



# TOWN OF CORNELIUS

Cornelius Town Hall

## BOARD OF COMMISSIONERS

April 2, 2018

Agenda

### PRE-MEETING - 5:45 PM

- Strategic Communications Action Plan - Erica Madden
- Law Enforcement Services Interlocal Agreement
- Closed Session - Real Estate Acquisition

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### 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
  - A. Congresswoman Alma Adams
5. MAYORAL PROCLAMATIONS
  - A. National Telecommunicators Week
6. MAYOR/COMMISSIONERS/MANAGER REPORTS
7. CITIZEN CONCERNS/COMMENTS
8. CONSIDERATION OF APPROVAL
  - A. Continuum Board ExOfficio Member Appointment
  - B. Surplus Property Declaration and Property Exchange
  - C. Code of Ordinances - Title 9, Section 92.25 Noise
  - D. Law Enforcement Services Interlocal Agreement
9. CONSENT AGENDA
  - A. Approve Minutes - Regular Meeting
  - B. Approve Minutes - Closed Session
10. COMMISSIONER CONCERNS
11. 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 2, 2018

**To:** Mayor and Board of Commissioners

**From:** Andrew Grant, Asst. Town Manager


**Action Requested:**

Erica Madden will give a presentation on her recommendations for a strategic communication action plan.

**Manager's Recommendation:**

Hear presentation.

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">Strategic Communications Action Plan March 2018.pdf</a>	Action Plan Recommendation	Presentation

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Town of Cornelius

Strategic Communications  
Action Plan



# table of contents

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# introduction

The Town of Cornelius contracted Bloom Strategic Communications in January 2018 in an effort to unify its public message and proactively communicate with its constituents to help the community understand the strategic objectives and activities of the town.

The following report includes recommendations to turn communications challenges into opportunities. The recommended strategies are listed in order of priority, ranging from near term to long term. It is important to note that most of the strategies will not be effective unless the core recommendation is adopted: The Town of Cornelius should dedicate a full-time employee to focus on communications and community engagement. Currently communications is a “necessary evil” part of several individuals’ job responsibilities — the activities are not proactive or strategic.

This plan should be thought of as a living document, one that will change as ideas are tested — it is a Decide-Do/Refine-Do model!



# challenges

# internal: collaboration

We reviewed an extensive amount of internal data and held face-to-face conversations with several staff members and elected officials. Based on these internal interviews, a few things became evident:

- There are multiple people handling Town of Cornelius communications efforts, leading to a lack of definition of roles. The individuals very rarely interact with one another, and in most cases, the communications tasks are secondary to their other job functions, meaning there is little to no strategy around why, how, or when to communicate with constituents.
- The lack of collaboration leads to an inconsistent message and voice across Town departments.
- The Town has many social media channels, but the departments rarely cross promote or use social media with an eye towards truly engaging with constituents and gathering information.
- While the Town has a variety of opportunities for constituents to locate or receive information, analytics of these resources aren't regularly tracked to measure effectiveness.
- All elected officials are communicating their own message, via their own channels without any resources from the Town.

# external: community engagement

In addition to the important issue of a cohesive message and collaborative communications team, the Town lacks a proactive point person for community engagement. The consensus was that constituents don't pay attention to the Town until there is an issue that impacts them; while there is truth to that sentiment, there are many additional opportunities to build relationships, obtain feedback, and share Town highlights and issues.

- There is a lack of diversity at Town events with the same core group of people attending events and similar people interacting with the Town's social media channels.
- The Town offers limited leadership experiences to engage new faces in various Town service roles.
- The Town does very little to show off or appreciate its volunteers and activity participants.
- Constituents must search multiple places for information and/or be signed up for numerous alerts and newsletters to keep up with Town activities, events, and meetings.



## core recommendation

“

The single biggest problem in communication is the illusion that it has taken place. — George Bernard Shaw

”

Dedicate a full-time Communications Manager to execute day-to-day communications for the Town of Cornelius. The Manager will develop the Town’s cohesive message and enhance strategic community engagement opportunities.

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# communications manager

It is imperative the Town have a lead internal communications staff member to direct and coordinate activities. Consider hiring strategic communications consulting support to assist an entry level staff with big picture strategy, development of major campaigns, and community engagement activities. Please refer to the **Design File** at the end of this report for more complete role description.

## MANAGER'S FIRST 30 DAYS:

- Meet with current communications contributors to determine which activities should shift to the Manager and how best to collaborate
- Develop an internal Town-wide communications calendar that includes deadlines for collateral and a schedule of social media event-related posts
- Begin developing social media rules and voice
- Create/update list of HOA and community organization contacts and begin meeting with them to develop relationship and communication channels



## EXPLORE EXAMPLES:

Refer to the **Design File** at the end of report for recommendations on creating voice

Consider a social media calendar to plan posts across departments: [Social Media Calendar Spreadsheet](#)



**Near Term Priority**



**additional opportunities**



# improve social media engagement

“

Don't use social media to impress people; use it to impact people.

— Dave Willis

”

Define the Town's voice and purpose across each social media channel. Used appropriately, these channels can be very powerful spaces for the Town to articulate its message and engage with constituents.

---

# enhance social media

The Town currently has five Facebook pages (and two auxiliary pages: Fire Department and Library), four Twitter accounts, an Instagram account, and uses NextDoor for additional communication. There is a lack of consistent voice, cross promotion and creativity on these channels; many posts are wordy and lack visual appeal.

## GET SOCIAL IDEAS:

- Develop social media training for any administrators
- Create simple videos for use across most channels
- Design graphics for Facebook events, reminders, alerts, and emergency notifications
- Cross promote across pages, paying specific attention to major events or deadlines
- Establish volunteer social media ambassadors who can support the Town in neighborhood group pages
- Highlight staff and volunteers who serve the Town; for example, put faces to your public works staff



## EXPLORE EXAMPLES:

[The City of Anaheim's Facebook page](#)

The cross-promotion of government pages and other local resources by [Hallandale Beach on Facebook](#)

Mayor video board meeting recaps on [Town of Huntersville Facebook](#)



**Near Term Priority**

# be consistent

“

Small disciplines repeated with consistency every day lead to great achievements gained slowly over time. — John Maxwell

”

Make sure people know when and where they can expect to hear from you. And then repeat it often.

---

# be consistent

While there are a lot of places people can find out information about the Town, there is very little consistency about when and where to get specific information. Establishing core communications elements and then sharing that information across all channels will help constituents know where to go for Town messages.

## CONSISTENT IDEAS:

- Establish a monthly newsletter full of rich content, using the tool as a way to educate the community about its government, inform about events, and showcase the people who make Cornelius a vibrant, thriving Town
- Repurpose and reuse content! Determine which pieces of newsletter content are appropriate for social media and vice versa
- Use a calendar tool in the newsletters that allows people to quickly “Add Event” to their own personal calendar



## EXPLORE EXAMPLES:

A terrific newsletter example:

[Village of Glencoe March Newsletter](#)



**Near Term Priority**

# update the website

“

Be genuine. Be remarkable.  
Be worth connecting with. — Seth Godin

”

The current website has many tools and resources, but it is not user friendly. Create a space that is functional, intuitive, and beautiful — all things that describe the Town of Cornelius.

---



# update the website

There are many new apps and resources for government agencies. These bright shiny objects (that cost additional resources) might be unnecessary with a user-friendly website and effective mobile site. Users are accustomed to searching Google for questions — if set up properly, the Town's website should return in a Google search, eliminating the need to purchase other apps and accessories.

## WEBSITE IDEAS:

- Include bios of elected officials
- Incorporate a Social Media Hub to showcase various accounts
- Improve the Service Request Tracker
- Determine the internal rules for the Notify Me update system and offer sign ups only for lists the department intends to consistently use
- Test navigation with consumers to ensure friendliness
- Assess frequently asked questions to put most appropriate information on the home page



## EXPLORE EXAMPLES:

[Cedar Rapids](#)

[Village of Glencoe.org](#)

[Anaheim](#)

[City of Zephyrhills](#)



**Mid Term Priority**

## connect via text

“

If you just communicate, you can get by.

If you communicate skillfully, you can  
work miracles. — Jim Rohn

”

Why only use a text and voicemail alert system for emergencies? Get creative and share other important updates, deadlines, and activities in the Town of Cornelius.

---

# connect via text

With almost all communications tools, we rely on the user to do something in order to share information. Open and read emails. Check Facebook, Instagram, Twitter, and NextDoor AND see our posts. Visit the website, locate, and read the new information. There are powerful tools to send text messages straight to user's cell phones — texts are quick to read and have a 99% open rate!

## TEXT MESSAGE IDEAS:

- Send alert texts about important deadlines (voter registration, summer camp registration)
- Message from the Mayor or elected officials
- Interactive surveys or polls
- Newsletter sign-up opportunities
- Event reminders



## EXPLORE EXAMPLES:

[EZ Texting](#)

[txtwire](#)

[Blackboard Connect](#)

[Twilio](#)



**Mid Term Priority**

# develop a town logo and branding guide

“

Design is the silent ambassador  
of your brand. — Paul Rand

”

Develop a logo for the Town in an effort to improve visibility and consistency. Bonus: a branding process allows you to improve community engagement and spend time listening to constituents while you design your identity together.

