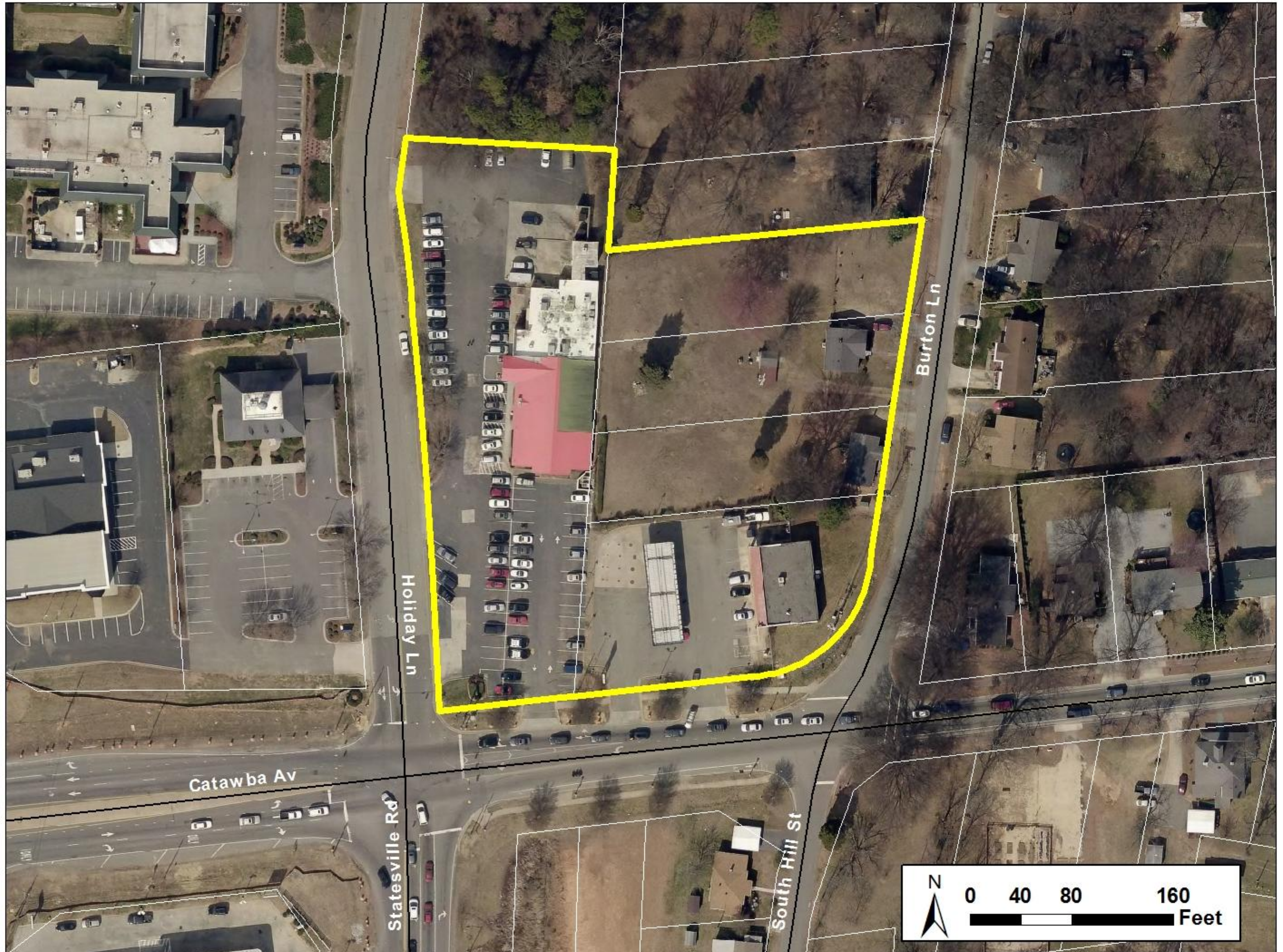
PROPOSED QT SITE



PROPOSED QT SITE



PROPOSED QT SITE



QUICK TRIPS









QuikTrip Community Meeting Minutes

Meeting Date:

December 21, 2016; 6:00 p.m.; Room 204, Cornelius Town Hall.

QuikTrip Representatives:

David Meyer-QuikTrip, Paulette Morin-QuikTrip, Susan Irvin-Irvin Law, PLLC, Brian Smith, Urban Design Partners.

Community Attendees:

808 notices to property owners were sent out by the Town; 14 people attended. See attached sign-in sheet.

Susan Irvin and David Meyer presented the QuikTrip site plan and elevations. These were presented on large boards to allow better visibility and discussion. Community comments/questions included the following:

1. Burton Lane Traffic:

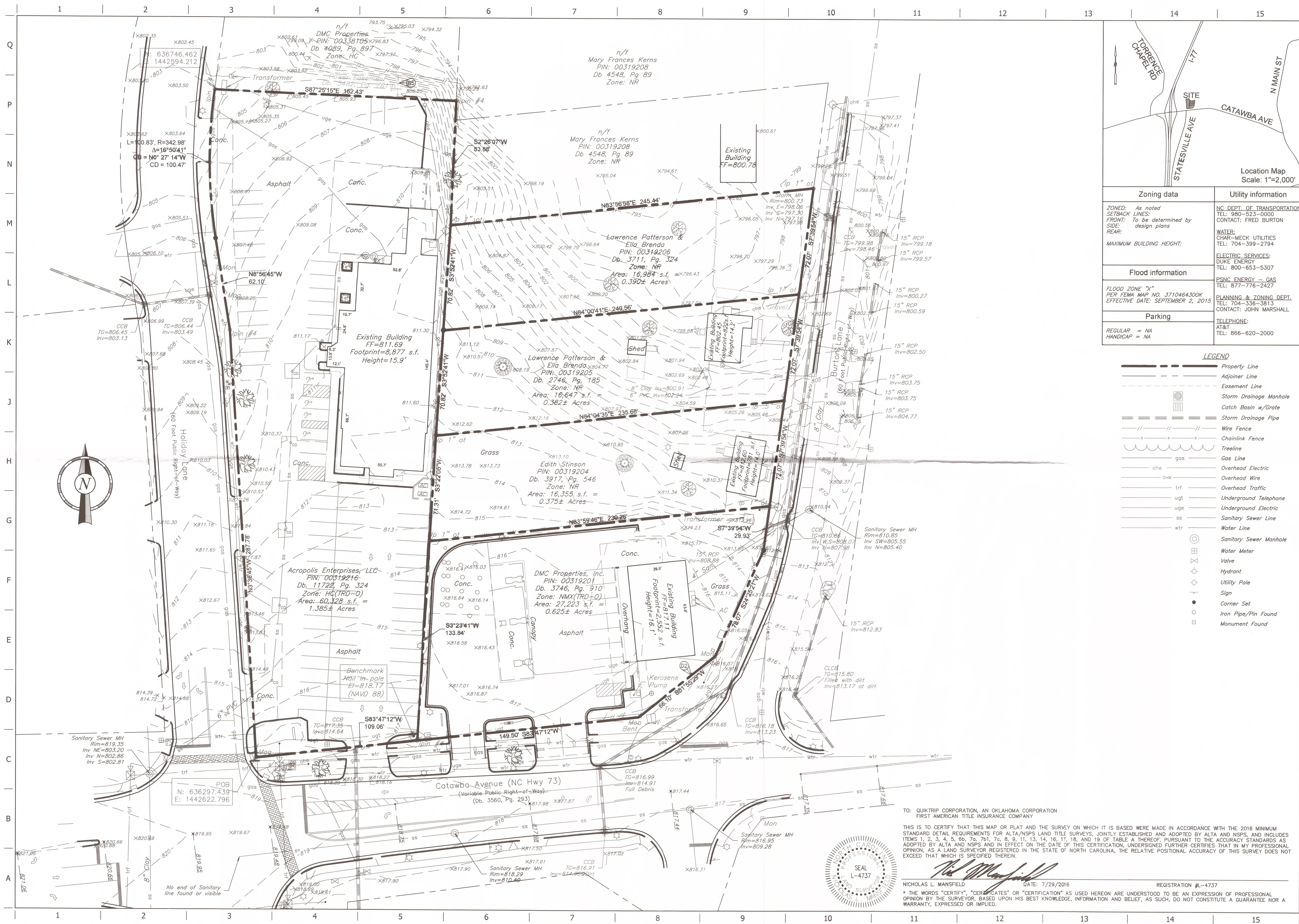
- a) Residents discussed traffic impact on Burton Lane. Concerns were expressed about the current difficulty making a left turn from Burton onto Catawba. Discussion followed about the proposed NCDOT road improvements on Catawba and how the proposed design will direct cars from Burton onto the second westbound lane so that they will circle the roundabout and continue east down Catawba, effectively taking the place of a left turn. It was noted that traffic coming from 77 will use the Holiday Lane entrances, so the Burton Lane entrance will mostly be for local traffic. Once the results of the Traffic Report are received, Susan suggested that the traffic engineer and QuikTrip representatives meet with the interested residents of Burton Lane.

