



# **TOWN OF CORNELIUS**

Cornelius Town Hall

## **BOARD OF COMMISSIONERS**

March 5, 2018

Agenda

### **PRE-MEETING - 5:45 PM**

- **Cornelius-Lemley Fire and Rescue FY19 Operating, Capital, Personnel Requests**
- 

### **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. MAYOR/COMMISSIONERS/MANAGER REPORTS**
- 6. CITIZEN CONCERNS/COMMENTS**
- 7. PRESENTATIONS**
  - A. Ada Jenkins Center Update**
  - B. Safe Alliance Update**
  - C. Lake Norman Community Sailing Update**
  - D. Crime Initiative Committee Update**
- 8. CONSENT AGENDA**
  - A. Approve Minutes - Regular Meeting**
  - B. Approve Minutes - Closed Session**
- 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: March 5, 2018

**To:** Mayor and Board of Commissioners

**From:** Neal Smith, Fire Chief

**Action Requested:**

Hear a presentation on the personnel, operating, and capital needs.

**Manager's Recommendation:**

Hear presentation.

**ATTACHMENTS:**

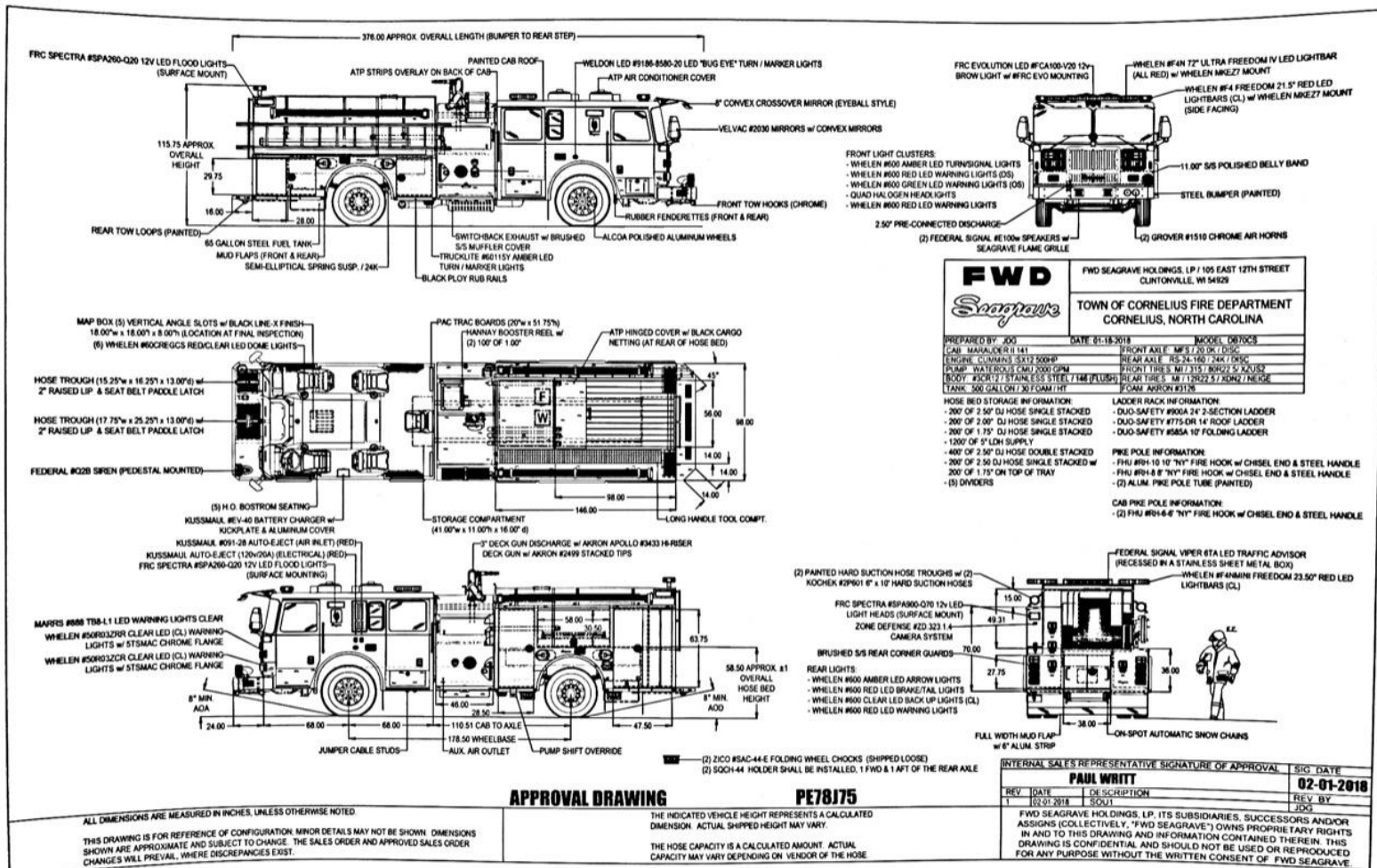
Name:	Description:	Type:
 <a href="#">CFVD_3.5.18.pptx</a>	FY2019 Budget Request	Presentation