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# develop a town logo & branding guide

A brand is an overall image, and it is reinforced by strong consistent language and visuals. A Town seal is not a replacement for a logo. A clear brand is important to generating community pride and provides an immediate visual trigger to a set of emotions or ideas that showcase the Town in the best possible light.

## WHY A BRANDING PROCESS?

- Branding processes create special collaboration with stakeholders, allowing constituents to articulate what is special about the place in which they live and creating a sense of ownership about its sustainability
- Each Town department can be individually branded under the same brand family
- Brand guidelines for colors and fonts help create consistency across all design collateral
- A clear logo is recognizable for event banners, t-shirts, sponsorships, and fundraising activities



## EXPLORE EXAMPLES:

[Boston Brand Guidelines](#)

[Greenville Brand Style Guide](#)

[Town of Cary Community Branding Project](#)



**Long Term Priority**

# conclusion

This report is focused on several big picture changes that should be adopted and implemented. With a new staffing structure, there will be additional opportunities for growth in both internal and external communications practices. It is important for a new staff member to build rapport and trust among co-workers, community liaisons, and elected officials so that future ideas have a good chance of being adopted and implemented effectively.

These recommendations will help establish a solid foundation for communications practices at the Town of Cornelius, and they are consistent with the Guiding Principles (*Character and Identity*) and Goals for Managing Growth (*Strengthen Citizen Engagement*) identified in the Town's Comprehensive Master Plan.



**design file**



# communications manager

## ROLES AND RESPONSIBILITIES

- Represent the town through the development and enhancement of relationships with key community groups, external agencies, and/or other interested parties, expanding events with town officials to meet community members where they are
- Write, edit, lay out, and coordinate distribution of necessary newsletters, reports, brochures, fliers, etc.; create or acquire graphic materials as needed to ensure consistent look and feel
- Write and distribute press releases and newspaper articles
- Maintain website with current content (minutes, agendas, news stories, calendar items, photos, quarterly reports etc), oversee site's community calendar, and coordinate updates for all town departments
- Coordinate and maintain social media sites for all town departments; train appropriate employees on best practices
- Attend, communicate, and promote a variety of town functions (public planning workshops, board meetings, special events)
- Plan and participate in meetings with Town officials, general public, community groups, religious organizations and schools to share information and discuss Town activities
- Assist the Town Manager with media relations opportunities and media requests
- Maintain database of HOAs, civic organizations, and other contacts
- Develop and lead citizen education programs designed to educate and engage citizens in Town government



# develop voice

**Humanize:** Make it personal and human — especially when the goal is connection as opposed to informing. Social media posts and department newsletters are opportunities to speak in a warmer, lighter, more accessible tone. Use informal, first person when appropriate to establish connection and relationship building as the goal of the communication.

**Values-Based:** Showcase Town values in communications — present on social media, in email blasts (header or footers, etc).

**Mix it Up:** Combine high-level insight with practical advice.

**Small Stuff Matters:** Look deep for places to create voice — update the language on the Report a Concern tracker, auto-email responses, 404 pages, etc. to make it empathetic and/or light-hearted, especially because these instances are times when the customer might be frustrated.

**Pictures Are Worth 1000 Words:** Create graphics and design with intentionality so that visuals match the Town voice.

**Break It Down:** Segment audience for specific communications when appropriate; adapt tone of voice and personality for different communications channels based on primary audience.

## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: April 2, 2018

**To:** Mayor and Board of Commissioners

**From:** Bence Hoyle, Police Chief

**Action Requested:**

Hear a presentation from Chief Hoyle on providing lake patrol service and police services within the Town's ETJ.

**Manager's Recommendation:**

Hear presentation.

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">LakeAgreement2018.pptx</a>	ETJ and Lake Patrol Services	Presentation

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CORNELIUS  
NORTH CAROLINA

*At Lake Norman*

# ETJ and Lake Patrol Contract

Updated Agreement for Approval



# Background

- In 2015 Cornelius, Mecklenburg County and Charlotte entered into an agreement for Cornelius to provide primary patrols on Lake Norman – increasing coverage to 24/7
- Funding included \$367K from the County and \$207K from Cornelius
- Benchmark: 15 minute response (enroute)
- Scope:
  - 911 response and patrols for all Mecklenburg waters
  - Assist other agencies on Lake Norman when feasible

# Background

- Other in-kind provisions from the County:
  - Lease of lake office and boat docks (combined and shared with CMPD)
  - Access to wholesale fuel at the police docks
  - Use of gated secure storage near the docks
  - New police boat house to shelter two large police boats securely

Note:

- Wholesale fuel was not available until year 3
- Police boat house is not complete (Completion in 2018)
- Neither of these were preventable by Mecklenburg County

# Accomplishments

- Average response time enroute: 3 minutes
- Average response time on-scene: 14 minutes
- Established navigational hazard removal program in cooperation with Duke Energy
- Eliminated the noise issues in year 1 at the sandbar by relocating the parties away from shore
- Established strong working relationships with the LNMCC and NC Wildlife
- Through the new beach opening, we have developed a great partnership with Meck County Parks as well



# Accomplishments

## Recovery Operations



# New Agreement (5 years)



- We negotiated an increase to cover costs incurred from previous agreement (fuel, annual cost increases in personnel)
- New agreement includes both ETJ and Lake Patrol
- County will provide:
  - ETJ – Two new FTE's for ETJ (\$133,000 Annually)
  - Lake – Year 1 - \$500,000 (previously \$367,000)
    - Years 2 – 5: \$460,000 annually
  - Initial year includes costs incurred in previous agreement, which was flat each year, and some capital costs
  - It also provides for 3% operating increases years 2-5