2. Other Comments:

- a) It was noted that the detention pond in the QuikTrip plan will tie in to the storm system on Burton Lane.
- b) Above ground sand filter dry detention pond. Fence completely around the pond.
- c) The question was raised regarding the Burton Lane exit and whether it is necessary or required.
- d) Susan Irvin will find out if a “Dead End” sign could be placed closer to Catawba, which would eliminate vehicles from driving down Burton Lane and turning around in residents’ driveways.
- e) Perspectives shown on pages 4-7 are included with these minutes to address location of NCDOT roundabout and view of property from adjacent property on Burton Lane.

3. Zoning Schedule:

Susan stated that the date of the Planning Board meeting depends on when the transportation analysis is completed. If the transportation analysis is completed in time, the case will go to the Planning Board on February 13, 2017. If not, the Planning Board meeting will likely be on March 13, 2017. The correct dates of the Planning Board meeting and public hearing will be posted on the Town of Cornelius website.



Zoning data	Utility information
ZONED: As noted SETBACK LINES: To be determined by design plans SIDE: REAR: MAXIMUM BUILDING HEIGHT:	NC DEPT. OF TRANSPORTATION TEL: 980-823-0000 CONTACT: FRED BURTON WATER: CHAR-MECK UTILITIES TEL: 704-399-2794 ELECTRIC SERVICES: DUKE ENERGY TEL: 800-653-5307 PSNC ENERGY - GAS TEL: 877-776-2427 PLANNING & ZONING DEPT. TEL: 704-336-3813 CONTACT: JOHN MARSHALL TELEPHONE: AT&T TEL: 866-620-2000
Flood information	
FLOOD ZONE: "X" PER FEMA MAP NO. 3710464300K EFFECTIVE DATE: SEPTEMBER 2, 2015	
Parking	
REGULAR = NA HANDICAP = NA	

LEGEND

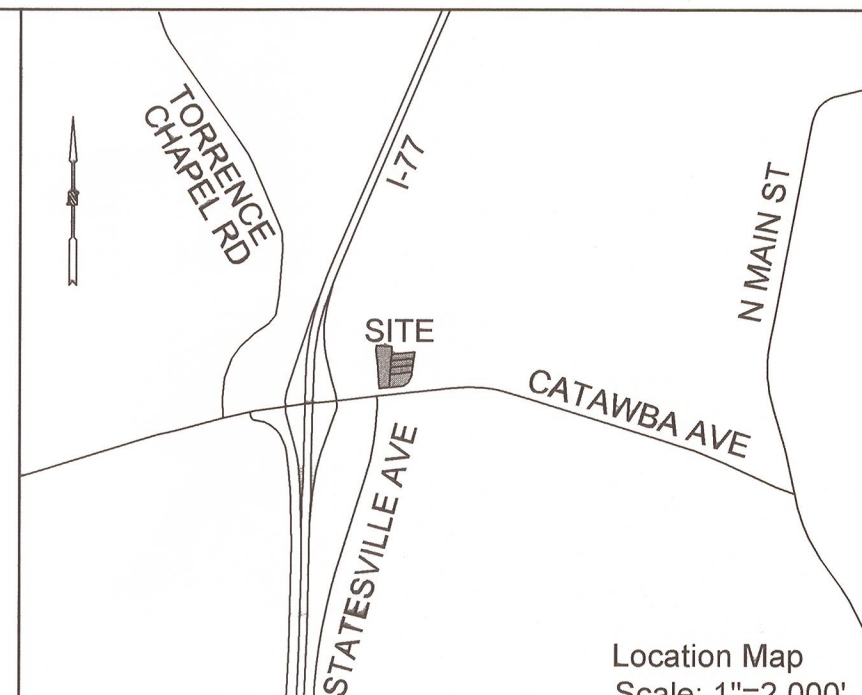
- Property Line
- Adjoiner Line
- Easement Line
- Storm Drainage Manhole
- Catch Basin w/Grate
- Storm Drainage Pipe
- Wire Fence
- Chainlink Fence
- Treeline
- Gas Line
- Overhead Electric
- Overhead Wire
- Overhead Traffic
- Underground Telephone
- Underground Electric
- Sanitary Sewer Line
- Water Line
- Sanitary Sewer Manhole
- Water Meter
- Valve
- Hydrant
- Utility Pole
- Sign
- Corner Set
- Iron Pipe/Pin Found
- Monument Found

PROTOTYPE: P-74 (2/01/13)
DIVISION:
VERSION: 001
DESIGNED BY:
DRAWN BY: NLM
REVIEWED BY: NLM

TO: KUKTRIP CORPORATION, AN OKLAHOMA CORPORATION
FIRST AMERICAN TITLE INSURANCE COMPANY

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 5, 6b, 7a, 7b, 7c, 8, 9, 11, 13, 14, 16, 17, 18, AND 19 OF TABLE A THEREOF, PURSUANT TO THE ACCURACY STANDARDS AS ADOPTED BY ALTA AND NSPS AND IN EFFECT ON THE DATE OF THIS CERTIFICATION. UNDERSIGNED FURTHER CERTIFIES THAT IN MY PROFESSIONAL OPINION, AS A LAND SURVEYOR REGISTERED IN THE STATE OF NORTH CAROLINA, THE RELATIVE POSITIONAL ACCURACY OF THIS SURVEY DOES NOT EXCEED THAT WHICH IS SPECIFIED THEREIN.