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2018

# New Engine Update & Equipment

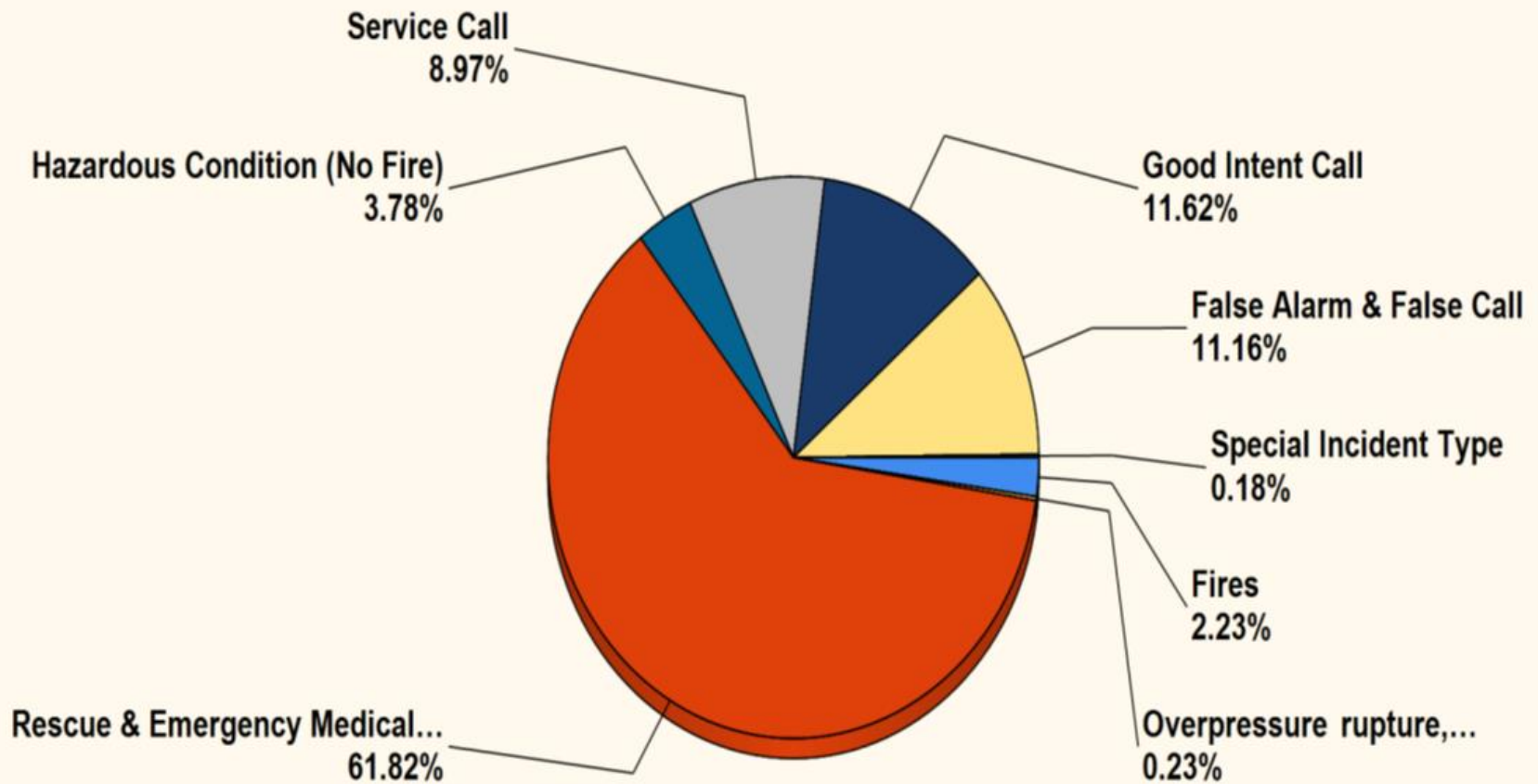


Engine Purchase in 2016-2017  
Equipment Cost of \$89,000 in FY 17-18

# Daily Duties and Requirements:

## When not running calls:

- Maintain ISO Level 4 rating (in review for 2018)
- **Perform community service activities (such as fire alarm repairs & battery replacement & inspections)**
- Conducts 'Pre-Plans' for all commercial properties **Flow test ALL Cornelius fire hydrants and records: Flow Pressures, GPM, Maintenance (grease, paint, etc.) annually**
- Ensure all apparatus, stations, and equipment are cleaned, working and in good condition and complete appropriate documentation.
- **Provide fire prevention education to all Cornelius Schools**
- Engage in fundraising activities
- **Attend training and ongoing/required continuing education to maintain certifications**



## Response Breakdown

# Changes to department personnel

## Personnel Challenges:

- 3000+ calls (expected 3200 by 2019) p/ year & reliance on Volunteers
- 212 to 40 Hours p/ FF (Difference of 2,756 workable hours to 2,080)
- Pay Rate lowest among Region
- Retention Rate and Knowledge base
- Cost to Educate
- Training Time and Cost and Experience
- Equipment Costs