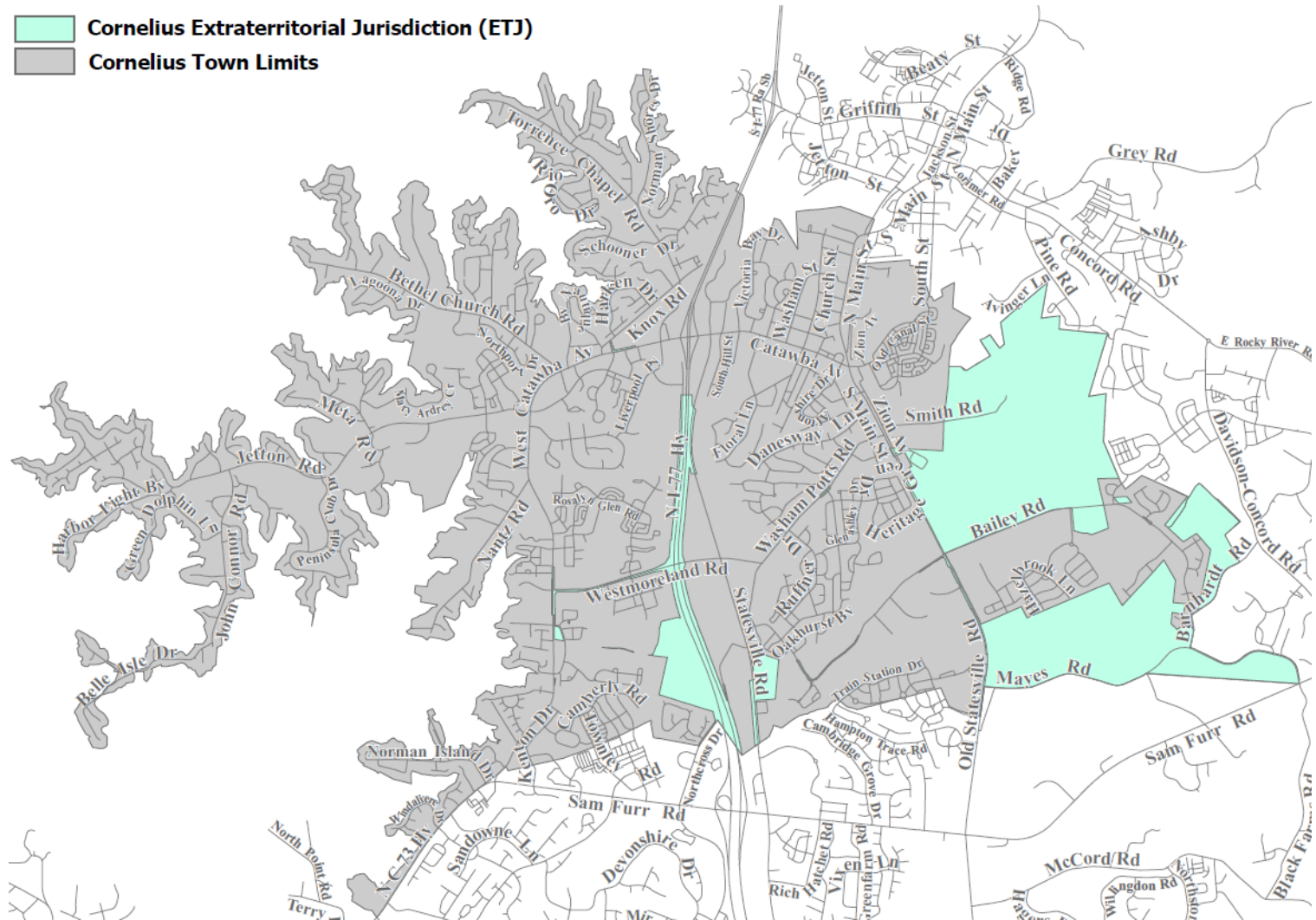


# New Agreement (5 years)

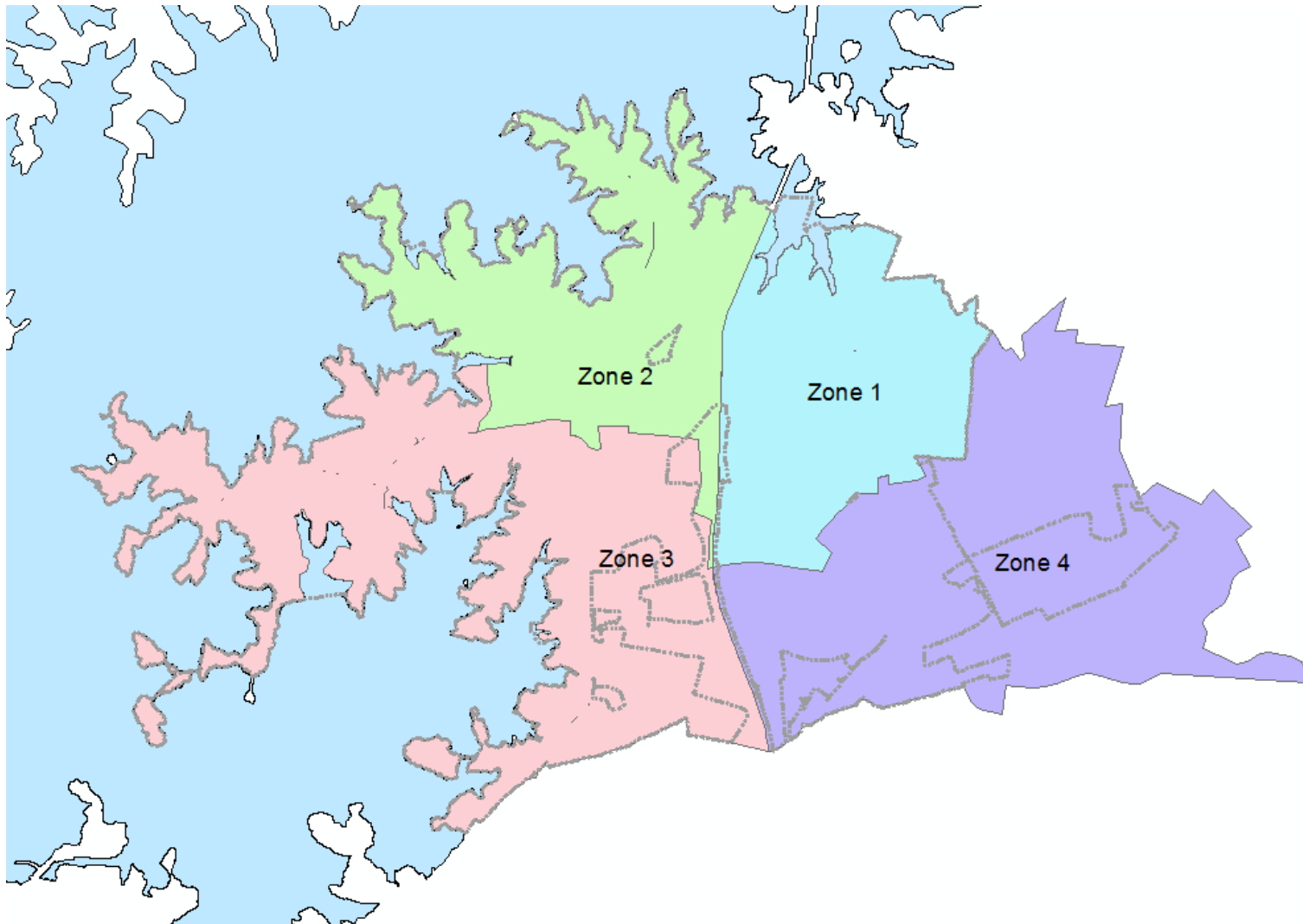
- Cornelius will provide ETJ support with existing FTE's
- Cornelius match on the lake agreement will remain as in the previous agreement and adjusted as needed
- Additional negotiated terms:
  - Because we were able to far exceed response time expectations:
    - Specific response time requirements have been removed from the contract (we will still track it but it is not specific)
    - We have adjusted language to allow for more flexibility in the off season to leverage lake personnel in patrol functions while maintaining exceptional response times
  - We adjusted language regarding medical certification requirements to leverage fire and rescue resources and give us more flexibility in utilizing part-time and volunteer support

# ETJ Territory Map

-  Cornelius Extraterritorial Jurisdiction (ETJ)
-  Cornelius Town Limits



# Approximate Patrol Zone Map



# Recommendation

- We recommend you approve this contract:
  - It allows us to continue the problem solving on the lake that was a huge problem in the past
  - The agreement has been improved due to small lessons learned in the current agreement
  - It solves the county's ETJ problem AND our unbalanced response zone problem
  - It covers the cost of growth in both the current and new contract
  - Questions?

## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: April 2, 2018

**To:** Mayor and Board of Commissioners

**From:** Andrew Grant, Asst. Town Manager

**Action Requested:**

Hold a Closed Session to discuss a potential real estate acquisition matter and receive legal advice from the Town Attorney.

**Manager's Recommendation:**

Hold a Closed Session.

**ATTACHMENTS:**

Name:	Description:	Type:
No Attachments Available		

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## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: April 2, 2018

**To:** Mayor and Board of Commissioners

**From:** Andrew Grant, Asst. Town Manager

**Action Requested:**

U.S. Congresswoman Alma Adams will address the Board after she leads the pledge.

**Manager's Recommendation:**

**ATTACHMENTS:**

Name:	Description:	Type:
No Attachments Available		

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## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: April 2, 2018

To: Mayor and Board of Commissioners

From: Bence Hoyle, Police Chief


**Action Requested:**

Each year, the second **full** week of April is dedicated to the men and women who serve as public safety telecommunicators. This year, April 8-14, 2018 is National Public Safety Telecommunicators Week.

**Manager's Recommendation:**

Execute a Proclamation recognizing National Public Safety Telecommunicators Week.

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">Telecommunicator_Week_2018.pdf</a>	Telecommunicators Week	Backup Material

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# *TOWN OF CORNELIUS PROCLAMATION*

## *HONORING CORNELIUS TELECOMMUNICATORS*

**WHEREAS**, the Town of Cornelius has provided citizens with emergency communication services for twenty five years commencing the first week of March, 1993 and E-911 services for twenty two years commencing the first week of March, 1996; and

**WHEREAS**, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and

**WHEREAS**, the Cornelius 911 Center has provided prompt, courteous, calming, and reassuring voices to almost 1 million requests for service from the public during the existence of this service; and

**WHEREAS**, the services of Public Safety Telecommunicators are a “silent service” and their duties are seldom observed by the public.

**NOW THEREFORE**, I, Woody Washam Jr., Mayor of the Town of Cornelius do hereby proclaim the week of April 8-14, 2018 as:

### ***PUBLIC SAFETY TELECOMMUNICATOR WEEK***

Proclaimed this 2<sup>nd</sup> day of April, 2018

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Woody Washam, Mayor

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the Town of Cornelius to be affixed this the 2<sup>nd</sup> day of April, 2018.



## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: April 2, 2018

To: Mayor and Board of Commissioners

From: Andrew Grant, Asst. Town Manager

**Action Requested:**

Mark McDowell has been serving as the ex officio member for Cornelius since July, 2015. Mr. McDowell has enjoyed serving on the Board and would like to be reappointed for another 1yr-term. His current term is set to expire on June 30, 2018.

**Manager's Recommendation:**

Reappoint Mark McDowell.

**ATTACHMENTS:**

Name:	Description:	Type:
No Attachments Available		

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## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: April 2, 2018

To: Mayor and Board of Commissioners

From: Andrew Grant, Asst. Town Manager

**Action Requested:**

Pursuant to NCGS 160A-266 and NCGS 160A-271, the Cornelius Board of Commissioners intends to authorize the exchange of certain property owned by the Town for certain property owned by Judson Stringfellow and Darryl Griwatz.



These properties are associated with Right-of-Way and easements for Nannie Potts Lane.

.035 acres of Town owned property (Tax ID 00519121) valued at \$2,736.00 that will be deeded to Judson Stringfellow and Darryl Griwatz. Judson Stringfellow and Darryl Griwatz will be deeding .077 acres valued at \$3,019.20 to the Town.