Nicholas L. Mansfield
NICHOLAS L. MANSFIELD DATE: 7/29/2016 REGISTRATION #L-4737
* THE WORDS "CERTIFY", "CERTIFICATE" OR "CERTIFICATION" AS USED HEREON ARE UNDERSTOOD TO BE AN EXPRESSION OF PROFESSIONAL OPINION BY THE SURVEYOR, BASED UPON HIS BEST KNOWLEDGE, INFORMATION AND BELIEF, AS SUCH, DO NOT CONSTITUTE A GUARANTEE NOR A WARRANTY, EXPRESSED OR IMPLIED.



SURVEY MATTERS, LLC
LAND SURVEYING SERVICES
103 East Butler Road, Suite J
Mauldin, South Carolina 29662
(864) 451-0176
nick@survey-matters.com NC #P-0869

QuikTrip No. 1082
20659 & 20671 CATAWBA AVENUE &
19809, 19813, 19819 BURTON LANE
MECKLENBURG COUNTY, CORNELIUS, NC

QT

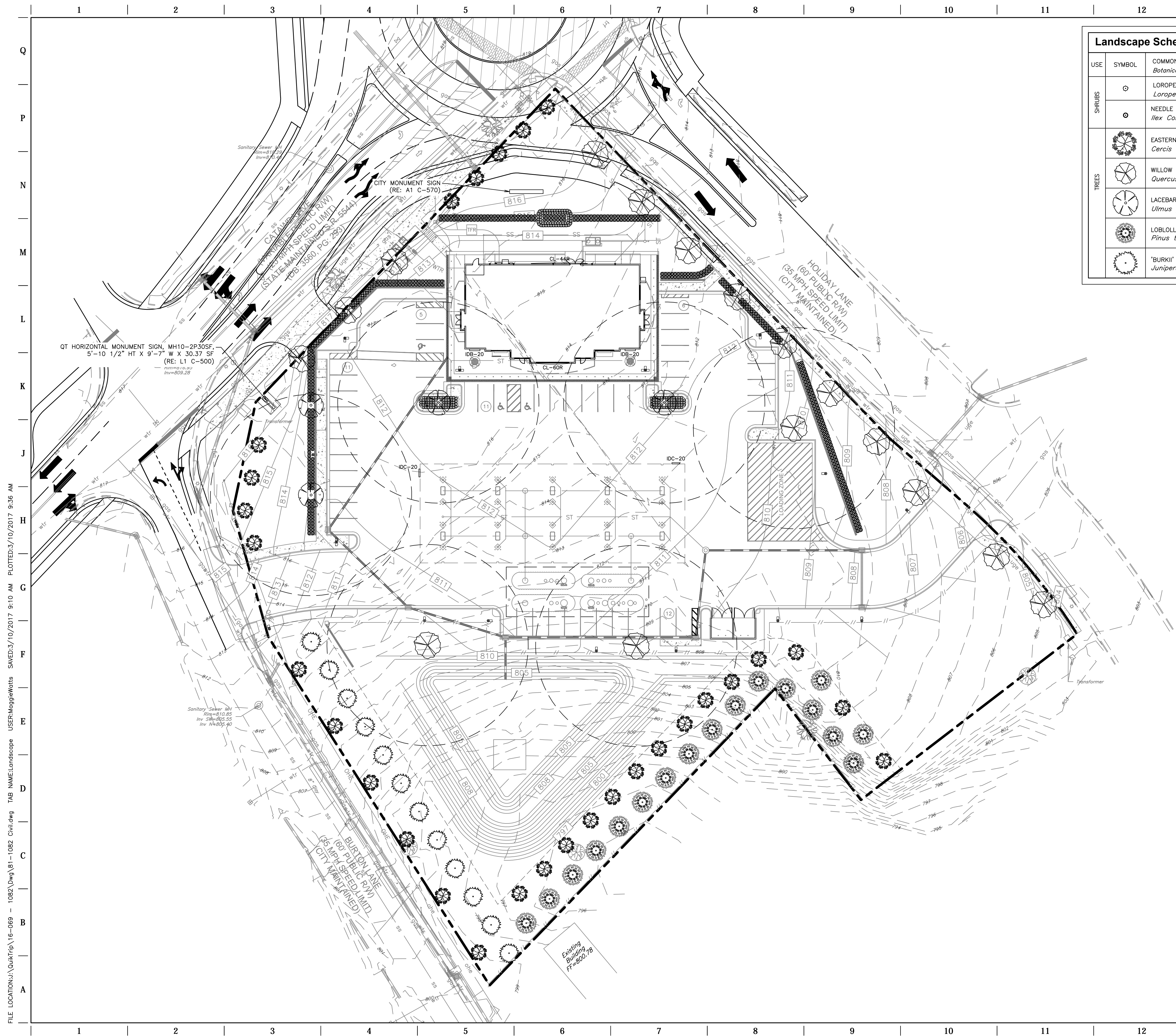
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WHOLE OR IN PART, IS STRICTLY FORBIDDEN.








PROTOTYPE: P-74 (2/01/13)
DIVISION:
VERSION: 001
DESIGNED BY:
DRAWN BY: NLM
REVIEWED BY: NLM

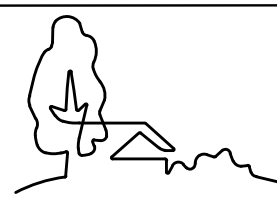
SHEET TITLE:
ALTA/NSPS
LAND TITLE SURVEY

SHEET NUMBER:
C021

ORIGINAL ISSUE DATE: 7/29/2016



Landscape Schedule					
USE	SYMBOL	COMMON NAME <i>Botanical Name</i>	MINIMUM SIZE/ HEIGHT/SPREAD	QUANTITIES	COMMENTS
SHRUBS		LOROPETALUM <i>Loropetalum chinense</i>	24" X 24" HT MIN	193	SEE LANDSCAPE PLAN AND ASSOCIATED DETAILS FOR LANDSCAPE BED LOCATIONS AND SHRUB SPACING
		NEEDLE POINT HOLLY <i>Ilex Cornuta "Needle Point"</i>	24" X 24" HT MIN	513	
TREES		EASTERN REDBUD <i>Cercis canadensis</i>	3" CALIPER (TOTAL) 8' HT	29	SEE LANDSCAPE PLAN AND ASSOCIATED DETAILS FOR TREE PLACEMENT, AND PLANTING SPECIFICATIONS CONTRACTOR TO VERIFY TREE TYPE, LOCATION, SIZE, HEIGHT, AND SPREAD WITH QT REPRESENTATIVE PRIOR TO INSTALLATION
		WILLOW OAK <i>Quercus Phellos</i>	3" CALIPER 12' HT	16	
		LACEBARK ELM <i>Ulmus parvifolia</i>	3" CALIPER 12' HT	4	
		LOBLOOLLY PINE <i>Pinus taeda</i>	3" CALIPER 8' MINIMUM HT	17	
		"BURKII" RED CEDAR <i>Juniperus virginiana "burkii"</i>	3" CALIPER 8' MINIMUM HT	12	



1318-e6 central ave. P 704.334.330
charlotte, nc 28205 F 704.334.330
urbandesignpartners.com