### Concerns & Reasons to Act:

- Mutual Aid Given to outside agencies: Decreasing
- Cornelius (in-district) calls: Increasing
- Time on the call: Increasing
- Severity of Incidents: Increasing
- Response Time to incident: Decreasing
- Turnout Time: Decreasing
- **OVERLAPPING CALLS: DOUBLED**

# **Why the need to increase Shifts & Pay**

- ✓ Handle overlapping Incidents – Decreased mutual aid
- ✓ Meet NFPA Standards
- ✓ Respond to in-district Calls
- ✓ Maintain current staffing and operations
- ✓ Sustain a volunteer/combination department
- ✓ Accommodate LKN Rescue, Haz-Mat, EMS & Fire services
- ✓ No one to hire-back / work for low wages
- ✓ Mitigate emergencies properly (training & experience)



# Data Review

Population	Tier #
Below 2,500	1
2,500 - 4,999	2
5,000 - 9,999	3
10,000 - 24,999	4
25,000 - Above	5

Looked at the NC League of Municipalities.

Reviewed full-time, part-time, volunteer departments, met with Fire Chief's, Town Finance Directors and Town Managers.

Compiled data on Budget (with and without Capital items), Pay Rates for FF's, and sought information from departments facing the challenges we currently have.

Kinston	BETWEEN 10,000 AND 20,672 24,999	FIRE FIGHTER	30090	27,364	38,268	28,506
Kinston	BETWEEN 10,000 AND 20,672 24,999	FIRE FIGHTER-DRIVER	30100	30,123	42,131	32,315
Kinston	BETWEEN 10,000 AND 20,672 24,999	ASSISTANT FIRE STATION SUPERVISOR	30120	46,390	65,018	54,108
Lumberton	BETWEEN 10,000 AND 21,463 24,999	FIRE CHIEF	10130	66,760	94,330	71,893
Lumberton	BETWEEN 10,000 AND 21,463 24,999	ASSISTANT FIRE CHIEF	30030	49,640	70,139	56,899
Lumberton	BETWEEN 10,000 AND 21,463 24,999	FIRE STATION SUPERVISOR	30080	39,760	56,180	41,773
Lumberton	BETWEEN 10,000 AND 21,463 24,999	FIRE BATTALION CHIEF	30085	46,110	65,152	51,321
Lumberton	BETWEEN 10,000 AND 21,463 24,999	FIRE FIGHTER	30090	29,564	41,773	33,916
Lumberton	BETWEEN 10,000 AND 21,463 24,999	FIRE INSPECTOR	30110	41,773	59,024	46,110
Morrisville	BETWEEN 10,000 AND 24,456 24,999	FIRE CHIEF	10130	85,514	136,822	100,000
Morrisville	BETWEEN 10,000 AND 24,456 24,999	FIRE STATION SUPERVISOR	30080	55,124	88,198	68,263
Morrisville	BETWEEN 10,000 AND 24,456 24,999	FIRE BATTALION CHIEF	30085	63,813	102,099	77,109
Morrisville	BETWEEN 10,000 AND 24,456 24,999	FIRE FIGHTER	30090	39,176	69,105	41,658
Morrisville	BETWEEN 10,000 AND 24,456 24,999	FIRE FIGHTER-DRIVER	30100	45,351	72,560	55,017
Morrisville	BETWEEN 10,000 AND 24,456 24,999	FIRE INSPECTOR	30110	47,618	76,188	53,000
Morrisville	BETWEEN 10,000 AND 24,456 24,999	FIRE PREVENTION SUPERVISOR	30130	63,813	102,099	75,000
Kernersville	BETWEEN 10,000 AND 24,730 24,999	FIRE CHIEF	10130	88,446	160,500	92,820
Kernersville	BETWEEN 10,000 AND 24,730 24,999	ASSISTANT FIRE CHIEF	30030	57,619	85,276	69,141
Kernersville	BETWEEN 10,000 AND 24,730 24,999	FIRE STATION SUPERVISOR	30080	42,995	63,633	53,278
Kernersville	BETWEEN 10,000 AND 24,730 24,999	FIRE BATTALION CHIEF	30085	52,262	77,347	60,649
Kernersville	BETWEEN 10,000 AND 24,730 24,999	FIRE FIGHTER	30090	32,085	49,860	38,860
Kernersville	BETWEEN 10,000 AND 24,730 24,999	FIRE FIGHTER-DRIVER	30100	37,142	54,970	45,892
Kernersville	BETWEEN 10,000 AND 24,730 24,999	FIRE INSPECTOR	30110	38,999	60,604	46,417
Kernersville	BETWEEN 10,000 AND 24,730 24,999	FIRE TRAINING SUPERVISOR	30150	47,404	70,157	54,429
Asheboro	BETWEEN 25,000 AND 25,931 99,999	FIRE CHIEF	10130	79,927	119,891	89,918
Asheboro	BETWEEN 25,000 AND 25,931 99,999	ASSISTANT FIRE CHIEF	30030	62,625	93,938	70,453
Asheboro	BETWEEN 25,000 AND 25,931 99,999	FIRE STATION SUPERVISOR	30080	54,098	81,147	60,860
Asheboro	BETWEEN 25,000 AND 25,931 99,999	FIRE BATTALION CHIEF	30085	51,522	77,283	57,962
Asheboro	BETWEEN 25,000 AND 25,931 99,999	FIRE FIGHTER	30090	34,872	54,923	41,193
Asheboro	BETWEEN 25,000 AND 25,931 99,999	FIRE FIGHTER-DRIVER	30100	38,446	57,670	43,252
Asheboro	BETWEEN 25,000 AND 25,931 99,999	FIRE INSPECTOR	30110	49,068	81,147	60,860
Asheboro	BETWEEN 25,000 AND 25,931 99,999	ASSISTANT FIRE STATION SUPERVISOR	30120	42,387	63,581	47,686
Mint Hill	BETWEEN 25,000 AND 26,749 99,999	FIRE CHIEF	10130	67,706	108,239	84,556
Mint Hill	BETWEEN 25,000 AND 26,749 99,999	ASSISTANT FIRE CHIEF	30030	53,050	84,808	61,521
Mint Hill	BETWEEN 25,000 AND 26,749 99,999	FIRE STATION SUPERVISOR	30080	43,644	69,771	47,091
Mint Hill	BETWEEN 25,000 AND 26,749 99,999	FIRE FIGHTER-DRIVER	30100	34,196	54,667	36,237