**Manager's Recommendation:**

Approve a Resolution declaring Town property as surplus in exchange new ROW and easements for Nannie Potts Lane and authorize the Town Manager and Attorney to finalize the paperwork.

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">RES-Stringfellow_ROW_Exchange.docx</a>	ROW Exchange	Resolution Letter
 <a href="#">STRINGFELLOW_Exchange.pdf</a>	ROW Map	Backup Material

**A RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS AND DECLARING THE TOWN'S INTENT TO ENTER INTO AN EXCHANGE AGREEMENT PURSUANT TO N.C. GEN. STAT. § 160A-266 AND N.C. GEN. STAT. § 160A-271**

**WHEREAS**, the Town owns surplus property consisting of approximately 0.035 acres consisting of a portion of Mecklenburg County Tax Parcel Number 005-191-21, also identified as "Town Surplus Property" on the "Boundary Recombination Survey for the Town of Cornelius Involving the Properties of Judson Stringfellow and Darryl Griwatz" dated November 2, 2017 ("the Town Surplus Property"). Town Surplus Property is valued, based on current tax assessment, at approximately \$2,736.00; and

**WHEREAS**, Judson Stringfellow and Darryl Griwatz own property consisting of approximately 0.070 acres, consisting of a portion of Mecklenburg County Tax Parcel Number 005-191-22, also identified as "Parcel F" on the referenced Survey, together with permanent drainage easement and temporary construction easements as shown on the Survey (collectively, "New ROW and Easements"). New ROW and Easements is valued, based on current tax assessment, at least \$3,019.20 (more than the value of the Town Surplus Property"); and

**WHEREAS**, Judson Stringfellow and Darryl Griwatz have agreed to exchange the New ROW and Easements for the Town Surplus Property; and

**WHEREAS**, the Town wishes to declare Town Surplus Property surplus and approve the exchange of Town Surplus Property for New ROW and Easements.

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Town of Cornelius that:

1. Town Surplus Property is hereby declared surplus;
2. The Town Manager or his/her designee is authorized to negotiate an exchange agreement in accordance with the terms set out above and to execute all closing documents necessary to consummate this exchange.

Adopted this 2<sup>nd</sup> day of April, 2018.

\_\_\_\_\_  
Woody Washam Jr., Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Lori A. Harrell, Town Clerk

\_\_\_\_\_  
Town Attorney

Certificate of Ownership and Dedication. I hereby certify that I am the owner of the property shown and described herein, which is located in the subdivision jurisdiction of the Town of Cornelius and that I hereby adopt this plan of subdivision with my free consent, establish minimum building setback lines, preserve and protect all significant trees over 18 inches diameter in the tree and root protection area, plant supplementary trees if required, and dedicate all streets, alleys, walks, parks, and other sites and easements, to public or private uses as noted. Furthermore, I hereby dedicate all sanitary sewer, storm sewer, and water lines that are located in public utility easements or rights-of-way to the Town of Cornelius and the Charlotte-Mecklenburg Utility Department.

DATE OWNER

DATE OWNER

DATE OWNER

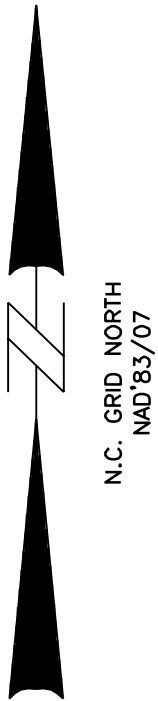
Certificate of Approval for Recording. I hereby certify that the subdivision plat shown hereon is exempt from the subdivision provisions of the Cornelius Land Development Code, and is therefore exempt from its provisions. The plot has been found to comply with the zoning regulations of the Cornelius Land Development Code, and has been approved by the Town of Cornelius for recording in the Office of the Register of Deeds of Mecklenburg County.

DATE PLANNING DIRECTOR, CORNELIUS, NC

Certificate of Approval for Recording. I certify that this plat is not within a designated Public Water Supply Watershed.

DATE WATERSHED ADMINISTRATOR, TOWN OF CORNELIUS

Map Book \_\_\_\_\_, Page \_\_\_\_\_



DATUM DESCRIPTION:  
THE LOCALIZED COORDINATE SYSTEM DEVELOPED FOR THIS PROJECT IS BASED ON STATE PLANE COORDINATES ESTABLISHED BY: CONTROL POINT WITH NAD 83(2011) STATE PLANE COORDINATES OF NORTHING: 634,775.05 EASTING: 1,442,994.78 ELEVATION: 790.76. THE AVERAGE COMBINED GRID FACTOR USED ON THIS PROJECT (GROUND TO GRID) IS: 0.999847543. VERTICAL DATUM: NAVD 88. ALL LINEAR DIMENSIONS ARE LOCALIZED HORIZONTAL DISTANCES. DATE OF SURVEY: 1/2014

#### NOTES

1. ALL DISTANCES SHOWN ARE HORIZONTAL MEASUREMENTS.
2. NO NCGS MONUMENTS WERE FOUND WITHIN 2000' OF THIS PROPERTY.
3. THIS MAP IS PREPARED FOR RECORDATION AS PER G.S. 47-30.
4. ZONING INFORMATION, IF SHOWN, IS AS PROVIDED BY THE CORNELIUS ZONING DEPARTMENT.

#### REVIEW OFFICER'S CERTIFICATE

I, \_\_\_\_\_ REVIEW OFFICER OF MECKLENBURG COUNTY, CERTIFY THAT THE MAP OF PLAT, TO WHICH THIS CERTIFICATE IS AFFIXED, MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER DATE

#### REVISION

11/05/17 CHANGED AREA DESCRIPTION  
01/25/18 UPDATED TO GS 47-30  
02/16/2018 ADDED EASEMENTS

#### NORTH CAROLINA

I, TIMOTHY A. RUDOLPH, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL FIELD SURVEY CONDUCTED UNDER MY SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE; THAT THE PROPERTY LINES SHOWN ARE BASED UPON AN ACTUAL FIELD SURVEY UNLESS OTHERWISE NOTED HEREON. THE RATION OF PRECISION AS CALCULATED IS 1:10,000+, THIS PLAT IS PREPARED IN ACCORDANCE WITH GS 47-30 AS AMENDED, SOURCE OF TITLE FOR PROPERTY SURVEYED IS DEED BOOK 28772, PAGE 514 AND DEED BOOK 28563, PAGE 452, MECKLENBURG COUNTY REGISTER OF DEEDS, WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 2ND DAY OF NOVEMBER, 2017.

