



# TOWN OF CORNELIUS

Cornelius Town Hall

## BOARD OF COMMISSIONERS

July 2, 2018

Agenda

### PRE-MEETING - 5:45 PM

- Art Center Update
- 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
5. MAYOR/COMMISSIONERS/MANAGER REPORTS
6. CITIZEN CONCERNS/COMMENTS
7. CONSIDERATION OF APPROVAL
  - A. 2018 Bond Referendum Introduction and Call for a Public Hearing
  - B. FY 2019 Operating Budget Amendment
8. CONSENT AGENDA
  - A. Approve Minutes - Regular Meeting
  - B. Approve Minutes - Closed Session
  - C. Tax Refunds
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: July 2, 2018

To: Mayor and Board of Commissioners

From: Andrew Grant, Town Manager



**Action Requested:**

CACC President Greg Wessling will give an update on the Art Center.

**Manager's Recommendation:**

Hear presentation.

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">Existing_Cornelius_Arts_Center.pdf</a>	Current Art Center	Presentation
 <a href="#">CAC_July_2_Town_Board_Meeting.pdf</a>	Future Art Center	Presentation

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# Existing Cornelius Arts Center

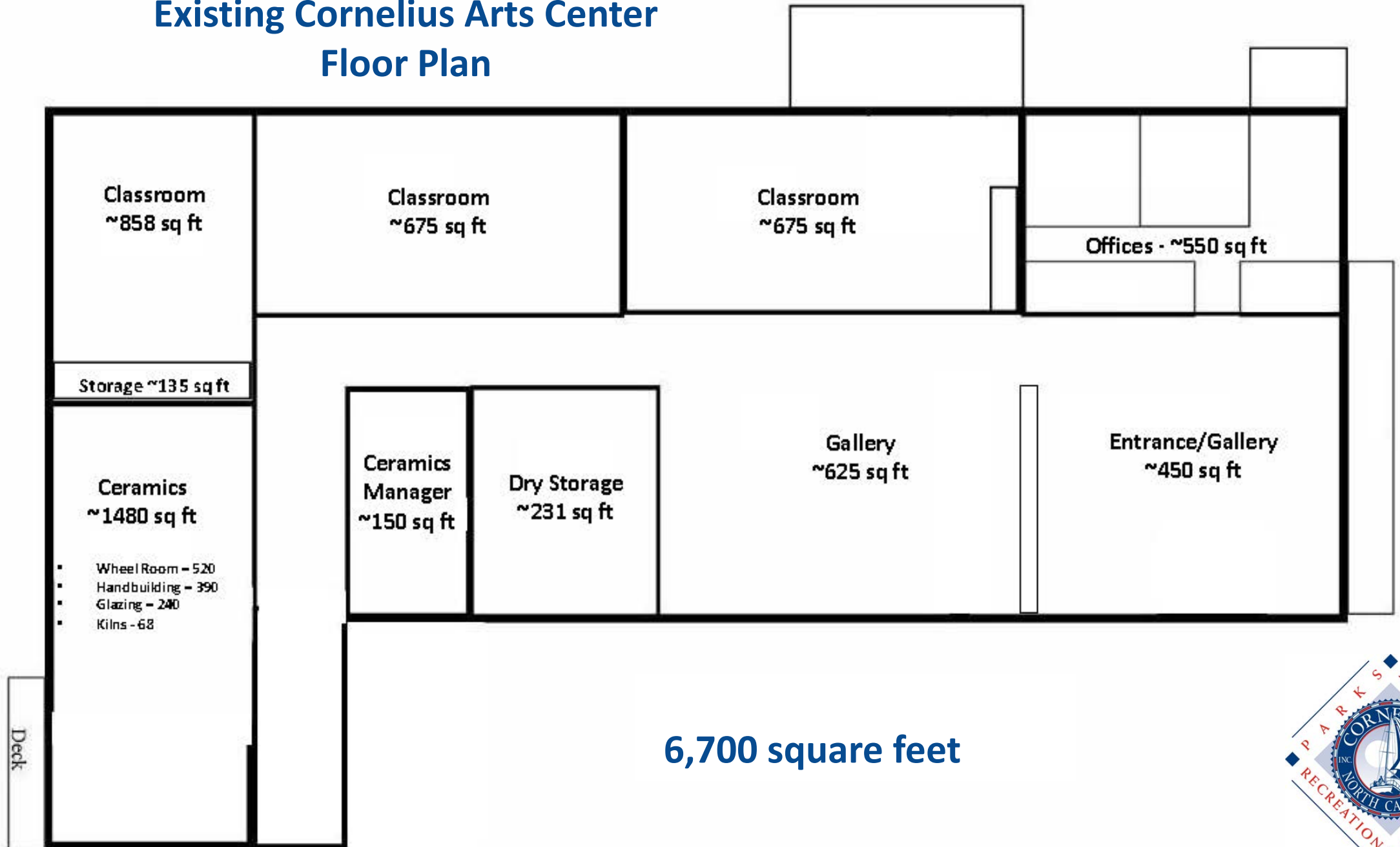


FY 2017

- 170 programs
- 3,300 participants



# Existing Cornelius Arts Center Floor Plan



# Current Programming at CAC (classes, workshops, camps, exhibits and events)

## Ceramics

- ❖ Handbuilding
- ❖ Wheel





# Current Programming at CAC (classes, workshops, camps, exhibits and events)

## Ceramics

- ❖ Handbuilding
- ❖ Wheel

## Painting

- ❖ Watercolor
- ❖ Acrylic
- ❖ Oil
- ❖ Pastels



# Current Programming at CAC

## (classes, workshops, camps, exhibits and events)

### Ceramics

- ❖ Handbuilding