QuikTrip No. 1082

Cornelius, NC



PROTOTYPE: P-88 (08/01/16)
DIVISION: CAROLINAS
VERSION: 001
DESIGNED BY: UDP
DRAWN BY: GAT
REVIEWED BY: TK

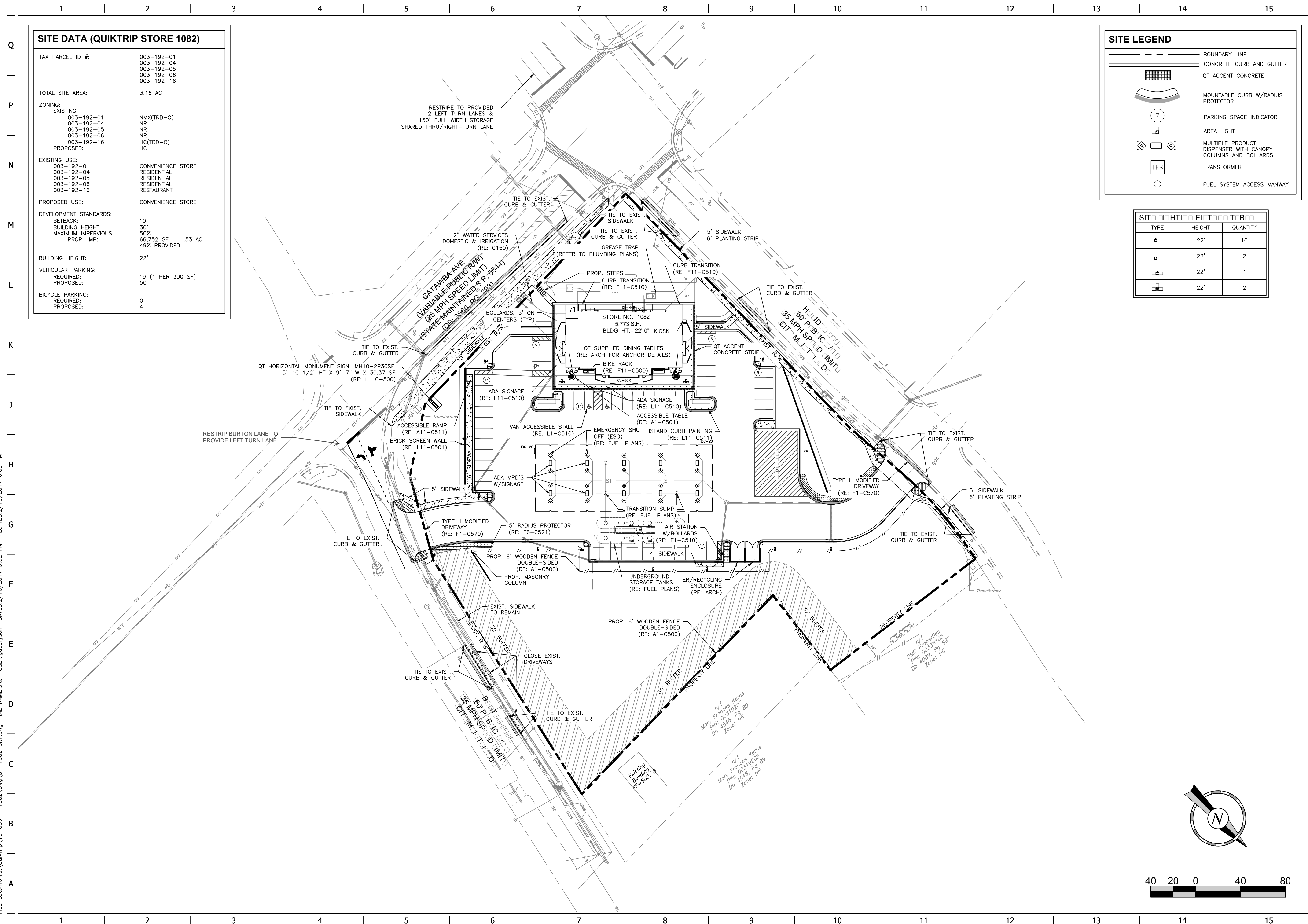
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SHEET TITLE


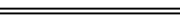

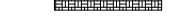





LANDSCAPE PLAN





SHEET NUMBER

L100



SITE LEGEND

	BOUNDARY LINE
	CONCRETE CURB AND GUTTER
	QT ACCEN CONCRETE
	MOUNTABLE CURB W/RADIUS PROTECTOR
	PARKING SPACE INDICATOR
	AREA LIGHT
	MULTIPLE PRODUCT DISPENSER WITH CANOPY COLUMNS AND BOLLARDS
	TRANSFORMER
	FUEL SYSTEM ACCESS MANWAY

SIT □ □ HT □ □ FI T □ □ T B □		
TYPE	HEIGHT	QUANTITY
	22'	10
	22'	2
	22'	1
	22'	2

The logo for Urban Design Partners is presented in a clean, minimalist style. At the top, a large, empty rectangular box serves as a background for the company name. Below this, a horizontal line separates the header from the main content area. The company name, 'URBAN DESIGN PARTNERS', is written in a bold, sans-serif, all-caps font. To the left of the text is a stylized line drawing of a tree with a thick trunk and a rounded canopy. Below the company name, the contact information is listed: '1318-e6 central ave. # 704.334.3303', 'charlotte, nc 28205', and '704.334.3305'. The website address, 'urbandesignpartners.com', is provided at the bottom of the logo section.

QuikTrip No. 1082

Corneilus, NC



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PROTOTYPE: P-88 080106
DIVISION: CAROLINAS
VERSION: 001
DESIGNED BY: UDP
DRAWN BY: GAT
REVIEWED BY: TK

[illegible]

SHEET TITLE:

SITE PLAN

SHEET NUMBER

C100



Store 1082
81-1082-P□10

Cornelius, □C
Date: 02.20.17 B□JK

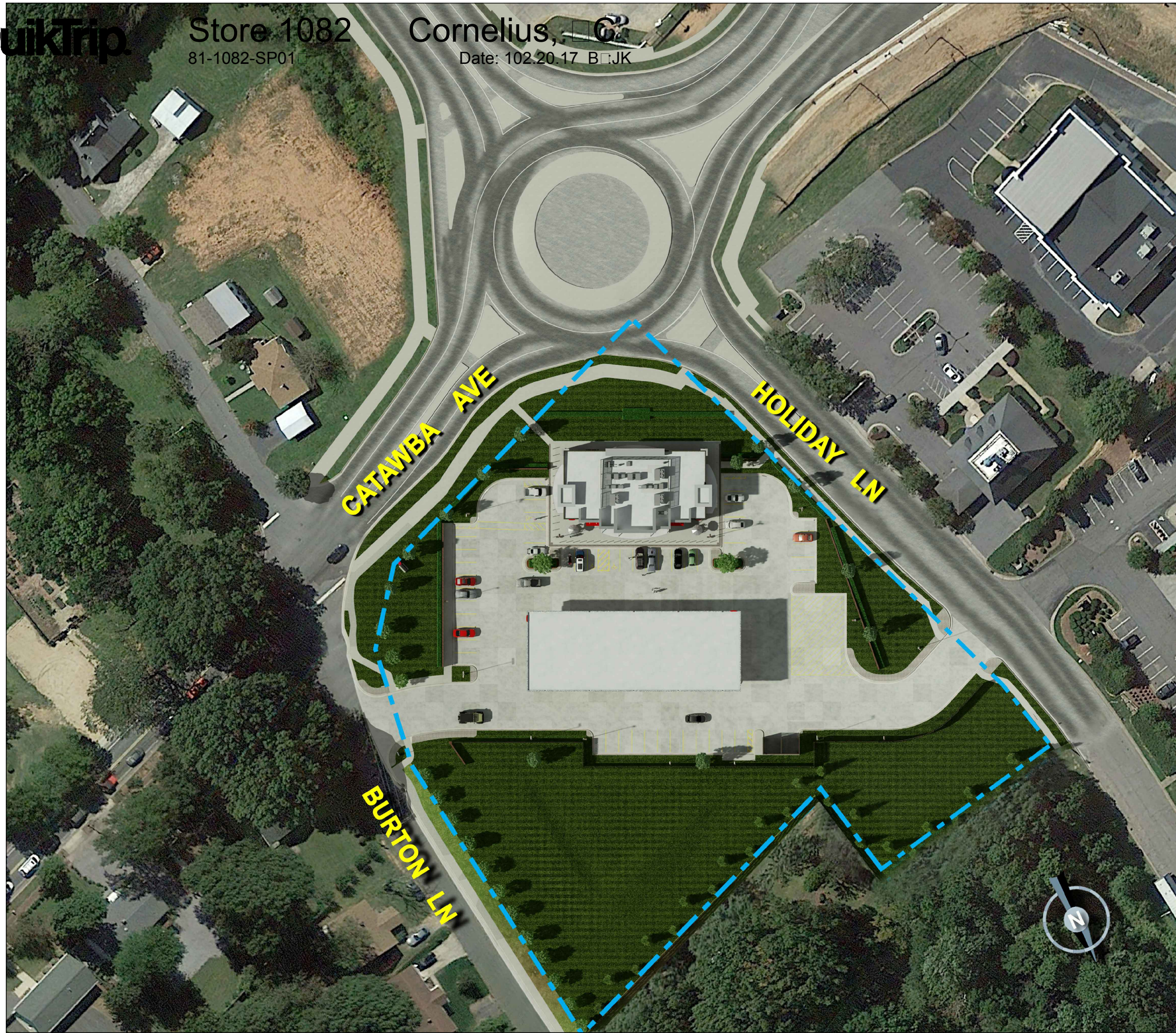




QuikTrip

Store 1082
81-1082-SP01

Cornelius, NC
Date: 10/2/2017 BJK

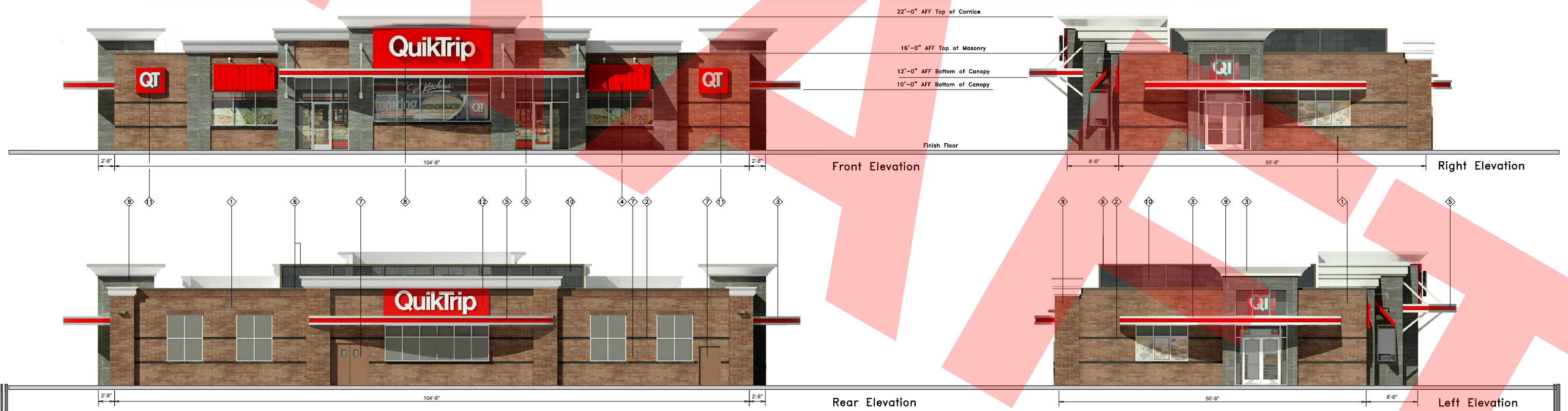




Store 1082
81-1082-P00

Cornelius, NC
Date: 12.24.16 BJK





<div><div>QT</div><div>QuikTrip.</div><div>4705 South 129th East Ave. Tulsa, OK 74134-7008 P.O. Box 3475 Tulsa, OK 74101-3475 (918) 615-7700</div></div>	Store # 1082 Flat Entry w/ Faux Rear & Accents		Address: NEC of Catawba & Holiday Ln.		City, State: Cornelius, NC	
	Serial # 81-1082-BFFE	Scale: 1/16"=1'-0"	Issue Date: 03.09.17	Drawn By: JK	Rev/Notes:	<div>COPYRIGHT © 2011 QUIKTRIP CORPORATION DESIGN PATENTS QUIKTRIP PLANS ARE THE EXCLUSIVE PROPERTY OF QUIKTRIP CORPORATION, TULSA, OKLAHOMA. THESE PLANS ARE PROTECTED IN THEIR ENTIRETY BY DOMESTIC AND INTERNATIONAL COPYRIGHT AND PATENT STATUTES. ANY UNAUTHORIZED USE, REPRODUCTION, PUBLICATION, DISTRIBUTION OR SALE IN WHOLE OR IN PART, IS STRICTLY FORBIDDEN.</div>

①	FINISH	MANUFACTURER	SPECIFICATION
1	BRONZESTONE	INTERSTATE BRICK	ATLAS STRUCTURAL BRICK
2	MIDNIGHT	INTERSTATE BRICK	ATLAS STRUCTURAL BRICK
3	HLZ ALUMINUM	ALPOLIC	FASCIA
4	QT RED	LANE	STANDING SEAM AWNING
5	RED POLYCARBONATE	ALLEN INDUSTRIES	ILLUMINATED BAND
6	DARK BRONZE	LANE	METAL PAINT
7	QT BROWN	SHERWIN WILLIAMS	PAINT
8	CL-60R	ALLEN INDUSTRIES	SIGNAGE
9	EVENING VEIL	DAL TILE	INVOKO
10	BLACK	ALL COURT FABRICS	POLYPRO 95 MESH
11	IDB-20	ALLEN INDUSTRIES	ILLUMINATED SIGNAGE
12	CUSTOM CL-44R	ALLEN INDUSTRIES	SIGNAGE