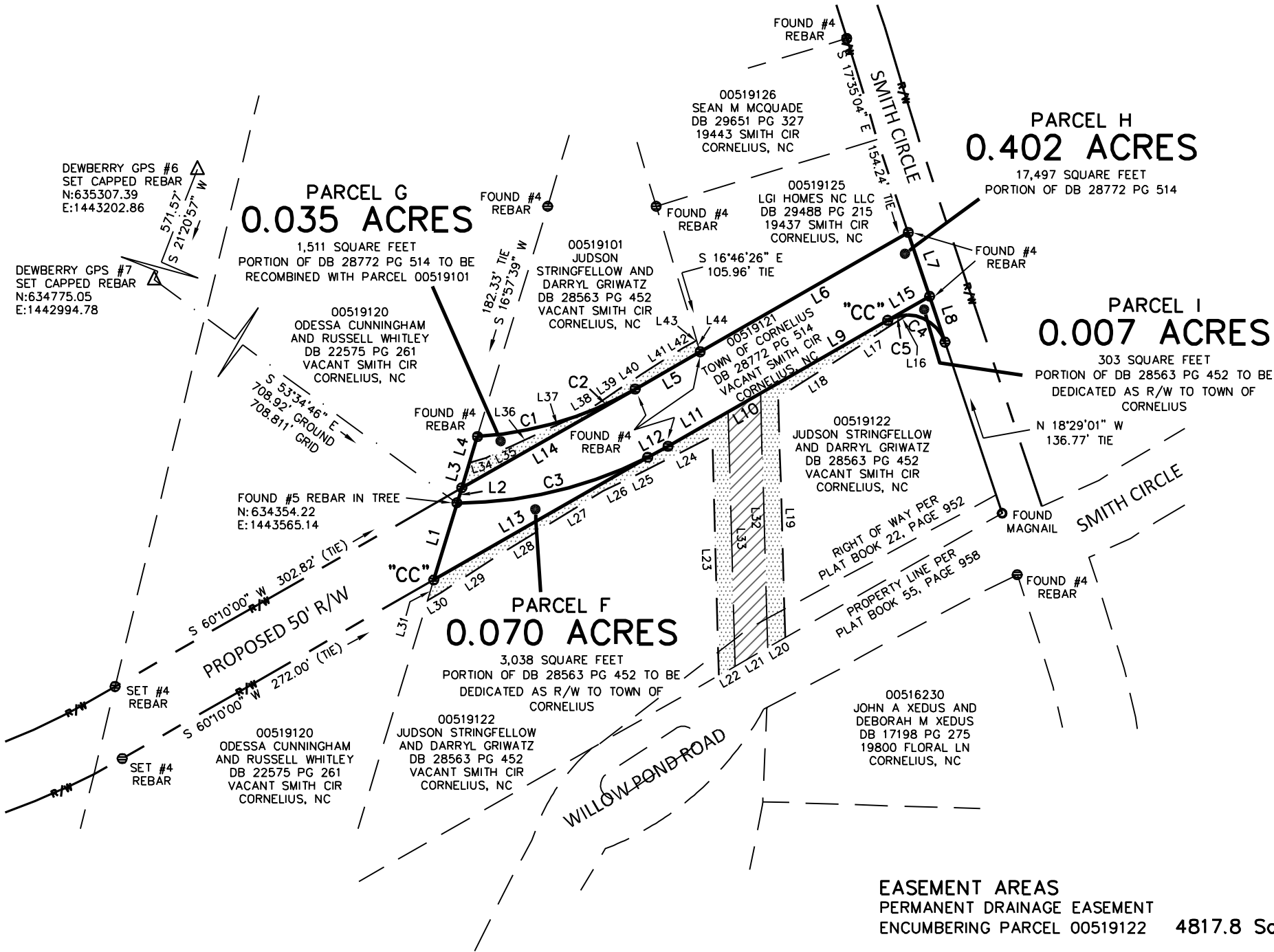


#### NORTH CAROLINA

I, TIMOTHY A. RUDOLPH, CERTIFY THAT THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION OR EXCEPTION TO THE DEFINITION OF SUBDIVISION. (D)

L-2666  
PROFESSIONAL LAND SURVEYOR LICENSE NUMBER

L-2666  
PROFESSIONAL LAND SURVEYOR LICENSE NUMBER



#### EASEMENT AREAS

PERMANENT DRAINAGE EASEMENT  
ENCUMBERING PARCEL 00519122 4817.8 Sq. Feet

TEMPORARY CONSTRUCTION EASEMENT  
ENCUMBERING PARCEL 00519122 7700.7 Sq. Feet

TEMPORARY CONSTRUCTION EASEMENT  
ENCUMBERING PARCEL 00519101 651.1 Sq. Feet

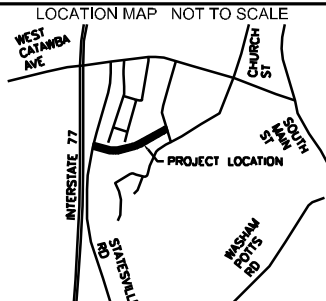
TEMPORARY CONSTRUCTION EASEMENT  
ENCUMBERING PARCEL G 879.5 Sq. Feet

TOTAL TEMPORARY CONSTRUCTION EASEMENT 9231.3 Sq. Feet

#### LEGEND

RIGHT OF WAY  
EXISTING PROPERTY LINE  
PROPERTY LINE NOT SURVEYED  
SET #5 REBAR UNLESS LABELED OTHERWISE  
CONTROL CORNER  
PERMANENT DRAINAGE EASEMENT  
TEMPORARY CONSTRUCTION EASEMENT

CURVE	ARC LENGTH	RADIUS	CHORD BEARING	CHORD LENGTH
C1	76.19'	275.00'	N 78°27'07" E	75.95'
C2	49.70'	275.00'	N 65°20'15" E	49.63'
C3	149.83'	325.00'	S 76°27'07" W	148.51'
C4	37.15'	30.00'	N 53°57'41" W	34.82'
C5	15.91'	30.00'	S 75°21'51" W	15.73'



#### PLAT PREPARED FOR

Town of Cornelius  
Mr. Tyler Beardsley  
P.O. BOX 399  
Cornelius, NC 28031  
PH. (704) 892-6031  
FAX. (704) 896-2462  
tbeardsley@cornelius.org

PRELIMINARY PLAT  
NOT FOR RECORDATION,  
CONVEYANCE OR SALES  
SUBMITTED FOR REVIEW



#### BOUNDARY RECOMBINATION SURVEY FOR THE TOWN OF CORNELIUS INVOLVING THE PROPERTIES OF

JUDSON STRINGFELLOW & DARRYL GRIWATZ

- RIGHT OF WAY CONVEYANCES FOR NANNIE POTTS LANE -

SCALE: 1"=100' DRAWN BY: MARK DENNIS TOWNSHIP / CITY:  
DATE: NOVEMBER 2, 2017 JOB NUMBER: 50070656 LOCATED IN THE TOWN OF CORNELIUS, MECKLENBURG COUNTY, NORTH CAROLINA

GRAPHIC SCALE  
0 50 100 200 300 400

## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: April 2, 2018

To: Mayor and Board of Commissioners

From: Wayne Herron, AICP

Director of Planning

**Action Requested:**

An amendment is proposed to Section 92.25(T) to denote that golf courses may operate mechanical yard equipment between the hours of 6:00am and 7:00pm (9:00pm during Daylight Savings time).

**Manager's Recommendation:**

Approve an Ordinance to amend the Code of Ordinances Title 9, Section 92.25.

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">Noise_Amendment.docx</a>	Ordinance	Backup Material

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**AN ORDINANCE TO AMEND  
THE TOWN OF CORNELIUS CODE OF ORDINANCES**

**WHEREAS**, it has become necessary for the Town to update specific Titles within the Town's Code of Ordinances; and

**WHEREAS**, this change represents a revised Code provision.

**NOW THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Town of Cornelius that the Code of Ordinances, Title 9, Section 92.25(T) is hereby amended and adopted as follows:

92.25(T) The use or operation of mechanical yard equipment, including, but not limited to chain saws, chippers, edgers, tillers, lawn mowers, weed eaters, leaf blowers, or hedge trimmers except between the hours of 7:00 am and 7:00 pm (9:00 pm during Daylight Savings time) and for golf courses between the hours of 6:00 am and 7:00 pm (9:00 pm during Daylight Savings time).

Adopted this 2<sup>nd</sup> day of April, 2018.

\_\_\_\_\_  
Woody T. Washam, Jr., Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Lori A. Harrell, Town Clerk

\_\_\_\_\_  
Town Attorney

## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: April 2, 2018

To: Mayor and Board of Commissioners

From: Bence Hoyle, Police Chief



**Action Requested:**

Cornelius has been providing lake patrol services under contract with Mecklenburg County since 2015. This contract is up for renewal. Mecklenburg County is also requesting we contract to provide police services in our ETJ. This request is for approval of a new contract with Mecklenburg County to provide police services in the Cornelius ETJ and on Lake Norman.

**Manager's Recommendation:**

Approve a Resolution to enter into an Interlocal Agreement with Mecklenburg County to provide police services in the Cornelius ETJ and on Lake Norman.

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">RES-ETJ_and_Lake_Patrol.docx</a>	Resolution for Interlocal Agreement	Resolution Letter
 <a href="#">Cornelius_Police_Interlocal_Agreement_Final_3_27_18.docx</a>	Interlocal Agreement	Backup Material

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**TOWN OF CORNELIUS BOARD OF COMMISSIONERS  
RESOLUTION  
APPROVING LAW ENFORCEMENT SERVICES INTERLOCAL AGREEMENT  
BETWEEN MECKLENBURG COUNTY AND TOWN OF CORNELIUS**

**WHEREAS**, the City of Charlotte Police Department and the Mecklenburg County Police Department were consolidated as the Charlotte-Mecklenburg Police Department on October 1, 1993 pursuant to Article 20, Chapter 160A of the North Carolina General Statutes and Chapter 1170 of the 1969 Session Laws, by the agreement entitled “Agreement Between the City of Charlotte and Mecklenburg County for the Consolidation of the Charlotte and Mecklenburg County Police Departments” (“City/County Police Agreement”), which agreement as amended effective July 1, 1996, was terminated by the County effective July 1, 2018; and

**WHEREAS**, pursuant to the City/County Police Agreement, from 1993 until June 30, 2018 the Charlotte-Mecklenburg Police Department provided law enforcement services within the extraterritorial jurisdiction area of the Town of Cornelius (the “Town”); and

**WHEREAS**, in 2015 the City of Charlotte (“City”), the County and the Town entered into that certain Lake Norman Patrol Agreement dated as of July 1, 2015, with a term to end June 30, 2018, for the Town and the City to share responsibility for providing law enforcement services to Lake Norman; and

**WHEREAS**, Chapter 1170 of the 1969 Session Laws was amended by Chapter 42 of the 2017 Session Laws to give the County the authority to extend the powers and rights exercised by the police officers of any municipality within Mecklenburg County throughout that municipality's extraterritorial jurisdiction as defined in G.S. 160A-360 (“ETJ”), with those powers to include jurisdiction, authority, the power to arrest, and the power to serve criminal and civil process; and

**WHEREAS**, pursuant to such an agreement between the County and a municipality, the municipality's police officer would have the same privileges, immunities, and Workers' Compensation coverage throughout that municipality's ETJ as within the municipality; and

**WHEREAS**, pursuant to the provisions of Article 20 of Chapter 160A of the North Carolina General Statutes and Chapter 1170 of the 1969 Session Laws, as amended by Chapter 42 of the 2017 Session Laws, the County and the Town wish to enter into this Law Enforcement Services Agreement, an interlocal cooperation agreement, to specify the level of law enforcement services to be provided by the Cornelius Police Department (“CPD”) within the Town’s ETJ and Lake Norman, and the financial arrangement between the County and the Town with respect thereto.