- ❖ Wheel

### Painting

- ❖ Watercolor
- ❖ Acrylic
- ❖ Oil
- ❖ Pastels

### Drawing & Sketching





# Current Programming at CAC (classes, workshops, camps, exhibits and events)

## Ceramics

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- ❖ Wheel

## Painting

- ❖ Watercolor
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- ❖ Oil
- ❖ Pastels

## Drawing & Sketching

## Jewelry & Fabrics





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- ❖ Pastels

## Drawing & Sketching

## Jewelry & Fabrics

## Mixed Media



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## Drawing & Sketching

## Jewelry & Fabrics

## Mixed Media

## Improv





# Current Programming at CAC

## (classes, workshops, camps, exhibits and events)

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### Drawing & Sketching

### Jewelry & Fabrics

### Mixed Media

### Improv

### Films





# Current Programming at CAC

## (classes, workshops, camps, exhibits and events)

### Ceramics

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- ❖ Oil
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### Drawing & Sketching

### Jewelry & Fabrics

### Mixed Media

### Improv

### Films

### Gallery Exhibits





# Current Programming at CAC (classes, workshops, camps, exhibits and events)

## Ceramics

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## Jewelry & Fabrics

## Mixed Media

## Improv

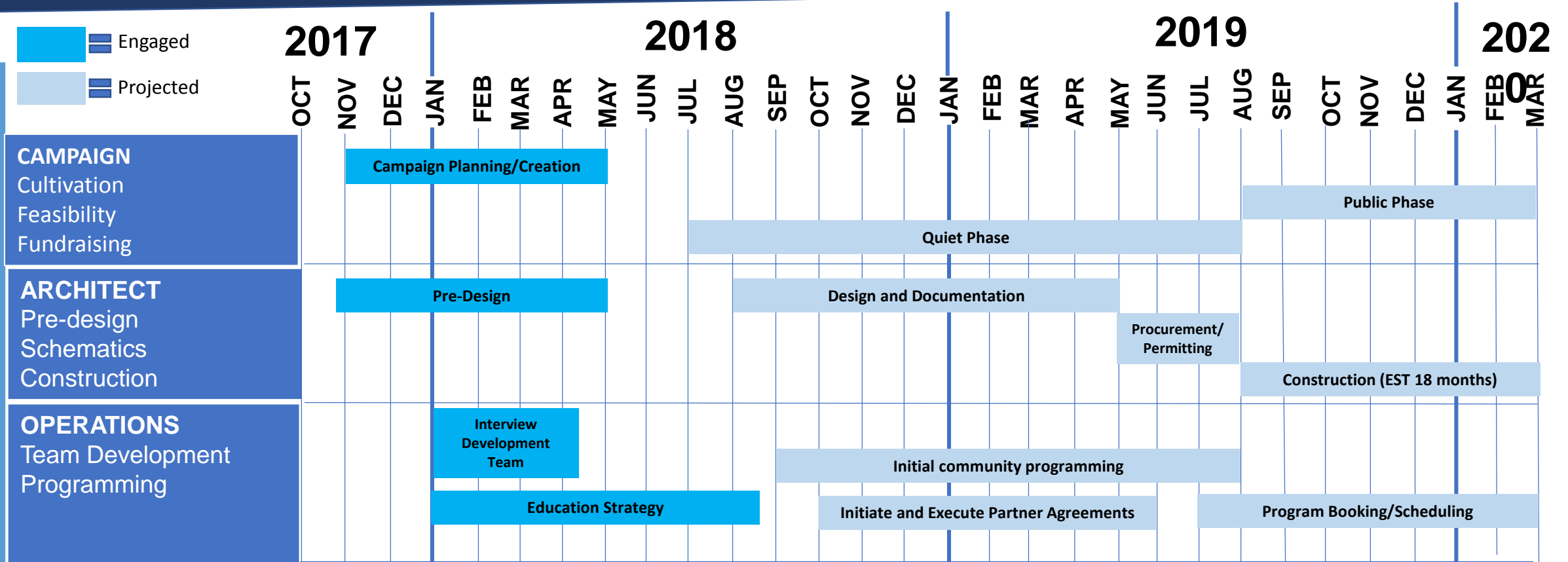
## Films

## Gallery Exhibits

## Holiday Events



# Our High-level Timeline



\* All items in light blue are conceptual timelines – not concrete projections.