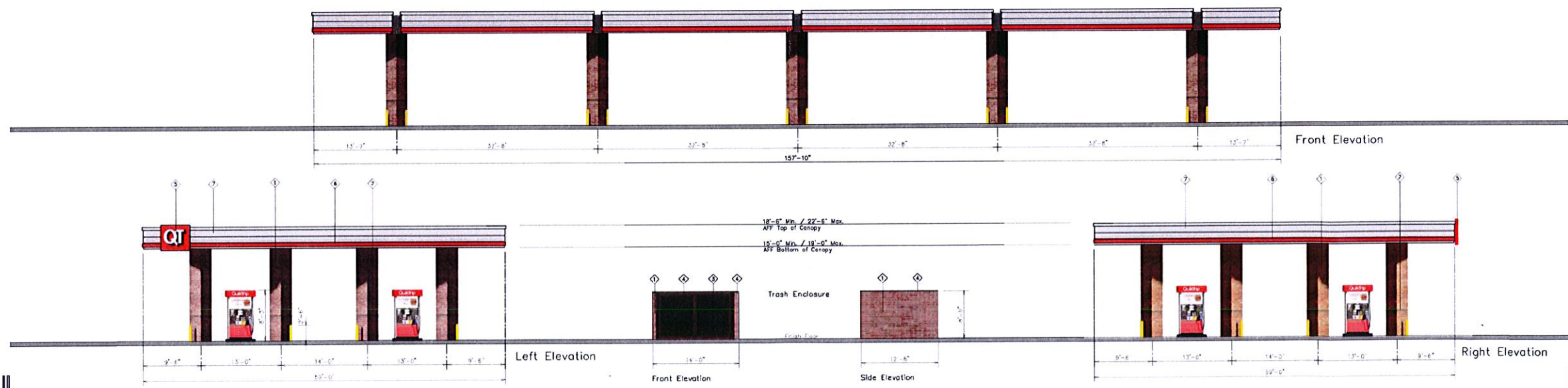
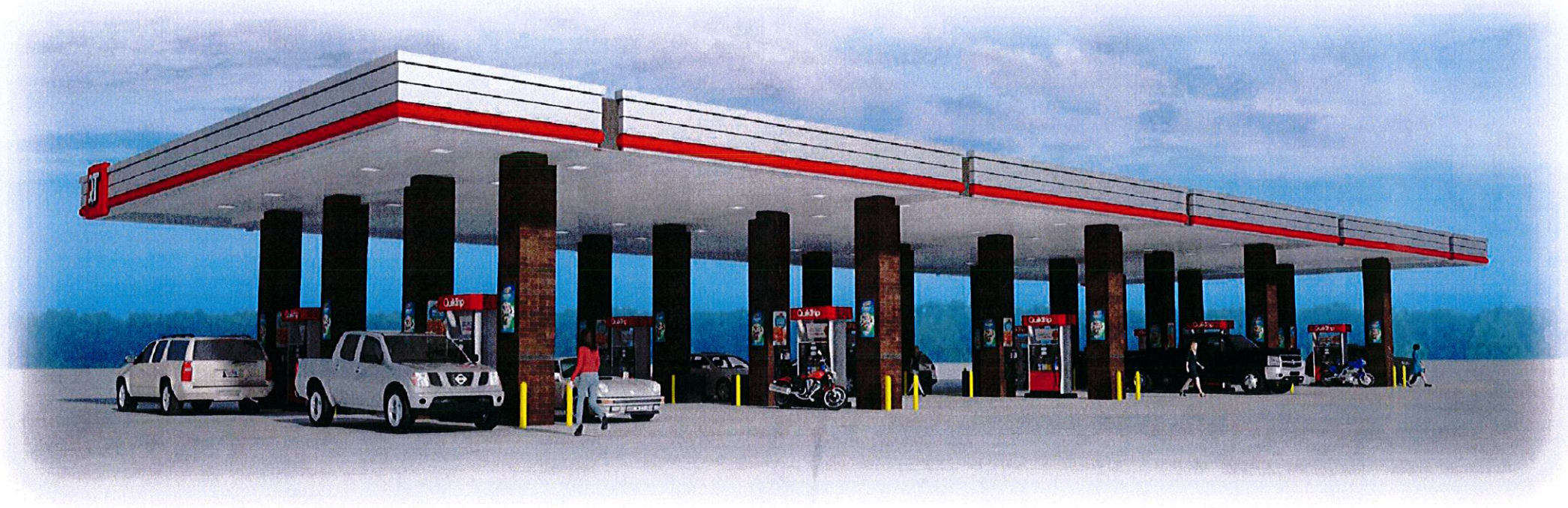
RECEIVED
OCT 27 2016




Store 1082
81-1082-PE08

Cornelius, NC
Date: 10.25.16 By:JK







QuikTrip.
4700 South 129th East Ave.
Tulsa, OK 74134-7908
P.O. Box 5475
Tulsa, OK 74101-3475
(918) 815-7700

Store #	1082	Double Stack 10 Canopy Elevations		Address:	12345 S. Main St.		City, State:	Cornelius, NC	
Serial #	81-1082-GD10	Scale:	NTS	Issue Date:	08/25/16	Drawn By:	TR	Rev/Notes:	

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Q	FINISH	MANUFACTURER	SPECIFICATION
1	INTERSTATE BRICK	INTERSTATE BRICK	INTERSTATE BRICK
2	INTERSTATE BRICK	INTERSTATE BRICK	INTERSTATE BRICK
3	ALUMINUM	ALUMINUM	ALUMINUM
4	ALUMINUM	ALUMINUM	ALUMINUM
5	ALUMINUM	ALUMINUM	ALUMINUM
6	ALUMINUM	ALUMINUM	ALUMINUM
7	ALUMINUM	ALUMINUM	ALUMINUM

REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: April 17, 2017

To: Mayor and Board of Commissioners

From: Wayne Herron, AICP

Director of Planning

Action Requested:

The purpose of the public hearing is to receive public comments on proposed economic development incentives to Olde Mecklenburg Brewery, Inc. (WMHY, LLC), relating to their establishment of a new manufacturing facility in Cornelius. The project will consist of a capital investment of approximately \$10 million. The Business Investment Program grant will be for an agreed upon time frame and will be equal to 90 percent of new ad valorem tax revenue created by the development.

At this time, an agreement has not been finalized. The Town Attorney continues to work with the applicant to provide a final agreement to the Town Board for consideration. Staff is recommending the public hearing be continued until June 5th to provide adequate time for the Town Attorney and the applicant to finalize a draft for Board consideration.

Manager's Recommendation:

Continue Public Hearing until June 5, 2017.

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		

REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: April 17, 2017

To: Mayor and Board of Commissioners

From: Wayne Herron, AICP

Director of Planning

Action Requested:

Ivy Stroud recently resigned her alternate position on the Planning Board to accept a job in Virginia.

Bill Ingram is being recommended to fill the unexpired term for seat 9. The remaining term runs to July 2019.

Bill resides in Blue Stone Harbor and fills a void in the Planning Board membership with representation in the Knox Road/Torrence Chapel area. In addition, Bill is a Vice President at Regions Bank here in Cornelius. Currently there is no representation from the banking and financial sector on the Planning Board and Bill will be able to provide valuable input from this perspective as well.

Manager's Recommendation:

Appoint Bill Ingram to fill the unexpired term for seat 9 as an alternate on the Planning Board.