**NOW, THEREFORE, BE IT RESOLVED** by the Town of Cornelius Board of Commissioners that the “Law Enforcement Services Interlocal Agreement between Mecklenburg County and the Town of Cornelius” attached hereto is hereby approved, and the Town Manager is hereby authorized to execute such interlocal agreement in substantially the form attached hereto, and that this Resolution shall be spread upon the minutes.

Adopted the 2th day of April, 2018.

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Woody Washam, Jr., Mayor

ATTEST:

APPROVED AS TO FORM:

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Lori A. Harrell, Town Clerk

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Karen K. Wolter, Town Attorney

## **LAW ENFORCEMENT SERVICES INTERLOCAL AGREEMENT BETWEEN MECKLENBURG COUNTY AND TOWN OF CORNELIUS**

This Law Enforcement Services Interlocal Agreement ("Agreement") is effective as of the first day of July, 2018 between **MECKLENBURG COUNTY** (hereinafter the "County"), a political subdivision of the State of North Carolina, and the **TOWN OF CORNELIUS** (hereinafter the "Town") a municipal corporation organized under the laws of the State of North Carolina.

### **WITNESSETH:**

**WHEREAS**, the City of Charlotte Police Department and the Mecklenburg County Police Department were consolidated as the Charlotte-Mecklenburg Police Department on October 1, 1993 pursuant to Article 20, Chapter 160A of the North Carolina General Statutes and Chapter 1170 of the 1969 Session Laws, by the agreement entitled "Agreement Between the City of Charlotte and Mecklenburg County for the Consolidation of the Charlotte and Mecklenburg County Police Departments" ("City/County Police Agreement"), which agreement as amended effective July 1, 1996, was terminated by the County effective July 1, 2018; and

**WHEREAS**, pursuant to the City/County Police Agreement, from 1993 until June 30, 2018 the Charlotte-Mecklenburg Police Department provided law enforcement services within the extraterritorial jurisdiction area of the Town; and

**WHEREAS**, in 2015 the City of Charlotte ("City"), the County and the Town entered into that certain Lake Norman Patrol Agreement dated as of July 1, 2015, with a term to end June 30, 2018, for the Town and the City to share responsibility for providing law enforcement services to Lake Norman; and

**WHEREAS**, Chapter 1170 of the 1969 Session Laws was amended by Chapter 42 of the 2017 Session Laws to give the County the authority to extend the powers and rights exercised by the police officers of any municipality within Mecklenburg County throughout that municipality's extraterritorial jurisdiction as defined in G.S. 160A-360 ("ETJ"), with those powers to include jurisdiction, authority, the power to arrest, and the power to serve criminal and civil process; and

**WHEREAS**, pursuant to such an agreement between the County and a municipality, the municipality's police officer would have the same privileges, immunities, and Workers' Compensation coverage throughout that municipality's ETJ as within the municipality; and

**WHEREAS**, pursuant to the provisions of Article 20 of Chapter 160A of the North Carolina General Statutes and Chapter 1170 of the 1969 Session Laws, as amended by Chapter 42 of the 2017 Session Laws, the County and the Town wish to enter into this Law Enforcement Services Agreement, an interlocal cooperation agreement, to specify the level of law enforcement services to be provided by the Cornelius Police Department ("CPD") within the

Town's ETJ, and the financial arrangement between the County and the Town with respect thereto.

**NOW, THEREFORE**, in consideration of the premises and pursuant to the terms of this Agreement, the County and the Town agree as follows:

**1. Purpose of Agreement.**

The purpose of this Agreement is to specify the level of law enforcement services to be provided by the Cornelius Police Department ("CPD") within the Town's extraterritorial jurisdiction as defined in G.S. 160A-360 ("ETJ"), and the financial arrangement between the County and the Town with respect thereto.

**2. Lease of Space for Police Operations.**

The County leases Ramsey Creek Park (Tax Parcel 001-061-55A) from Duke Energy and agrees to make the following portions and facilities at Ramsey Creek Park available for use by the Town as follows:

a) Boat House, Pier and Fueling System.

By a separate lease agreement between the County and the Town, the Boat House, Pier and Fueling System at Ramsey Creek Park will be leased to the Town for use by the CPD. The Town is to be responsible for all maintenance (to County standards) and for payment for all utilities. The lease from the County to the Town will be subject to the lease from Duke Energy. The County has installed a system on the existing pump that will record how much fuel is used by the CPD.

b) Fenced Yard adjacent to Boat House.

The County will give the Town a license to use this yard for outside storage.

c) Former Caretaker's House.

This structure will be leased to the Town for use by the CPD. The Town will be responsible for all maintenance (to County standards) and for payment for all utilities. The lease from the County to the Town will be subject to the lease from Duke Energy.

**3. Police Services.**

- a) The County is contracting with the Town to provide law enforcement services within the Town's ETJ. The ETJ as of the date of execution of this Agreement is shown in Attachment A. The ETJ will change from time to time as annexation and de-annexation occurs.

- b) Operational decisions in law enforcement are, and shall continue to be, made on the basis of professional police judgment. Services to be provided within the ETJ will be established by the Chief of Police of the CPD consistent with the terms of this Agreement and based upon an assessment of the law enforcement needs in such areas and the CPD's mission to be responsive to those needs.
- c) The CPD will police the ETJ with levels of service consistent with similar regions within the Town limits including but not limited to: routine patrols, 911 response, crime fighting, community engagement, violent crime investigations, special victims investigations, covert operations, special operations and administrative services.
- d) Any dispute involving police services or costs thereof will be resolved by consultation between the County and Town Managers as provided in Section 10.
- e) The CPD shall submit to the County Manager and Board of County Commissioners quarterly written reports to include the following minimum data regarding their ETJ:
  - i. Total number of citizen generated and officer initiated calls for service responded to by on-duty CPD officers in the ETJ including total Events, Units, and Service Time (hours), type of call and priority of calls
  - ii. Special Operations Division Deployment in the ETJ
  - iii. Traffic Related Incidents in the ETJ including traffic stop and traffic accidents with separate count of fatalities and DWIs
  - iv. Description and number of Community Events in Patrol Divisions that surround and are in the ETJ
  - v. Description of non-sensitive special police initiatives that occurred in the ETJ
  - vi. Number of adult arrests in the ETJ
  - vii. Number of items of evidence and property seized, collected, processed and stored from the ETJ by CPD.

- f) Once a year, the Cornelius Chief of Police shall personally appear at a meeting of the Board of County Commissioners to provide the Board of County Commissioners a report regarding the police services that are being provided in the ETJ, including explanations for any apparent crime trends.
- g) Lake Patrol responsibilities as outlined in Attachment C.
- h) Law Enforcement services to be provided by the Town in the ETJ do not include animal control since the City of Charlotte is contractually obligated to provide animal control services for the entire unincorporated area of Mecklenburg County by the July 1, 2001 "Restated Consolidated Shared Programs Joint Undertaking Agreement" between Mecklenburg County and the City of Charlotte.

#### **4. Personnel.**

All personnel involved in providing law enforcement services pursuant to this Agreement on behalf of the Town shall either be employees or agents of the Town. The County nor its elected officials, nor their agents, nor their employees, shall have the authority to supervise persons engaged in providing law enforcement services on behalf of the Town.

#### **5. Police Services Funding Formula.**

- a) The amount that the County shall pay the Town for police services is set forth in Attachment B to this Agreement, Police Services Funding Formula, which is incorporated herein by reference.
- b) For each fiscal year of this Agreement, by the 10th day of each month, the County shall pay to the Town one twelfth (1/12) of the annual amount computed using the Police Services Funding Formula, as estimated and as contained in the County's adopted Budget for that fiscal year.

#### **6. Property.**

Any real or personal property acquired by the Town in connection with the services to be provided hereunder shall be owned solely by the Town and shall remain the property of the Town after termination of this Agreement.

**7. Indemnification and Responsibility for Claims.**

The parties agree to be liable for their own negligence, and to indemnify and hold each other harmless with respect to the claims for which it is responsible to the fullest extent permitted by law.

**8. Term of Agreement.**

An interlocal agreement must be of “reasonable” duration under NCGS 160A-461, and therefore the parties agree that the term of this Agreement is a five (5) year term beginning on July 1, 2018. Effective at the end of the third fiscal year of this Agreement, this Agreement may be terminated in its entirety for any reason at the beginning of either the fourth (4th) or fifth (5th) fiscal year by either the Town or County upon notice in writing delivered to the office of the Manager of the governmental unit to which the notice is directed. Any such notice must be given at least seventeen (17) months prior to the July 1 effective date of the termination.

**9. Termination of Agreement for Default.**

Failure of the County to provide the funds to the Town as required by this Agreement is an event of default which would allow the Town to terminate this Agreement as provided herein.