Municipality	Population	Status	Category of Department	Stations	Number of Positions	Call Volume	Budget w/o Capital
Havelock	20,072	Career/Volunteer	Combination	2	23	2600	\$2,300,000.00
Shelby	20,080	Career	Paid	3	54	2800	\$4,770,000.00
Carrboro	20,533	Career	Paid	2	37	2300	\$2,850,000.00
Kinston	20,672	Career	Paid	3	50	6000	\$3,600,000.00
Lumberton	21,463	Career/Volunteer	Combination	3	46	1100	\$3,200,000.00
Kernersville	24,730	Career	Paid	4	69	2800	\$6,500,000.00
Asheboro	25,931	Career	Paid	2	60	2600	\$4,300,000.00
Mint Hill	26,749	Career/Volunteer	Combination	1	23	5000	\$2,500,000.00
Sanford	29,267	Career	Paid	3	50	1500	\$4,700,000.00
New Bern	30,048	Career/Volunteer	Paid	3	65	1600	\$5,900,000.00
Cornelius	30,207	Part Time/Volunteer	Combination	2	0	3000	\$1,600,000.00
Holly Springs	31,230	Career	Paid	3	40	2400	\$4,400,000.00
Salisbury	34,459	Career	Paid	5	59	6000	\$6,500,000.00
Monroe	34,725	Career	Paid	5	80	6170	\$8,100,000.00
Goldsboro	34,793	Career	Paid	5	62	2200	\$6,000,000.00
Wake Forest	35,293	Career/Vol./Part-Time	Combination	5	67	3700	\$5,000,000.00
Mooreville	39,068	Career	Paid	5	72	5600	\$9,100,000.00
Hickory	40,449	Career	Paid	7	129	8000	\$9,500,000.00
Kannapolis	46,595	Career/Part Time	Paid	5	80	9000	\$6,030,000.00
Apex	46,673	Career	Paid	5	57	3000	\$8,000,000.00
Wilson	49,400	Career	Paid	5	92	4500	\$8,500,000.00
Burlington	52,426	Career	Paid	5	105	9400	\$7,840,000.00
Chapel Hill	59,851	Career	Paid	6	90	4000	\$7,000,000.00
						AVERAGE p/ Dept.	\$5,341,250.00

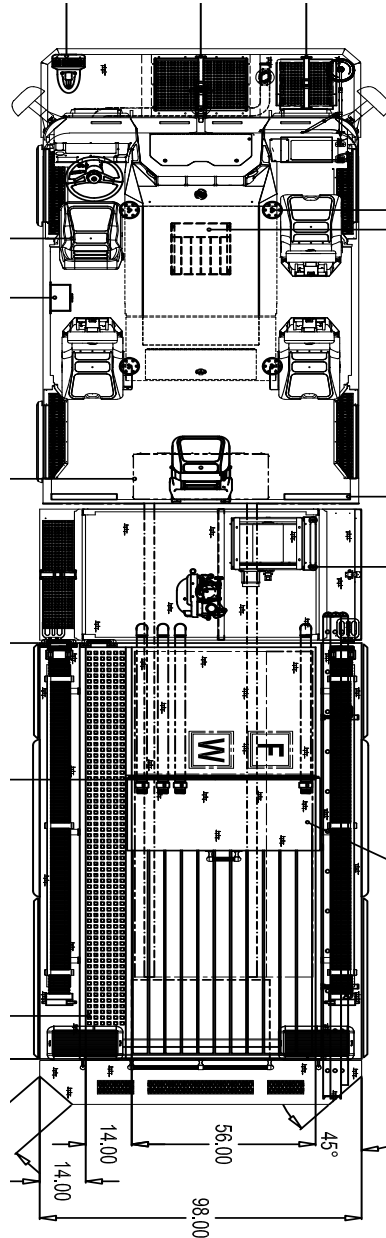
# Firefighter Positions & Pay

Engineer: \$50,712.36

FF/EMT: \$40,722.13

## NC Departments 1-5

<u>POSITION</u>	<u>Average Salary</u>	<u>Average P/ HR</u>
FF/EMT	\$40,722.13	\$15.06
ENGINEER	\$50,712.36	\$18.75
CAPTAIN	\$56,183.88	\$20.78
DEPUTY CHIEF	\$67,006.22	\$24.78
CHIEF	\$83,809.76	\$30.99