ATTACHMENTS:

Name:	Description:	Type:
 Draft_Planning_Board_Members.4.7.17.xls	draft roster	Backup Material
 Bill_Ingram.pdf	Bill Ingram Application	Backup Material



Planning Board 2017

SEAT	NAME	ORIG APT DATE	TERM	TOWN/ ETJ	ADDRESS	BUS.NO.	HOME NO.	CELL NO.	E-MAIL
1	Keith Pickett	App 07/12 (Alt)	07/16 - 07/19(1)	Town	16501 Morecambe Drive	704-894-0455	704-894-0455	901-335-5161	keith3340@aol.com
2	Lee Peterson	App 07/13(Alt)	07/16 - 07/19(1)	Town	17605 Springwinds Drive			704-289-7726	lee52p@yahoo.com
3	Keith Eicher	App 7/14 (Alt)	07/16 - 07/19(1)	Town	18116 Coulter Parkway	704-439-3858		910-274-2203	eicherk@bellsouth.net
4	Cheryl Crawford Chairman	App 07/10 (Alt)	07/14 - 07/17(2)	Town	20357 Harborage Unit #208	704-619-0636			cheryl@cccates.net
5	Susan Johnson	App 08/16(Alt)	07/14 - 07/17(p)	Town	20306 Northport Drive	704-439-5350		704-651-9023	susan@homecarolinas.com
6	Betty Trautwein	App 03/11 (Alt)	07/15 - 07/18(2)	Town	16500 Morecambe Drive	704-892-7059	704-892-7059	704-650-8550	bbtrautwein@aol.com
7	Hardy McConnell Vice Chairman	App 07/09	07/15 - 07/18	ETJ	13108 Mayes Road		704-655-0085	704-609-9505	hmcconnell@bellsouth.net
8	Michael Osborne, Alternate	App 08/16(Alt)	07/14 - 07/17(p)	Town	19425 Mary Ardrey Circle			704-281-6884	mike@shiptransportal.com
9	Bill Ingram, Alternate	App 04/17*(Alt)	07/16 - 07/19(p)	Town	21119 Crealock Place			859-912-1486	Rookies40@yahoo.com
10	Joseph Dean, Alternate	App 08/16(Alt)	07/14-07/17(p)	Town	20301 Church Street		704-892-7551	704-451-2767	joejuggler@att.net

Lori Harrell

From: noreply@civicplus.com
Sent: Tuesday, March 21, 2017 8:00 AM
To: Lori Harrell
Subject: Online Form Submittal: Committee Appointment Form

Committee Appointment Form

Contact Information

First Name	Bill
Last Name	Ingram
Residence Address	21119 Crealock Place, Cornelius NC
Mailing Address (if different from above)	<i>Field not completed.</i>
Contact Number	859-912-1486
Description	Cell
Email Address	Rookies40@yahoo.com
I Live:	Inside the Town of Cornelius
I Am Interested In Serving On The Following Board(s)	Planning Board
Please list qualifications and/or reasons why you would like to serve.	1. As an opportunity to serve the community that I both live and work. 2. I believe my finance skill set is a benefit as projects are considered and the impact they could generate. 3. To preserve the integrity of the Town of Cornelius and make a difference for my children's generation. 4. While not having served on a public board, I have considerable experience leading chambers of commerce and other not for profit boards. 5. Given my professional role I have an appreciation for working with the public but also for those that are seeking to make the community a better place to live and work.
Additional Information (*optional)	<i>Field not completed.</i>
Date	03/21/2017

REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: April 17, 2017

To: Mayor and Board of Commissioners

From: Will Washam, Senior Planner


Action Requested:

The Historic Preservation Chair and Staff have interviewed Catherine Gautier, Matthew Reihl, and Alexandra Pizza and recommend that they be appointed to seats 1, 2, and 3 of the Historic Preservation Commission. All three terms will expire in July of 2019.

Manager's Recommendation:

Appoint Catherine Gautier, Matthew Reihl, and Alexandra Pizza to the Historic Preservation Commission.

ATTACHMENTS:

Name:	Description:	Type:
 2017_HPC_appointments_April.xlsx	Updated HPC roster	Backup Material
 April_2017_appointment_Applications.pdf	Membership Applications	Backup Material



Historic Preservation Committee

Draft Member List 2017

Seat #	Name	Term	Address	Phone #	Email	Officers
1	Catherine Gautier	7/17-7/19	21422 Baltic Drive	228-238-8280	catherine.m.gautire@icloud.com	
2	Matthew Reihl	7/17-7/19	8100 Forest Shadow Circle	201-317-6505	matthew.reihl@gsi.us	
3	Alexandra Pizza	7/17-7/19	19519 Denae Lynn Drive	704-574-4650	acattanea@gmail.com	
4	Ron Potts	7/17-7/19	20717 Vivian Lane	704-408-2803	ronleepot@gmail.com	
5	Jessica Boye	7/16-7/17	21325 Catawba Avenue	980-253-7475	jboye@bellalove.org	
6	Kathryn McClelland	7/16-7/18	17828 Largo Place	704-996-0997	kathrynmcclelland@gmail.com	Vice-Chair
7	Julie Miller	7/16-7/17	20308 Val Circle	704-609-7452, 704-997-5660	dotrain4u@yahoo.com	Chair
8	Joe Purdy	7/16-7/18	8615 Creek Trail Ln Apt 803	704-929-9054	Joe_purdy@yahoo.com	
9	David Stockwell	7/16-7/17	20339 Christofle Drive	336-253-7782	dstockwell@stockwellrec.com	

Lori Harrell

From: noreply@civicplus.com
Sent: Monday, November 21, 2016 9:56 AM
To: Lori Harrell
Subject: Online Form Submittal: Committee Appointment Form

Committee Appointment Form

Contact Information

First Name Alexandra
Last Name Pizza
Residence Address 19519 Denae Lynn Drive
**Mailing Address (if
different from above)** *Field not completed.*
Contact Number 7045744650
Description Cell
Email Address acattanea@gmail.com
I Live: Inside the Town of Cornelius
**I Am Interested In
Serving On The
Following Board(s)** Historic Preservation Committee

**Please list qualifications
and/or reasons why you
would like to serve.**

I currently serve as Director of Preservation and Curator of Rare Books at Belmont Abbey College in Belmont, N.C., and have worked in preservation for over 10 years both nationally and internationally. From 2012-2016 I served as an elected officer of the Executive Committee to the Board of Directors for NCPC, North Carolina Preservation Consortium. With NCPC, a 501c3 NonProfit dedicated to the Preservation of Collections in North Carolina, I advocated for education funding and collections care for our state's libraries, museums, historic sites, and more. I reside in Cornelius with my husband and three children, all who attend Cornelius public schools, and participate in Cornelius Parks and Rec programming. Having served the state of North Carolina for the past 4 years, I would like to turn my time and talents closer to home by serving our beautiful town of Cornelius! I hope that in serving on the Historic Preservation Committee, I can help to promote our

Lori Harrell

From: noreply@civicplus.com
Sent: Wednesday, November 16, 2016 9:21 PM
To: Lori Harrell
Subject: Online Form Submittal: Committee Appointment Form

Committee Appointment Form

Contact Information

First Name Catherine

Last Name Gautier

Residence Address 21422 Baltic Drive

Mailing Address (if different from above) *Field not completed.*

Contact Number 2282388280

Description Cell

Email Address catherine.m.gautier@icloud.com

I Live: Inside the Town of Cornelius

I Am Interested In Serving On The Following Board(s) Historic Preservation Committee

Please list qualifications and/or reasons why you would like to serve.

Good day. I am a former non-profit executive director who also served on multiple boards while living on the Mississippi Gulf Coast. Since moving to NC two years ago, I have been excited to choose to live in and support Cornelius and have taken great interest in further promoting this community. While working full time in the non-profit sector, I had extensive background in grant writing and programmatic management on local, state, federal, and foundation levels. I could foresee myself on this committee bringing that expertise to light by assisting in finding partnerships to enhance this community and to preserve its history. Personally, as a mother of two young children, I advocate for a rich cultural environment, one which theirs and multiple generations may applaud and strive to preserve and enhance. I am happy to provide a resume and references upon request. I may be contacted at any time per the above information provided. Thank you.