# Project Possibilities Update

## Review of process

- **Objective:**

- Construct an arts & community center that achieves our mission – *Provide exceptional visual arts & performing arts to the Lake Norman region.*
- Original plan was 'Dream Scheme'
  - ~50k sq ft
  - ~\$30MM Project Cost

- **Obstacles:**

- Stakeholder Challenges
  - \$30MM too high
  - Parking and Traffic unsolved
- Town response was the financing was not feasible at this number

- **Strategy & Tactics:**

- 60-Day study of Project Options
  - Began in April 2018
- Parking & Traffic Study

# Project Possibilities Update

## Project Options

- **The “Dream” Scheme** - The architects design in Old Town Cornelius. Includes a 500 seat theater, as well as educational spaces and a gallery space at \$32 million dollars.
- **CORE Option** – Architect presented option that includes a 300 seat theater and it would not include educational class rooms and gallery space.
- **Waltrip building** - Pursue new site and begin due diligence process.
- **Combined Option** - Utilize the Old Town Cornelius site with a smaller CAC facility that would be tied to the larger Waltrip site.
- **Annex Space** - Build something on the Old Town Cornelius site without a theater/performance space.
- **Budget led process** - Come up with a specific number that we can spend and tell the architects the elements that we need in the facility for the number presented.

# Project Possibilities – Budget Led Process

- **Budget led process** – Use a top cost number and tell the architects the elements that we need in the facility for the number presented. Goal will be to keep all major programming aspects (Performing – 450-500 seats, Visual, Social Experiences, Education) to establish a budget range.
- Performed an exercise for this with \$20 Million as the goal
  - 2 Approaches
    - CAC Team (Steve Brumm, Anthony Roberts, Justin Dionne)
    - C Design/HMBA Team
- Analyzed all aspects
  - Building Program
    - Investigated Overall Square Footage
  - FF&E
    - Investigated theatrical and specialty equipment budgets
- **Recommendation**
  - Best Feasible Option\*
    - Will overcome the project cost obstacle
    - Will achieve all aspects of our mission
    - Unsure if will overcome traffic obstacle

*\*Requires adoption of Dream Scheme Hybrid Model*



# Project Possibilities – Budget Led Process

## Budget Led Process

- **Findings**
  - Believe that project can be achieved with cost between \$20-\$22 Million
  - DREAM HYBRID Model
  - Reduce overall GSF
    - From 50,000 to 35,000 GSF
  - Reduce FF&E

# Dream Scheme Hybrid

- **450 Seat Theater**
  - Size similar to the Booth Theater in Charlotte
  - Adjustable floor seating (can sit ~200 banquet style)
  - Programming to include:
    - Performing Arts (Concerts, Theatre, Dance, Theatre for Young Audiences)
    - Speakers & Comedians
    - Ability to be used for conferences, events, weddings, etc.
- **2 Classrooms (875 sq ft each)**
  - One as movement based studio (Dance, Yoga, etc)
  - One as multipurpose (Visual Arts – illustration based, Music, Acting, Workshops, etc)
- **Large Gallery/Event Space (2640 sq ft)**
  - Includes storage
- **Lobby (4970 sq ft)**
  - Includes concessions, front of house, storage, & restrooms
- **Theater support spaces (2930 sq ft)**
  - Dressing rooms, storage, maintenance rooms, etc.
- **Offices (760 sq ft)**
- **Catering/Warming Kitchen (750 sq ft)**
- **Outdoor amphitheater/green space (Downtown Park)**
  - Intended for outdoor concerts, events, gathering space, etc.

# Project Possibilities Update – Traffic &

## Traffic & Parking Update

Parking, traffic, & ingress/egress have been identified as a concern for donors and potential users. To address this, a meeting was held with Kimley-Horn Planning & Design Engineering Consultants.

- Proposal to perform a study that will include:
  - Documenting existing lane configurations, intersection control, line of sight, existing speed limits, and overall site conditions to generate potential alternatives for traffic impacts.
  - Traffic counts at NC 115 & Catawba Avenue AND the site access locations across from Milling Way and Jane Crump Way between 4pm & 8pm to establish the PM peak hour currently on Catawba Ave.
  - An estimate of trips generated by our facility using similar establishments.
  - Review of existing public and private parking capacity and proximity
  - Review existing pedestrian facilities and identify any connectivity issues
  - Develop 2 internal circulation alternatives for the site
  - Prepare conceptual event traffic management overview for ingress and egress
  - Provide a summary of alternatives for access and impacts they have on adjacent parcels
- **Estimated Final Deliverables ready by End of June**
- **Initial Assumptions**
  - Capacity will have low impact on parking & traffic due to peak hours
  - Town is working on parking deck with additional 300-400 spaces



# Next Steps

## **Fundraising**

- Have engaged PMA Consulting to assist with initial campaign planning and assessment
- Plans to begin our 'Quiet Phase' soon
- Require Traffic & Parking Study

## **Operations**

- Partnership with Deloitte
  - Operating Model
  - Capital Campaign Model
- Programming
  - Fall educational programming at current Arts Center

## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: July 2, 2018

To: Mayor and Board of Commissioners

From: Andrew Grant, Town Manager

**Action Requested:**

Hold a Closed Session to discuss a real estate acquisition matter.