Captain: \$56,183.88

FF/EMT: \$40,722.13

## NC Depts. Similar Size

<u>Equivalent Size</u>	<u>Average Salary</u>	<u>Average P/ HR</u>
FF/EMT	\$48,763.46	\$18.03
ENGINEER	\$59,918.30	\$22.16
CAPTAIN	\$72,759.21	\$26.91
DEPUTY CHIEF	\$87,697.83	\$32.43
CHIEF	\$114,839.73	\$42.47

# 5 Year Audit Statement

<u>Item</u>	<u>2008</u>	<u>2009</u>	<u>2012</u>	<u>2016</u>	<u>2017</u>
Banquets/Events	\$9,070.00	\$8,475.00	\$10,068.00	\$1509.00	\$7,084.00
Contributions	\$56,596.00	-	\$20,000.00	\$20,280.00	\$21,543.00
Depreciation	\$172,433.00	\$168,945.00	\$112,985.00	\$26,468.00	\$36,729.00
Dues/Subs.	\$2,045.00	\$4,164.00	\$3,411.00	\$7,214.00	\$5,617.00
Fire Equipment	\$63,141.00	\$31,278.00	\$3,182.00	\$27,129.00	\$52,276.00
Firemen Physicals	\$8,755.00	\$8,619.00	\$12,320.00	\$11,587.00	\$13,378.00
Fire Truck Fuel	\$36,447.00	\$28,248.00	\$25,121.00	\$20970.00	\$23,986.00
Insurance	\$54,471.00	\$62,492.00	\$52,411.00	\$78,103.00	\$75,297.00
Interest	\$4,763.00	\$2,277.00	N/C	N/C	N/C
Misc.	\$13,861.00	\$14,634.00	\$6,424.00	\$11,072.00	\$4,994.00
Office Expenses	\$19,358.00	\$10,017.00	\$13,596.00	\$3,351.00	\$1,809.00
Payroll	\$620,652.00	\$670,301.00	\$679,430.00	\$867,577.00	\$939,817.00
Pension	N/C	\$6,000.00	N/C	N/C	N/C
Postage	\$3,129.00	\$6,664.00	\$7,289.00	\$1,671	\$1,939.00
Professional Fee's	\$11,250.00	\$12,100.00	\$12,950.00	\$16,200.00	\$14,135.00
Repairs & Maint.	\$108,714.00	\$95,499.00	\$104,703.00	\$181,034.00	\$152,406.00
Supplies	\$23,611.00	\$22,505.00	\$47,811.00	\$47,811.00	\$66,322.00
Payroll Taxes & ..	\$61,467.00	\$60,976.00	\$58,821.00	\$74,832.00	\$76,001.00
Telephone/Pagers	\$22,118.00	\$22,522.00	\$24,882.00	\$34,469.00	\$28,796.00
Training	\$1,582.00	\$2,951.00	\$7,238.00	\$7,238.00	\$8,129.00
Uniforms	\$19,958.00	\$15,041.00	\$9,800.00	\$8,675.00	\$16,776.00
Total	\$1,337,518.00	\$1,286,557.00	\$1,246,967.00	\$1,503,113.00	\$1,557,591.00

# 2017 Expense Statement

<b><u>FIXED COSTS (Must Pay)</u></b>	<b><u>2017</u></b>	<b><u>Why</u></b>
Fire Truck Fuel	\$ 23,986.00	3000 Calls p/ year
Insurance	\$ 75,297.00	Law
Payroll	\$ 939,817.00	Contract
Payroll Taxes	\$ 76,001.00	Law
Pension Dues	\$ 4,840.00	State Contract
Professional Fee's	\$ 14,135.00	Audit
Repairs	\$ 152,406.00	Breakdowns
Dues/Subscriptions	\$ 5,617.00	NC States FF Association
Contributions	\$ 20,000.00	TOC BOAT
Depreciations	\$ 36,729.00	Fixed Schedule
<b>Total</b>	<b>\$1,348,828.00</b>	
<b><u>DISCRETIONARY / NON-FIXED</u></b>		
Banquets/Events	\$ 7,084.00	No Reason
Fire Equipment	\$ 52,276.00	Tools, Repairs to FF Equip, Hose
Physicals	\$ 13,378.00	NFPA Goal/FF Benefit
Interest	\$ - --	-
Misc.	\$ 4,994.00	-
Office Expense	\$ 1,809.00	Records/Reports
Postage	\$ 1,939.00	Donations
Supplies	\$ 66,322.00	EMS/ Station/ Gear
Telephone/Pagers	\$ 28,796.00	Mapping/ Alerting / Pre-Plans
Training	\$ 8,129.00	Required
Uniforms	\$ 16,776.00	
Gifts	\$ 249.00	-
Future	\$ 7,011.00	
<b>Total</b>	<b>\$ 208,763.00</b>	
<b>2017 Year Total</b>	<b>\$ 1,550,580.00</b>	Non-Fixed: 15% of Total Budget