Lori Harrell

From: noreply@civicplus.com
Sent: Friday, December 02, 2016 8:44 AM
To: Lori Harrell
Subject: Online Form Submittal: Committee Appointment Form

Committee Appointment Form

Contact Information

First Name Matthew
Last Name Reihl
Residence Address 8100 Forest Shadow Circle Cornelius NC 28031
Mailing Address (if different from above) *Field not completed.*
Contact Number 2013176505
Description Cell
Email Address matthew.reihl@gsi.us
I Live: Inside the Town of Cornelius
I Am Interested In Serving On The Following Board(s) Historic Preservation Committee

Please list qualifications and/or reasons why you would like to serve.

I am a civil engineer with a general interest and love for historic structures. I'm really just looking for avenues to give back to the community in a way that supports both my personal goals but also lets me add value by taking advantage of my understanding of building codes, municipal practices, construction etc.

Additional Information (*optional) *Field not completed.*

Date 12/2/2016

Signature Matthew Reihl

Note:

You may fax this form to the Town Clerk at 704-896-2462 or mail to PO Box 399, Cornelius, NC 28031

REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: April 17, 2017

To: Mayor and Board of Commissioners

From: Julie Niswonger, Finance Director

Action Requested:

There is one item on this budget amendment which is funded from restricted 911 funds:

This was part of the original 911 backup mandate that was required by the NC 911 Board and was approved in March 2016. However, the project was not completed at the end of FY 2016 and this amendment simply carries the budget into FY 2017 to authorize the funds in the amount of \$142,870 for the completed project.

The project required by the NC 911 Board included all PSAPS to install a redundant, fully functional, back-up system. This backup had to be capable of the same functions as the normal operating centers in the event of an emergency and also offsite. The Town entered into an agreement with Pineville to provide each other with backup 911 services at no cost other than the 911 funded equipment. Each agency must maintain a fully functional 911 workstation for the other in the event of a catastrophic loss of facilities at either end, and provides temporary 911 services to each other during short-term failures. These failures are very rare but this level of redundancy is state mandated. The plan included redundant VOIP 911 lines in both locations.

Manager's Recommendation:

Approve an Ordinance to amend the FY17 operating budget.

ATTACHMENTS:

Name:	Description:	Type:
 Amendment #7.pdf	FY17 Operating Budget Amendment	Cover Memo

TOWN OF CORNELIUS
AN ORDINANCE AMENDING
THE OPERATING BUDGET FOR
FISCAL YEAR 2016-2017

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF
COMMISSIONERS OF THE TOWN OF CORNELIUS:**

SECTION 1. The following amounts are hereby authorized for all appropriations, expenditures and inter-fund transfers necessary for the administration and operation of the Town of Cornelius for the fiscal year beginning July 1, 2016 and ending June 30, 2017 in accordance with the following schedule of accounts heretofore established for this Town:

SCHEDULE A: GENERAL FUND

	Original Budget	Previous Amendment 3/20/2017	This Amendment 4/17/2017	Change
General Fund Revenues				
Ad Valorem Taxes	\$ 13,569,495	13,569,495	13,569,495	-
Local Option Sales Tax	2,976,700	2,976,700	2,976,700	-
Utility Franchise Tax	1,747,600	1,747,600	1,747,600	-
Powell Bill Allocation	760,000	760,000	760,000	-
Other Taxes and Licenses	552,200	552,200	552,200	-
Unrestricted Intergovernmental	990,100	990,100	990,100	-
Restricted Intergovernmental	733,770	828,110	828,110	-
Permits and Fees	708,288	745,288	745,288	-
Sales and Services	140,000	140,000	140,000	-
Investment earnings	45,500	45,500	45,500	-
Donations	20,000	40,400	40,400	-
Micellaneous	10,100	11,818	11,818	-
Debt Issued	442,600	442,600	442,600	-
Appropriated Fund Balance	29,500	4,111,694	4,111,694	-
Total General Fund Revenues	\$22,725,853	\$26,961,505	\$26,961,505	\$ -
General Fund Expenditures				
Governing Board	\$ 80,702	80,702	80,702	-
General Government	1,524,073	1,524,073	1,524,073	-
General Services	372,030	372,030	372,030	-
Police	6,222,376	6,314,594	6,314,594	-
Communications	590,324	590,324	590,324	-
Fire Operations	1,500,559	1,500,559	1,500,559	-
Animal Control	173,361	173,361	173,361	-
Public Works	1,706,935	1,714,213	1,714,213	-
Powell Bill	924,000	924,000	924,000	-
Solid Waste/Recycling	2,034,404	2,034,404	2,034,404	-
Stormwater	220,000	220,000	220,000	-
Planning / Land Development	620,857	752,197	752,197	-
Tourism	558,601	776,199	776,199	-
Art Center	352,980	1,873,380	1,873,380	-
Parks, Arts, Recreation, and Culture	2,075,222	2,225,222	2,225,222	-
Transfer to Capital Project Funds/ 911 Fund	765,000	765,000	765,000	-
Debt Service	3,004,429	5,121,247	5,121,247	-
Total General Fund Expenditures	\$22,725,853	\$26,961,505	\$26,961,505	\$ -

	Original	Previous	This	
	Budget	Amendment	Amendment	Change
		3/20/2017	4/17/2017	

SCHEDULE B: ELECTRIC FUND

Electric Fund Revenues

Sales and Services	\$ 5,928,239	5,928,239	5,928,239	-
Fund Balance	467,657	467,657	467,657	-
Miscellaneous	10,000	75,692	75,692	-
Total Electric Fund Revenues	\$ 6,405,896	\$ 6,471,588	\$ 6,471,588	\$ -

Electric Fund Expenditures

Electric Department	\$6,405,896	\$6,471,588	\$6,471,588	-
Total Electric Fund Expenditures	\$ 6,405,896	\$ 6,471,588	\$ 6,471,588	\$ -

SCHEDULE C: 911 FUND

911 Fund Revenues:

911 Fee Revenue	\$141,796	141,796	141,796	-
Fund Interest Earnings	1,200	1,200	1,200	-
911 Appropriated Fund Balance	51,489	51,489	194,359	142,870
Total 911 Fund Revenues	\$ 194,485	\$ 194,485	\$ 337,355	\$ 142,870

911 Fund Expenditures:

911 Department	\$194,485	194,485	337,355	142,870
Total 911 Fund Expenditures	\$ 194,485	\$ 194,485	\$ 337,355	\$ 142,870

SECTION 2. An ad valorem tax rate of \$.255 per \$100 of assessed valuation is hereby established as the official tax rate for the Town of Cornelius for the fiscal year 2016-17. This rate is based on an estimated valuation of \$5,258,437,557 and an estimated 98.6% percent collection rate, which is at least the collection rate expected during the 2015-16 fiscal year.

SECTION 3. In accordance with G.S. §159-9 and G.S. §159-15, the Town Manager shall serve as the budget officer and is hereby authorized to reallocate appropriations among the objects of expenditure under the following conditions:

- a. The Town Manager may transfer amounts between line-item expenditures even among departments as believed to be necessary and prudent.
- b. He may not transfer any amounts between funds, except as approved by the Board of Commissioners in the Budget Ordinance as amended.

Adopted this the 17th day of April, 2017.

Charles L. Travis III, Mayor

SEAL

ATTEST:

APPROVED AS TO FORM:

Lori A. Harrell, Town Clerk

Karen Wolter, Town Attorney