**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:** July 2, 2018

**To:** Mayor and Board of Commissioners

**From:** Julie Niswonger, Finance Director

**Action Requested:**

*Action required for 2018 Bond Referendum:*

1. Introduction of the Bond Order

- This action is to introduce the bond that will be submitted to a November referendum. The contents of the bond order are as required by the NC General Statutes. It sets forth what the governing board will hold a public hearing on and consider for approval at the next meeting after the public hearing is held.



2. Adopt the Resolution calling the public hearing

- This action is to call the public hearing and direct the notice of the public hearing to be advertised in a newspaper.

**Manager's Recommendation:**

- Introduce the Bond Order
- Adopt the Resolution calling the public hearing

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">Introduction of Bond Order - Town of Cornelius - 2018 GO Referendum.doc</a>	Bond Introduction	Backup Material
 <a href="#">RES-Setting Public Hearing - 2018 GO Referendum.doc</a>	Call for Public Hearing	Resolution Letter

Commissioner \_\_\_\_\_ introduced the following bond order, a summary of which had been provided to each Commissioner, a copy of which was available with the Town Clerk and which was read by title:

**BOND ORDER AUTHORIZING THE ISSUANCE OF \$24,000,000 GENERAL OBLIGATION  
TRANSPORTATION BONDS OF THE TOWN OF CORNELIUS, NORTH CAROLINA**

**WHEREAS**, the Board of Commissioners of the Town of Cornelius, North Carolina (the “*Board of Commissioners*”) has ascertained and hereby determines that it is necessary to pay the capital costs of acquiring, constructing, widening, extending, paving, resurfacing, grading or improving streets, roads and intersections, including the cost of related studies, plans and design; acquiring, constructing, reconstructing or improving sidewalks, curbs, gutters, drains, bridges, overpasses, underpasses and grade crossings and providing related landscaping, lighting, utility improvements and traffic controls, signals and markers; and the acquisition of any necessary land, rights-of-way and easements; and

**WHEREAS**, an application has been filed with the Secretary of the Local Government Commission of North Carolina requesting Commission approval of the General Obligation Transportation Bonds hereinafter described as required by the Local Government Bond Act, and the Town Clerk has notified the Board of Commissioners that the application has been accepted for submission to the Local Government Commission.

**NOW, THEREFORE, BE IT ORDERED** by the Board of Commissioners of the Town of Cornelius, North Carolina, as follows:

Section 1. In order to raise the money required for the purposes described above, in addition to any funds which may be made available for such purpose from any other source, General Obligation Transportation Bonds of the Town are hereby authorized and will be issued pursuant to the Local Government Finance Act of North Carolina. The maximum aggregate principal amount of such Bonds authorized by this order will be \$24,000,000.

Section 2. Taxes will be levied in an amount sufficient to pay the principal and interest on the General Obligation Transportation Bonds.

Section 3. A sworn statement of the Town’s debt has been filed with the Town Clerk and is open to public inspection.

Section 4. This bond order will take effect when approved by the voters of the Town at a referendum scheduled for November 6, 2018.



STATE OF NORTH CAROLINA                    )  
  )  
COUNTY OF MECKLENBURG                    )       SS:

I, *Lori Harrell*, Town Clerk of the Town of Cornelius, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and exact copy of the introduction of the bond order entitled “**BOND ORDER AUTHORIZING THE ISSUANCE OF \$24,000,000 GENERAL OBLIGATION TRANSPORTATION BONDS OF THE TOWN OF CORNELIUS, NORTH CAROLINA**” by the Board of Commissioners of the Town of Cornelius, North Carolina, at a meeting held on the 2nd day of July, 2018.

***IN WITNESS WHEREOF***, I have hereunto set my hand and affixed the corporate seal of said Town, this the \_\_\_\_ day of July, 2018.

(SEAL)

\_\_\_\_\_  
Town Clerk  
Town of Cornelius, North Carolina

**RESOLUTION OF THE TOWN OF CORNELIUS, NORTH CAROLINA REGARDING BOND ORDER AUTHORIZING THE ISSUANCE OF \$24,000,000 GENERAL OBLIGATION TRANSPORTATION BONDS, SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION OF A NOTICE OF SAID PUBLIC HEARING**

**WHEREAS**, bond order entitled:

“BOND ORDER AUTHORIZING THE ISSUANCE OF \$24,000,000 GENERAL OBLIGATION TRANSPORTATION BONDS OF THE TOWN OF CORNELIUS, NORTH CAROLINA;”

has been introduced at a meeting of the Board of Commissioners (the “*Board of Commissioners*”) of the Town of Cornelius, North Carolina this 2nd day of July, 2018; and

**WHEREAS**, the Board of Commissioners desires to provide for the holding of a public hearing thereon on August 6, 2018 and the submission of a statement of debt in connection therewith as required by The Local Government Bond Act.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF CORNELIUS, NORTH CAROLINA** that the public hearing on said bond order will be held on the 6th day of August, 2018 at or about 7:00 p.m. at Cornelius Town Hall - Assembly Room, 21445 Catawba Avenue, Cornelius, North Carolina.