Failure of the County to provide use of Ramsey Creek Park as provided herein is an event of default which would enable the Town to terminate this Agreement as provided herein.

Failure of the Town to provide the law enforcement services as required by this Agreement is an event of default which would enable the County to terminate this Agreement as provided herein.

If a party to this Agreement shall fail to fulfill in a timely and proper manner, or otherwise materially violate any of the provisions of this Agreement as stated above, the other party stated above to have a right to terminate shall thereupon have the right to give written notice to the defaulting party of its intent to terminate specifying the grounds for termination. Where such failure or violation continues for more than thirty (30) days after written notice to correct the condition therein specified, the non-defaulting party may terminate this Agreement. Provided, however, that where fulfillment of such obligation requires activity over a period of time and the defaulting party, following receipt of such notice, shall have immediately commenced to perform whatever may be required to cure the particular default and continues such performance diligently, the thirty (30) day time limit may be waived by the party giving notice. And further provided that the party which has been given the notice of termination shall have the right to contest the termination by following the procedure contained in the Dispute Resolution Process section of this Agreement. Termination for default shall be effective on the date stated in the notice of termination, with such date being no earlier than seventeen (17)

months after the date of the notice, thus allowing the effective date of termination to be in the middle of a fiscal year.

#### **10. Dispute Resolution Process.**

The parties agree that any disputes, including any disputes as to the right of a party to terminate this Agreement, shall first be attempted to be resolved by the County and Town Managers. Any dispute which cannot be resolved by the Managers will be attempted to be resolved by mediation using a mediator selected by the Managers. Any dispute as to termination that cannot be resolved by the Managers shall be final as determined by the party giving notice of termination. Any other disputes may be resolved by arbitration if mutually agreed upon by the Managers.

#### **11. Amendments.**

Any amendments to this Agreement must be in writing, approved by the Mecklenburg Board of County Commissioners and the Cornelius Board of Commissioners, and signed by officials delegated the responsibility to sign such amendments.

#### **12. General Provisions**

- a) All terms among the parties concerning the subject matter are contained in this Agreement.
- b) Waiver of a term does not affect the right of a party to terminate this Agreement.
- c) The parties agree that they are not made agents of each other by this Agreement.
- d) The authority for a party to enter into this Agreement must be approved by a resolution adopted by its governing body.

Executed as of the day and year first stated above by authority duly granted by the Mecklenburg Board of Commissioners and the Cornelius Board of Commissioners.

**MECKLENBURG COUNTY**

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County Manager

Approved as to form

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County Attorney

**TOWN OF CORNELIUS**

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Town Manager

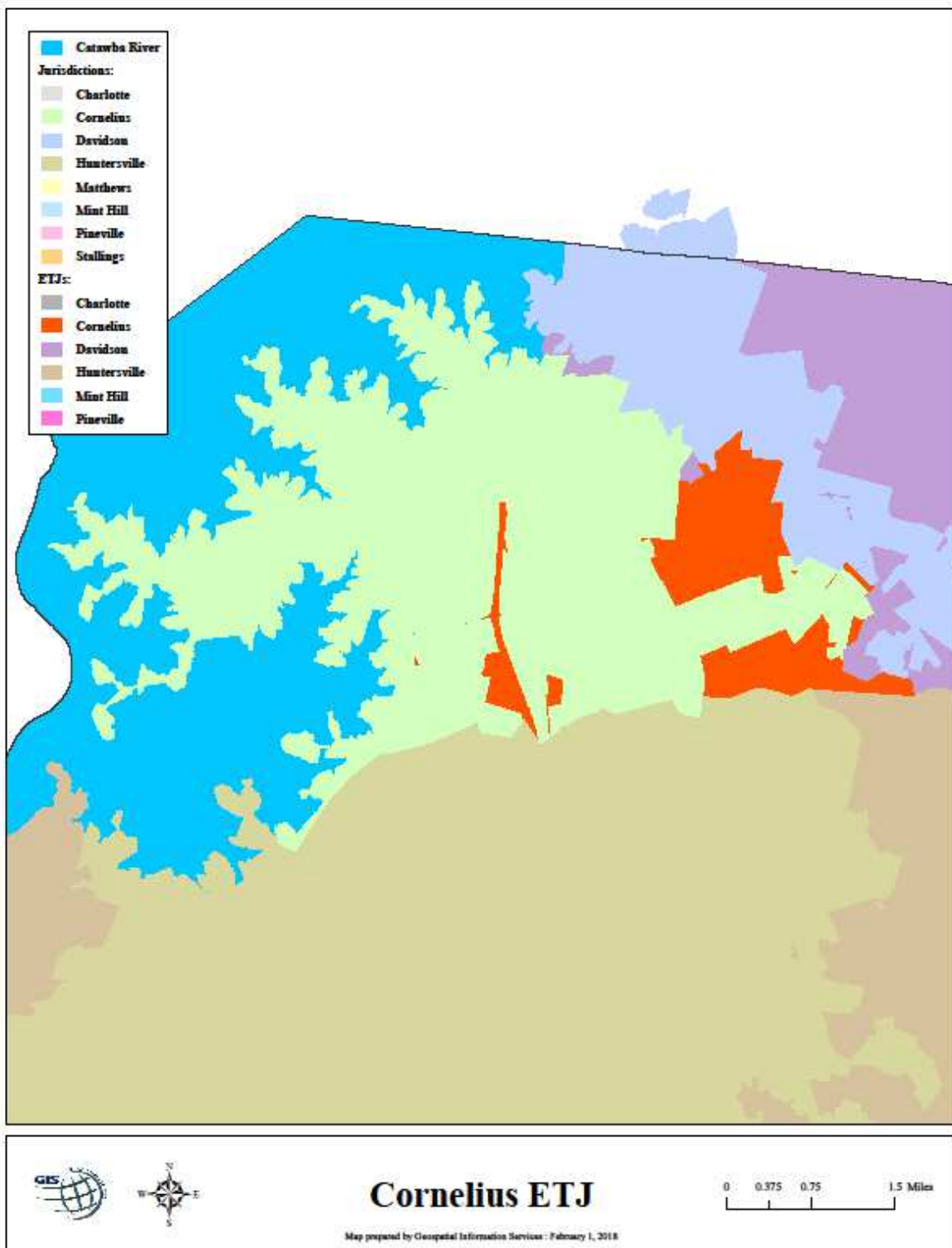
Approved as to form

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Town Attorney



## ATTACHMENT A



## **ATTACHMENT B**

### **Police Services Funding Formula**

- 1) The Board of County Commissioners retains the right to determine whether any law enforcement service district tax will be levied for the ETJ, and if so, in what amount or amounts. The parties to this Agreement agree that any language in this Agreement that implies, or might be interpreted to imply, that the Board of County Commissioners is obligated to levy a law enforcement service district tax in the ETJ will not be interpreted in that manner.
- 2) In Fiscal Year 2019 through Fiscal Year 2023, the County will pay the Town of Cornelius \$133,000 each fiscal year for furnishing law enforcement services. In addition, the County will pay the Town of Cornelius \$500,000 in Fiscal Year 2019, and \$460,000 in Fiscal Year 2020 through Fiscal Year 2023, to provide primary law enforcement coverage for routine patrol of Lake Norman waters and shoreline within Mecklenburg County. No additional funding will be provided to the Town of Cornelius to provide law enforcement services to the ETJ, including for vehicle replacement costs which will occur in Fiscal Year 2019 and in Fiscal Year 2022 or 2023.
- 3) If any portion of the ETJ is annexed by the Town of Cornelius or any other municipality after this Agreement is executed, the calculation of payment to the Town shall be calculated such that the remaining property in the reduced ETJ would not experience any net increase in taxes should the Board of County Commissioners levy a law enforcement service district tax in the ETJ.

## **ATTACHMENT C**

### **Lake Patrol Agreement**

- 1) Town will provide primary law enforcement coverage for routine patrol of Lake Norman waters and shoreline within Mecklenburg County.

The Cornelius Lake Enforcement Unit “Cornelius Lake Patrol”) will be allocated sufficient FTE’s to provide coverage and can be supplemented by part-time, volunteer, and other on-duty units to allow for training, arrests processing, court and leave time. Land-based personnel will also provide back-up support as needed and when available.

- 2) Routine patrol includes enforcement of laws and ordinances, promoting boater safety, preventing law or safety violations and responding to emergencies. This function will be the primary role of the Cornelius Lake Patrol unit when not responding to calls. The Cornelius Lake Patrol will conduct regular patrols on the Lake as the volume of boat traffic and seasonal patterns dictate. The Cornelius Police Department (CPD) will also patrol shoreline areas as required to deter criminal activity.
- 3) The Cornelius Lake Patrol will certify at least one crew member in basic first aid, CPR, and the Operation of AED devices as well as required certifications to enforce boating while impaired and N.C.G.S. Chapter 75A offenses.
- 4) The Cornelius Lake Patrol will coordinate with NC Wildlife and surrounding jurisdictions to develop standard protocol for lake enforcement operations and make use of existing Mutual Aid Agreements for emergency situations.