# 2008 v/s 2017 Functional Expenses

<b>FIXED COSTS (Must Pay)</b>	<b>2008</b>	<b>2017</b>
Fire Truck Fuel	\$36,447.00	\$ 23,986.00
Insurance	\$54,471.00	\$ 75,297.00
Payroll	\$620,652.00	\$ 939,817.00
Payroll Taxes	\$61,467.00	\$ 76,001.00
Pension Dues	\$3,000.00	\$ 4,840.00
Professional Fee's	\$11,250.00	\$ 14,135.00
Repairs	\$108,714.00	\$ 152,406.00
Dues/Subscriptions	\$2,045.00	\$ 5,617.00
Contributions	\$28,298.00	\$ 20,000.00
Depreciations	\$172,433.00	\$ 36,729.00
<b>Total</b>	<b>\$1,098,777.00</b>	<b>\$1,348,828.00</b>
<b><u>DISCRETIONARY/NON-FIXED</u></b>		
Banquets/Events	\$9,070.00	\$ 7,084.00
Fire Equipment	\$63,141.00	\$ 52,276.00
Physicals	\$8,755.00	\$ 13,378.00
Interest	-	\$ -
Misc.	\$13,861.00	\$ 4,994.00
Office Expense	\$19,358.00	\$ 1,809.00
Postage	\$3,129.00	\$ 1,939.00
Supplies	\$23,611.00	\$ 66,322.00
Telephone/Pagers	\$22,118.00	\$ 28,796.00
Training	\$1,582.00	\$ 8,129.00
Uniforms	\$19,958.00	\$ 16,776.00
Other/Future	\$ 49,395.00	\$ 7,011.00
		\$
<b>Total</b>	<b>\$238,741.00</b>	<b>\$ 208,763.00</b>
Discretionary	21.8%	15.4%
<b>Year Total</b>	<b>\$1,337,518.00</b>	<b>\$ 1,550,580.00</b>

# Personnel

Need: \$120,000 – a \$2.00 p/ hr. increase for each employee

Need: \$438,000 – increase 4 people to meet call demand

## Overview:

- State of the Volunteer Firefighter & Types  
(Volunteer, On-Call, Part-time Paid, Per Diem, Paid, etc.)
- In-District, Cornelius emergency types, nature of calls & demand
- Cost/Benefit of current department structure

## Solutions:

- ✓ Increase coverage an additional 4 shifts- 24/7 (\$438,000)
- ✓ Increase \$2.00 p/hr. to maintain current staffing (\$120,000)

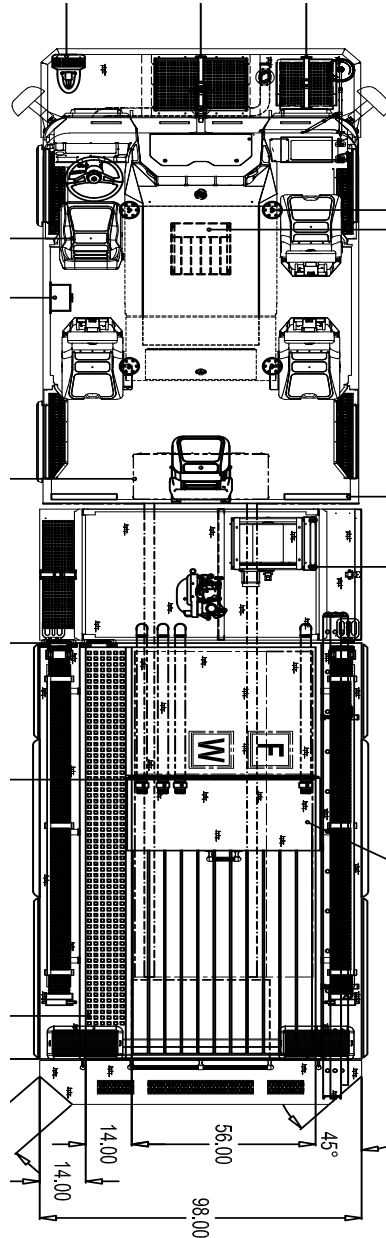
# Firefighter Positions & Pay

Engineer: \$50,712.36

FF/EMT: \$40,722.13

## NC Departments 1-5

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Captain: \$56,183.88

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CHIEF	\$114,839.73	\$42.47



# Fire Hose & Nozzles - \$60,000



# Reasons for New Discharge Hose

- Must revamp hoseloads and quantity. New Challenges within Large scale buildings. Junction @ Antiquity, Antiquity Heights, Baileys Glen Multifamily, Mt Zion Senior Center, Watermark Condos (6 stories)
- Age of hose has led to sections failing during tests, no spare hose. Inspected and cleaned after each use, tested annually. Leads to apparatus not being properly equipped
- Failing hose led to 2 FF LODD in Boston 3/26/16
- Advances in technology prevent hose failure and ensure proper GPM. Couple advanced hose with advanced nozzles for greater fire suppression efforts in new const.
- Support will ensure all Engine Companies in Cornelius are standardized across the board. Differing manufactures could lead to hose failure and FF injuries or death

## REQUEST FOR BOARD ACTION

 [Print](#)

**Date of Meeting:** March 5, 2018

**To:** Mayor and Board of Commissioners

**From:** Anthony Roberts, Town Manager

**Action Requested:**

Georgia Krueger and David Samson will give an update on the Ada Jenkins Center and their proposed funding request for FY19.