**BE IT FURTHER RESOLVED** that the Town Clerk is hereby directed to cause a copy of said bond order to be published with a notice of such hearing in the form prescribed by law in a newspaper of general circulation in the Town on or before the 31<sup>st</sup> day of July, 2018.

**BE IT FURTHER RESOLVED** that the finance officer is hereby directed to file with the Town Clerk, prior to publication of the bond order, along with the notice of such public hearing, a statement setting forth the debt incurred or to be incurred, the net debt of the Town, the assessed value of property subject to taxation by the Town and the percentage that net debt of the Town bears to the assessed value of property subject to taxation.

**BE IT FURTHER RESOLVED** that this Resolution will become effective on the date of its adoption.

**READ, APPROVED AND ADOPTED** this 2<sup>nd</sup> day of July, 2018.

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

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

STATE OF NORTH CAROLINA                    )  
  )  
COUNTY OF MECKLENBURG                    )        SS:

I, *Lori Harrell*, Town Clerk of the Town of Cornelius, North Carolina, *DO HEREBY CERTIFY* the attached to be a true and correct copy of a Resolution entitled, **“RESOLUTION OF THE TOWN OF CORNELIUS, NORTH CAROLINA REGARDING BOND ORDER AUTHORIZING THE ISSUANCE OF \$24,000,000 GENERAL OBLIGATION TRANSPORTATION BONDS, SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION OF A NOTICE OF SAID PUBLIC HEARING”** adopted by the Board of Commissioners at a meeting held on the 2nd day of July, 2018.

***IN WITNESS WHEREOF,*** I have hereunto set my hand and affixed the corporate seal of said Town, this the \_\_\_\_ day of July, 2018.

(SEAL)

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Town Clerk  
Town of Cornelius, North Carolina



## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: July 2, 2018

To: Mayor and Board of Commissioners

From: Julie Niswonger, Finance Director

**Action Requested:**

We have several items for this budget amendment that represent projects initiated but not yet completed in FY 2018.

The first item creates budget for a project with Rhythm Engineering to install adaptive signal technology along the West Catawba Avenue corridor. The amount needed to fund this project is \$307,635 from general fund balance.

The second item brings forward general fund balance for a capital item in the amount of \$307,939 to finish funding the fire truck that was ordered last winter and is scheduled for delivery this fall.

The third item brings forward electric fund balance for capital items related to the 115 utility line burial project in the amount of \$113,900.

The fourth item brings forward general fund balance for a new leaf machine in the amount of \$53,800. This leaf machine replaces an aging piece of equipment that had several maintenance issues over the last couple of years. The manufacturer did not have the machine ready for delivery by June 30th. Delivery is now anticipated in the September timeframe.

Finally, the town received \$41,038 in insurance proceeds related to vehicle accidents.

**Manager's Recommendation:**

Approve an Ordinance to amend the FY19 Operating Budget.

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">Amend_FY19_#1.pdf</a>	FY 2019 Operating Budget Amendment	Cover Memo

**TOWN OF CORNELIUS**  
**AN ORDINANCE AMENDING**  
**THE OPERATING BUDGET FOR**  
**FISCAL YEAR 2018-2019**

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

**SECTION 1.** The following amounts are hereby authorized for all appropriations, expenditures and inter-fund transfers necessary for the administration and operation of the Town of Cornelius for the fiscal year beginning July 1, 2018 and ending June 30, 2019 in accordance with the following schedule of accounts heretofore established for this Town:

SCHEDULE A: GENERAL FUND

	Original Budget	This Amendment 7/2/2018	Change
<b>General Fund Revenues</b>			
Ad Valorem Taxes	\$ 14,120,455	\$ 14,120,455	\$ -
Local Option Sales Tax	3,692,877	3,692,877	-
Utility Franchise Tax	1,736,302	1,736,302	-
Powell Bill Allocation	769,879	769,879	-
Other Taxes and Licenses	545,000	545,000	-
Unrestricted Intergovernmental	1,184,939	1,184,939	-
Restricted Intergovernmental	787,761	787,761	-
Permits and Fees	781,900	781,900	-
Sales and Services	190,000	190,000	-
Investment earnings	119,000	119,000	-
Donations	20,000	20,000	-
Micellaneous	18,800	18,800	-
Debt Issued	2,219,000	2,219,000	-
Appropriated Fund Balance	(968,530)	(258,118)	710,412
<b>Total General Fund Revenues</b>	<b>\$25,217,383</b>	<b>\$25,927,795</b>	<b>\$710,412</b>
<b>General Fund Expenditures</b>			
Governing Board	\$ 79,698	\$ 79,698	\$ -
General Government	1,627,960	\$ 1,627,960	-
General Services	350,006	\$ 350,006	-
Police	6,690,183	\$ 6,731,221	41,038
Communications	636,002	\$ 636,002	-
Fire Operations	1,742,139	\$ 2,050,078	307,939
Animal Control	183,262	\$ 183,262	-
Public Works	1,303,280	\$ 1,664,715	361,435
Powell Bill	998,250	\$ 998,250	-
Solid Waste/Recycling	2,014,451	\$ 2,014,451	-
Stormwater	320,000	\$ 320,000	-
Planning / Land Development	610,580	\$ 610,580	-
Tourism	539,523	\$ 539,523	-
Art Center	652,746	\$ 652,746	-
Parks, Arts, Recreation, and Culture	3,861,382	\$ 3,861,382	-
Transfer to Capital Project Funds/ 911 Fund	784,240	\$ 784,240	-
Debt Service	2,823,681	\$ 2,823,681	-
<b>Total General Fund Expenditures</b>	<b>\$25,217,383</b>	<b>\$25,927,795</b>	<b>\$710,412</b>