In addition to duties assigned to Town, the Cornelius Lake Patrol will support all other agencies on the Lake or along the shoreline of Lake Norman when requested and when available to include assisting CMPD or any other agency in carrying out their individual missions when resources allow. Further, the Cornelius Lake Patrol will work with and share information, facilities, and equipment in a manner consistent with the spirit, not just the letter, of the agreement.

- 5) Cornelius Lake Patrol will compile and report monthly statistics to Mecklenburg County and the Lake Norman Marine Commission detailing the Lake patrol services within Mecklenburg County, including the number of calls for service (dispatched and on-view), number and type of citations and warnings issued, as well as safety checks made.
- 6) Any entity seeking police assistance with a special event on Lake Norman will be referred to the CPD.
- 7) CPD Officers will perform routine patrols variable with the season.
- 8) CPD will participate in all drills required by Federal and/or State regulations for Lake Norman and its shoreline.

## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: April 2, 2018

**To:** Mayor and Board of Commissioners

**From:** Lori Harrell, Town Clerk

**Action Requested:**

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

**Manager's Recommendation:**

Approve minutes

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">03-19-18_Regular_Meeting_draft.docx</a>	Regular Meeting	Backup Material

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## BOARD OF COMMISSIONERS

**March 19, 2018  
MINUTES**

### **PRE-MEETING – 5:45PM**

#### ❖ Catawba Riverkeeper Presentation

Emilee Syrewicze, the Executive Director for the Catawba Riverkeeper Foundation gave an update on the Catawba River basin and explained that their focus is to protect, advocate and educate the public on the Catawba-Wateree River basin. She explained the dangers that the river basin currently is experiencing and will face in the foreseeable future due to coal ash, storm water runoff and concentrated animal feeding operation (CAFO). Ms. Syrewicze stated that the Catawba was developed to provide energy power to the area; however, by the year 2048 the river basin will no longer meet the needs of the population due to the areas rapid growth.

#### ❖ Closed Session – Real Estate Acquisition

Mayor Washam called for a motion to go into Closed Session to discuss two real estate matters.

*Commissioner Miltich made a motion to go into Closed Session at 6:34PM. Commissioner Bilodeau 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 7:06PM.

#### 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

Sean Herndon led the pledge after a moment of silence was observed.

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

Asst. Manager Grant reported on the following:

- NCDOT will host a public meeting on the Hwy. 21 widening project on April 12<sup>th</sup> at Town Hall (4PM)

Commissioner Bilodeau reported on the following:

- Attended the budget retreat at Graylyn on Mar. 7<sup>th</sup>
- Attended the County's public meeting on the North Meck Recreation Center
- Attended the Smithville Community Cleanup
- VLN – April is North Carolina Beer Month

- PARC – Morning with the Easter Bunny will be held at the Art Center on Mar. 23<sup>rd</sup>; Hop Into Spring will be held at Robbins Park on Mar. 24<sup>th</sup>

Commissioner Ross reported on the following:

- Chamber – Non-profits quarterly meeting will be held on Mar. 20<sup>th</sup> at the Levine Dickson Hospice House; and the Women’s Conference will be held on April 19<sup>th</sup> at the Peninsula Club (11AM – 5PM)

Commissioner Miltich reported on the following:

- Attended the budget retreat at Graylyn on Mar. 7<sup>th</sup>
- Attended the Smithville Community Cleanup

Commissioner Naas reported on the following:

- Attended the County’s public meeting on the North Meck Recreation Center
- Attended the NCDOT public meeting on the NC73 widening project
- Attended the 2<sup>nd</sup> TAB meeting on Mar. 5<sup>th</sup>
- The next I-77 Advisory Committee meeting will be held on Mar. 27<sup>th</sup>

Mayor Washam reported on the following:

- Attended the NMA meeting held on Mar. 8<sup>th</sup>; the next meeting will be held on April 12<sup>th</sup>
- Attended the MTC meeting in Charlotte
- The first evening Connecting Cornelius event will be held on Mar. 22<sup>nd</sup> at Town Hall (6:30PM)

## 6. CITIZEN CONCERNS/COMMENTS

Pat Harkins – 1915 Assembly Row, expressed his concerns with vehicles being parked wrong in the back-in parking spaces of Antiquity and asked for parking enforcement. Manager Roberts explained that the Town cannot enforce parking on private streets but that staff will take a look at improving the signage.

Ralph Gettings – 19925 Schooner Drive, displayed maps (*Exhibit Book 30*) of voters vs. non-voters in the 2017 election and asked the Board to get more involved in getting more voters out on Election Day.

Beverly Peyton – 21310 Catawba Ave., expressed her concerns with the recent discovery of dead animals (cats, fox) behind her building next to OTH and asked the Town to check into why they are turning up dead all of a sudden.

## 7. PUBLIC HEARING AND CONSIDERATION OF APPROVAL

### A. TA 01-18 Land Development Code Update 2018

Mayor Washam reconvened the public hearing that was continued on February 19<sup>th</sup>.

Planning Director, Wayne Herron gave an overview of the recommended Land Development Code update that was presented on Feb. 19<sup>th</sup>. He explained that since the February 19<sup>th</sup> meeting the Planning Board and LDCAB have made an additional recommendation to allow privately maintained streets the option to gate their community. Commissioner Bilodeau asked if there are any communities currently requesting gates. Mr. Herron stated that Mariner Villas has currently requested their community be allowed to be gated.

Mayor Washam invited the public to speak and the following comments were made:

Rob Nanfelt with REBIC expressed their concerns with the major/minor subdivision requirement and would like the opportunity to work with staff to expand the “major” subdivision definition.

Pat Harkins – 1915 Assembly Row, expressed his concerns with the definition of commercial vehicles and that there are too many commercial vehicles parked in residential areas.

Mr. Herron stated that the Board can choose to adopt the *Code* as presented as it continues to be a working document under review and subject to future changes. He also explained that not ALL commercial vehicles can be prohibited from parking on public streets, therefore, the current definition is enforceable.

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

Commissioner Naas stated that the *Code* update has been available to the public for review since October, 2017 and staff has made themselves available for discussion throughout the review process, therefore, he will be supporting the *Code* updates as presented.

Commissioner Bilodeau stated that the additional conversation and dialogue does not hinder future considerations for changes in the *Code*.

*Commissioner Miltich made a motion to approve Ordinance #2018-00679 amending the Land Development Code as presented. Commissioner Naas seconded the motion and it passed unanimously, 5-0.*

**Ordinance #2018-00679 is hereby made part of the minutes by reference.**

8. CONSIDERATION OF APPROVAL

A. Pre-Development Review Committee Bylaws Amendment

Manager Roberts explained that the bylaws amendment for the Pre-Development Review Committee will include the Transportation Advisory Board chairperson or his/her designee as a member.

*Commissioner Miltich made a motion to approve the amendment of the bylaws to include the Transportation Advisory Board chairperson as a member. Commissioner Ross seconded the motion and it passed unanimously, 5-0.*

B. Resolution to Approve LEOSSA and OPEB Investments

Finance Director, Julie Niswonger explained that the Investment Committee had met and made their recommendation to establish and invest in the LEOSSA and OPEB Trusts.

*Commissioner Miltich made a motion to approve Resolution #2018-00883 to establish and invest in the LEOSSA & OPEB Trusts. Commissioner Bilodeau seconded the motion and it passed unanimously, 5-0.*

**Resolution #2018-00883 is hereby made part of the minutes by reference.**

C. Smithville Community Coalition Community Garden Agreement

PARC Director, Troy Fitzsimmons gave an overview of the Community Garden located on Catawba Avenue and stated that the Smithville Community Coalition is looking forward to continuing its gardening partnership with the Town.

*Commissioner Miltich made a motion to approve renewing the lease for the Community Garden and authorized the Manager and Attorney to finalize the agreement. Commissioner Ross seconded the motion and it passed unanimously, 5-0.*

D. Cornelius Arts Center Lease Renewal

PARC Director, Troy Fitzsimmons gave an overview on the Cornelius Arts Center's lease renewal.

*Commissioner Miltich made a motion to approve the lease renewal for the Arts Center and authorized the Manager and Attorney to finalize the agreement. Commissioner Gilroy seconded the motion and it passed unanimously, 5-0.*

9. CONSENT AGENDA

A. Approve Minutes – Regular Meeting (Mar. 5<sup>th</sup>)

*(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

No concerns were expressed.

11. ADJOURNMENT

*There being no further business to discuss, Commissioner Miltich made a motion to adjourn at 8:10PM. Commissioner Ross seconded the motion and it passed unanimously, 5-0.*

Approved this 2<sup>nd</sup> day of April, 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: April 2, 2018

To: Mayor and Board of Commissioners

From: Lori Harrell, Town Clerk


**Action Requested:**

Approve the minutes of the Mar. 19th Closed Session meeting.

**Manager's Recommendation:**

Approve minutes

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">03-19-18_Closed_Session_draft.docx</a>	Closed Session Minutes	Backup Material

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