**Manager's Recommendation:**

Hear presentation.

**ATTACHMENTS:**

Name:	Description:	Type:
No Attachments Available		

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## REQUEST FOR BOARD ACTION

 [Print](#)

**Date of Meeting:** March 5, 2018

**To:** Mayor and Board of Commissioners

**From:** Anthony Roberts, Town Manager

**Action Requested:**

Cori Goldstein will give an update on Safe Alliance and the organizations proposed funding request for FY19.

**Manager's Recommendation:**

Hear presentation.

**ATTACHMENTS:**

Name:	Description:	Type:
No Attachments Available		

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## REQUEST FOR BOARD ACTION

 [Print](#)

**Date of Meeting:** March 5, 2018

**To:** Mayor and Board of Commissioners

**From:** Sean O'Donnell, Executive Director of Lake Norman Community Sailing (LNCS)

**Action Requested:**

Hear an update on LNCS and the organizations proposed funding request for FY19.

**Manager's Recommendation:**

Hear presentation.

**ATTACHMENTS:**

Name:	Description:	Type:
No Attachments Available		

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## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: March 5, 2018

**To:** Mayor and Board of Commissioners

**From:** Bence Hoyle, Police Chief

**Action Requested:**

Dave Rochester will give an update on the Crime Initiative Committee.

**Manager's Recommendation:**

Hear update.

**ATTACHMENTS:**

Name:	Description:	Type:
No Attachments Available		

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## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: March 5, 2018

To: Mayor and Board of Commissioners

From: Lori Harrell, Town Clerk


**Action Requested:**

Approve the minutes of the Feb. 19th Regular Meeting.

**Manager's Recommendation:**

Approve minutes

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">02-19-18_Regular_Meeting_draft.docx</a>	Regular Meeting	Backup Material

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## BOARD OF COMMISSIONERS

February 19, 2018  
MINUTES

### PRE-MEETING – 5:45PM

#### ❖ Art Center Update

Members of the Cornelius Arts Center (CAC) Board of Directors and Advisory Board introduced themselves. CAC President, Greg Wessling gave an update presentation (*Exhibit Book 30*) on the project's history, mission, vision, values and guiding principles. He outlined the drivers for success and then Pat Bechdol the CAC Vice President and Campaign Chair outlined the next steps in developing a business plan and project timeline. Mr. Bechdol also gave an update on the pre-design process and projected economic development that the new arts center will generate.

#### ❖ Closed Session

Mayor Washam called for a motion to go into Closed Session to discuss an economic development project.

*Commissioner Bilodeau made a motion to go into Closed Session at 6:33PM.  
Commissioner Ross seconded the motion and it passed unanimously, 5-0.*

Upon return to the Pre-meeting, Mayor Washam recessed the meeting at 6:50PM to go downstairs for the 7:00PM Regular meeting.

### REGULAR MEETING – 7:00PM

#### 1. CALL TO ORDER

Mayor Washam called the meeting to order at 7:02PM.

#### 2. DETERMINATION OF QUORUM

All commissioners were present for the meeting.

#### 3. APPROVAL OF AGENDA

*Commissioner Miltich made a motion to approve the agenda as presented.  
Commissioner Ross seconded the motion and it passed unanimously, 5-0.*

#### 4. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Mary Cooke led the pledge after a moment of silence was observed.

#### 5. MAYOR/COMMISSIONERS/MANAGER REPORTS

Commissioner Bilodeau reported on the following:

- Attended the North Meck Alliance meeting on Feb. 8<sup>th</sup>
- Attended a Smithville Community meeting on Feb. 12<sup>th</sup>
- Attended Commissioner Miltich's Cornelius Conversation on Feb. 13<sup>th</sup>



- PARC – Black History Celebration will be held at Town Hall on Feb. 24<sup>th</sup> (1PM-3PM); a Special Exhibit of Romare Bearden's is on display at Town Hall until Feb. 28<sup>th</sup>; and Summer Camp registration opens on Mar. 1<sup>st</sup>

Commissioner Ross reported on the following:

- Chamber – Living to Lead, Leadership conference will be held at Grace Covenant Church on Mar. 7<sup>th</sup> (9:30AM)

Commissioner Miltich reported on the following:

- Attended the North Meck Alliance meeting on Feb. 8<sup>th</sup>
- The first TAB organizational meeting was held on Feb. 13<sup>th</sup>
- Hosted the Cornelius Conversation on Feb. 13<sup>th</sup>
- The next CRTPO meeting is Feb. 21<sup>st</sup>

Commissioner Naas reported on the following:

- Attended the NMA on Feb. 8<sup>th</sup> where a presentation was given on the South Carolina Pennies for Progress program
- The first TAB meeting will be Feb. 26<sup>th</sup> at 6PM
- Attended an I-77 Advisory Group meeting on Feb. 14<sup>th</sup> and the next meeting will be held on Feb. 22<sup>nd</sup>