SCHEDULE B: ELECTRIC FUND

**Electric Fund Revenues**

	Original Budget	This Amendment 7/2/2018	Change
Sales and Services	\$ 6,689,526	\$ 6,689,526	\$ -
Fund Balance	7,278	\$ 121,178	113,900
Miscellaneous	10,000	\$ 10,000	-
<b>Total Electric Fund Revenues</b>	<b>\$ 6,706,804</b>	<b>\$ 6,820,704</b>	<b>\$ 113,900</b>

**Electric Fund Expenditures**

Electric Department	\$6,706,804	\$6,820,704	\$113,900
<b>Total Electric Fund Expenditures</b>	<b>\$ 6,706,804</b>	<b>\$ 6,820,704</b>	<b>\$ 113,900</b>

SCHEDULE C: 911 FUND

**911 Fund Revenues:**

911 Fee Revenue	\$184,876	\$184,876	\$ -
Fund Interest Earnings	\$1,650	\$1,650	-
911 Appropriated Fund Balance	\$12,494	\$12,494	-
<b>Total 911 Fund Revenues</b>	<b>\$ 199,020</b>	<b>\$ 199,020</b>	<b>\$ -</b>

**911 Fund Expenditures:**

911 Department	\$199,020	\$199,020	\$ -
<b>Total 911 Fund Expenditures</b>	<b>\$ 199,020</b>	<b>\$ 199,020</b>	<b>\$ -</b>



**SECTION 2.** An ad valorem tax rate of \$.255 per \$100 of assessed valuation is hereby established as the official tax rate for the Town of Cornelius for the fiscal year 2018-19. This rate is based on an estimated valuation of \$5,085,620,782 and an estimated 98.5% percent collection rate, which is at least the collection rate expected during the 2017-18 fiscal year.

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

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

Adopted this the 2nd day of July, 2018.

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Woody T. Washam Jr., Mayor

SEAL

ATTEST:

APPROVED AS TO FORM:

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Lori A. Harrell, Town Clerk

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Karen Wolter, Town Attorney

## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: July 2, 2018

To: Mayor and Board of Commissioners

From: Lori Harrell, Town Clerk


**Action Requested:**

Approve the minutes from the June 18th Regular meeting.

**Manager's Recommendation:**

Approve minutes.

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">06-18-18_Regular_Meeting_draft.docx</a>	Regular Meeting Minutes	Backup Material

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## BOARD OF COMMISSIONERS

June 18, 2018  
MINUTES

### PRE-MEETING – 5:45PM

❖ Uniform Guidance Procurement and Conflict of Interest Policies

Finance Director, Julie Niswonger explained that the Uniform Guidance policies are uniform standards that non-federal entities (i.e. local governments) must comply with when receiving federal financial assistance. The new standards will take effect on July 1, 2018.

❖ Closed Session

Mayor Washam called for a motion to go into Closed Session to discuss a real estate acquisition matter and obtain legal advice from the Town Attorney.

*Commissioner Miltich made a motion to go into Closed Session at 5:55PM.*

*Commissioner Bilodeau seconded the motion and it passed unanimously, 4-0.*

Upon return from Closed Session, Mayor Washam excused everyone 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 7:10PM.

2. DETERMINATION OF QUORUM

All commissioners were present with the exception of Commissioner Naas who was out of town.

3. APPROVAL OF AGENDA

*Commissioner Gilroy made a motion to approve the agenda as presented. Commissioner Ross seconded the motion and it passed unanimously, 4-0.*

4. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Mr. Jim Duke led the pledge after a moment of silence was observed.

5. MAYORAL PROCLAMATIONS

A. Big Day at the Lake

Mayor Washam recognized Dave Yochum and the volunteers that help to make Big Day a success year after year. He then presented them with a Proclamation for the 2018 Big Day at the Lake event.

## 6. PRESENTATIONS

### A. Cornelius-Lemley Fire & Rescue ISO Rating

Fire Chief Neal Smith updated the Board on the fire department's recent ISO rating. He stated that the Cornelius-Lemley Fire & Rescue received a 2/9S split which is an improvement from a 4/9S split. The new rating is very difficult to achieve and the higher the rating the lower the insurance rates are for local businesses.

## 7. MAYOR/COMMISSIONERS/MANAGER REPORTS

Commissioner Bilodeau reported on the following:

- Attended the June 5<sup>th</sup> trip to Raleigh to meet with state legislators
- Attended the Big Day fundraiser at Alton's on June 14<sup>th</sup>
- Attended the Patriot Pier dedication on June 16<sup>th</sup> (the first ADA pier on Lake Norman)
- PARC events – the opening celebration of the new Smithville Park will be held on June 21<sup>st</sup> at 10AM and Symphony in the Park will be held on June 23<sup>rd</sup> at Bailey Road Park

Commissioner Ross reported on the following:

- Attended the Patriot Pier dedication
- Chamber events – Focus Friday was held on June 15<sup>th</sup> and the topic was HB514 Charter Schools; Power Luncheon will be held on June 22 to discuss transportation mobility; and Business Afterhours will be held on June 21<sup>st</sup> at Davidson Village Inn

Commissioner Gilroy reported on the following:

- Attended a ribbon cutting at Bin 110 Wine Bar
- Attended the ribbon cutting at Capital Bank
- Attended the Chamber Focus Friday on June 15<sup>th</sup> regarding HB514
- Attended the Hough High School graduation
- Pre-development Review Committee meeting will be held on June 19<sup>th</sup>

Commissioner Miltich reported on the following:

- Attended the Raleigh legislator meetings on June 5<sup>th</sup>
- Attended the ribbon cutting for Capital Bank
- Attended the ribbon cutting for Aloha Meeting Center
- Attended the Patriots Pier dedication
- Attended the NMA meeting on June 14<sup>th</sup>
- The next Cornelius Conversation will be held on July 24<sup>th</sup>
- Attending the Pre-development meeting tomorrow
- Attending the CRTPO meeting on June 20<sup>th</sup>

Mayor Washam reported on the following:

- EDC – 23 projects in the region
- Attended the legislative trip to Raleigh
- Connecting Cornelius evening event will be held on June 28<sup>th</sup> at Eleven Lake Brewery (6:30PM-8:30PM), the morning event scheduled for July 2<sup>nd</sup> has been cancelled



- Attended the Commerce Station Board meeting and toured the South Wire facility
- Participated as a bartender at the Big Day Celebrity Bar Tending event
- Participated as a judge at the Cornelius Invitational Food Truck Contest
- Congratulations to Justin & Rachel Dionne on the birth of their first child, Vivienne Leigh 6lb. 10oz.

#### 8. CITIZEN CONCERNS/COMMENTS

Patrice Winovich – 18733 Daymark Drive, thanked Town staff for their efforts in addressing the various issues (i.e. dumping issues, pot holes) along Jetton Road Extension. She asked that the property at the corner of Jetton Extension and Green Tree be mowed as she witnessed two rats in the area while walking her dog.

Kristen Enwright – 20909 Brinkley Street, continued her efforts to advocate for the additional fire department positions that were not included in the FY19 budget. She offered up options for funding, and stated that the \$100K budgeted for a new Public Safety Director could be used for the positions.

#### 9. PUBLIC HEARING AND CONSIDERATION OF APPROVAL

##### A. FY2019 Synthetic Turf Financing at Bailey Middle School

Mayor Washam called for a motion to open the public hearing on the financing of the Bailey Middle School synthetic turf project.

*Commissioner Ross made a motion to open the public hearing. Commissioner Miltich seconded the motion and it passed unanimously, 4-0.*

Finance Director Julie Niswonger explained that the Finance Department issued a RFP to borrow \$950,000 to fund the synthetic turf field project and received responses from 3 banks. Staff recommends approval of the low bid submitted by City National Capital Finance at 3.07% for 7 years with no penalty for pre-payment of the debt.

Mayor Washam invited the public to comment. There being no comments made, he called for a motion to close the public hearing.

*Commissioner Bilodeau made a motion to close the public hearing. Commissioner Ross seconded the motion and it passed unanimously, 4-0.*

*Commissioner Miltich made a motion to award City National Capital Financing the financing contract and authorize the Town Manager and Attorney to finalize and execute it. Commissioner Ross seconded the motion and it passed unanimously, 4-0.*

*Commissioner Miltich made a motion to approve Resolution #2018-00893 approving the financing terms. Commissioner Ross seconded the motion and it passed unanimously, 4-0.*

**Resolution #2018-00893 is hereby made part of the minutes by reference.**

*Commissioner Miltich made a motion to approve Resolution #2018-00894 authorizing the filing of an application with the LGC to issue debt. Commissioner Ross seconded the motion and it passed unanimously, 4-0.*

**Resolution #2018-00894 is hereby made part of the minutes by reference.**

10. CONSIDERATION OF APPROVAL

A. NCMPA#1 Board Appointment

Finance Director Julie Niswonger explained that the appointment needed for the NCMPA1 Board is to replace Anthony Roberts with Andrew Grant as the alternate on the NCMPA1 Board.