Mayor Washam reported on the following:

- EDC – Executive Director, Ryan McDaniels gave a brief update on the EDC and stated that their website now hosts local job listings available in the region (22 companies participating with 218 job listings)
- Attended the Ada Jenkins 20<sup>th</sup> year anniversary celebration
- The next Connecting Cornelius will be held on Mar. 5<sup>th</sup>
- The Board's budget retreat will be held on Mar. 7<sup>th</sup> & 8<sup>th</sup> at Graylyn International Conference Center in Winston-Salem
- The first evening Coffee Chat has been scheduled for Mar. 22<sup>nd</sup> at Town Hall (6:30PM)
- The Mar. 8<sup>th</sup> NMA meeting will have guest speakers Sen. Tarte and Rep. Bradford
- On Feb. 26<sup>th</sup> the Lynx Blue Line ribbon cutting will take place

## 6. CITIZEN CONCERNS/COMMENTS

There were no public comments expressed.

## 7. PUBLIC HEARING AND CONSIDERATION OF APPROVAL

### A. Land Development Code Update 2018

Mayor Washam called for a motion to open the public hearing on the Land Development Code update. The public notice is attached hereto.

*Commissioner Miltich made a motion to open the public hearing. Commissioner Ross seconded the motion and it passed unanimously, 5-0.*

Planning Director, Wayne Herron gave the staff presentation (*Exhibit Book 30*) on the last proposed text changes of the *Code* rewrite. He explained that staff and the Land Development Code Advisory Board have been working on the rewrite for the past 4 years. He gave an overview of the *Code* amendments that have been approved to simplify the process while protecting the quality of life for businesses and residents.

Mayor Washam invited the public to speak.

Joe Padilla with REBIC complemented staff and the LDCAB for their thoroughness and willingness to hear from the residents and businesses. He expressed concern with the proposed streetscape/landscape amendment and asked the Board to consider deferring their decision for 30-days to allow him time to review the proposed text change.

Debbie Monroe – 20328 Christofle Drive, a Lake Norman realtor for 30 years asked if the proposed *Code* change impacts temporary signage (i.e. open house signs).

Mr. Herron stated that Chapter 10 – Signage has remained unchanged except for the previous amendment to allow electronic signage for civic uses.

Commissioner Gilroy stated that allowing the additional time for review was unnecessary and he hoped it would not negatively impact any pending applications. Commissioner Bilodeau agreed with Commissioner Gilroy. Mr. Herron explained that because the *Code* is a living document, it can always be reviewed and amended.

*Commissioner Miltich made a motion to continue the public hearing until the Board's March 19<sup>th</sup> meeting. Commissioner Naas seconded the motion and it passed, 3-2 (Commissioners Gilroy and Bilodeau were opposed).*

## 8. CONSIDERATION OF APPROVAL

### A. PARC Commission Appointment

Manager Roberts explained that the PARC Commission unanimously approved the appointment of Andrew Heywood to fill a vacant seat on the PARC Commission.

*Commissioner Bilodeau made a motion to approve the appointment of Andrew Heywood to the PARC Commission. Commissioner Miltich seconded the motion and it passed unanimously, 5-0.*

### B. Easement Agreement for Water Transmission Main Project

Manager Roberts explained that the easement agreement is to construct a water main through a parcel of Town owned property in Antiquity along the greenway project.

*Commissioner Bilodeau made a motion to approve an easement agreement for Charlotte Water to construct a 24" water main through the Antiquity Greenway parcel owned by the Town. Commissioner Miltich seconded the motion and it passed unanimously, 5-0.*

9. CONSENT AGENDA

- A. Approve Minutes – Regular Meeting (Jan. 20<sup>th</sup>, Feb. 2<sup>nd</sup>, Feb. 5<sup>th</sup>) (Approved 5-0)
- B. Approve Minutes – Closed Session (Dec. 18<sup>th</sup>, Jan. 16<sup>th</sup>, Feb. 2<sup>nd</sup>) (Approved 5-0)
- C. FY2018 Audit Contract (Approved 5-0)
- D. Tax Refunds = \$773.18 (Approved 5-0)

*Commissioner Miltich made a motion to approve the Consent Agenda as presented.  
Commissioner Ross seconded the motion and it passed unanimously, 5-0.*

10. COMMISSIONER CONCERNS

There were no concerns expressed.

11. ADJOURNMENT

*There being no further business to discuss, Commissioner Miltich made a motion to adjourn at 7:48PM. Commissioner Ross seconded the motion and it passed unanimously, 5-0.*

Approved this 5<sup>th</sup> day of March, 2018.

ATTEST:

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Woody Washam, Jr., Mayor

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Lori A. Harrell, Town Clerk

## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: March 5, 2018

**To:** Mayor and Board of Commissioners

**From:** Lori Harrell, Town Clerk

**Action Requested:**

Approve the minutes for Closed Session for Feb. 19th.

**Manager's Recommendation:**

Approve minutes.

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">02-19-18_Closed_Session_draft.docx</a>	Closed Session Minutes	Backup Material

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