*Commissioner Miltich made a motion to approve the appointment of Andrew Grant as the 2<sup>nd</sup> alternate on the NCMPA1 Board of Commissioners. Commissioner Bilodeau seconded the motion and it passed unanimously, 4-0.*

B. Architectural Review Board Appointment

Planner Aaron Tucker explained the interview process for ARB appointments and stated that staff recommends appointing Mark Hoidas to fill the remaining term of Seat 5 that expires in 2019. Commissioner Bilodeau questioned why vacant Seat 2 was not considered as it expires in 2020. Deputy Manager Herron explained that an architect is being considered for Seat 2.

*Commissioner Ross made a motion to appoint Mark Hoidas to the ARB. Commissioner Bilodeau seconded the motion and it passed unanimously, 4-0.*

C. Uniform Guidance Conflict of Interest Policy and Uniform Guidance Procurement Policy

Finance Director Julie Niswonger explained that the Uniform Guidance policies need to be adopted by municipalities that receive funding from the federal government.

*Commissioner Miltich made a motion to adopt the Uniform Guidance Procurement and Conflict of Interest policies as presented. Commissioner Ross seconded the motion and it passed unanimously, 4-0.*

D. Engineering Services Agreement for the Willow Pond Stream Restoration Project and Smithville Park to JV Washam Elementary School Greenway and Westmoreland Road Multi-use Path

Asst. Manager Tyler Beardsley and PARC Director Troy Fitzsimmons gave an overview of the stream restoration and greenway project. Mr. Fitzsimmons stated that the greenway is approximately 1.6 miles and the multi-use path is .7 miles. Mr. Beardsley outlined the stream restoration improvements and project timeline.

*Commissioner Miltich made a motion to approve the engineering services agreement with Kimley Horn and authorize the Town Manager and Attorney to finalize and execute it. Commissioner Gilroy seconded the motion and it passed unanimously, 4-0.*

- E. NC DWR319 Grant Agreement – Willow Pond Stream Restoration  
Asst. Manager Tyler Beardsley explained that the DWR319 is a \$200K grant agreement with the State for the Willow Pond Stream Restoration project.

*Commissioner Miltich made a motion to approve the NC DWR319 Grant Agreement and authorize the Town Manager and Attorney to finalize and execute it. Commissioner Ross seconded the motion and it passed unanimously, 4-0.*

- F. FY2018 Operating Budget Amendment  
Finance Director Julie Niswonger explained that \$660,000 was budgeted to fund the design and right of way acquisition for the Smithville Park to JV Washam Elementary School Greenway; and, due to grant agencies' delays the project will not occur during FY2018. Therefore, the funds will transfer from the General Fund to a multi-year Capital Reserve project fund for the Phase II Bonds. The budget amendment also recognizes insurance proceeds received in the General Fund (\$10,372) and Electric Fund (\$7,291).

*Commissioner Miltich made motion to approve Ordinance #2018-00683 to amend the FY18 operating budget as presented. Commissioner Gilroy seconded the motion and it passed unanimously, 4-0.*

**Ordinance #2018-00683 is hereby made part of the minutes by reference.**

- G. Schedule of Fees Amendment  
Finance Director Julie Niswonger explained the Schedule of Fees changes related to various PARC fees.

*Commissioner Bilodeau made a motion to approve the amendments made to the Schedule of Fees. Commissioner Gilroy seconded the motion and it passed unanimously, 4-0.*

- H. Mecklenburg CDBG Program Cooperative Agreement  
Deputy Manager Wayne Herron explained that the Town has participated in the County's CDBG entitlement program for years as it better the Town's position to qualify and utilize eligible funding to assist Town residents in the low to moderate income range. In an effort to continue in the program, the Town must enter into a new agreement that will be in effect from July 1, 2018 thru June 30, 2021.

*Commissioner Gilroy made a motion to approve the Cooperative Agreement for the Mecklenburg CDBG Entitlement Program and authorize the Town Manager and Attorney to finalize and execute it. Commissioner Ross seconded the motion and it passed unanimously, 4-0.*

- I. Veterinary and Animal Care Services Agreement  
Major Black stated that the Town has had a service agreement with the Animal Hospital of Cornelius for years and that the new agreement will also provide animal care services (veterinary technicians) on the weekends/holidays to allow the two

animal shelter officers time off on the weekends/holidays and help minimize overtime being paid to cover the shelter 365 days a year.

*Commissioner Gilroy made a motion to approve the services agreement with Animal Hospital of Cornelius and authorize the Town Manager and Attorney to finalize and execute it. Commissioner Miltich seconded the motion and it passed unanimously, 4-0.*

11. CONSENT AGENDA

- A. Approve Minutes – Regular Meetings May 21<sup>st</sup> & June 4<sup>th</sup> (Approved 4-0)
- B. Approve Minutes – Closed Sessions May 21<sup>st</sup> & June 4<sup>th</sup> (Approved 4-0)
- C. Resolution Appointing Town Clerk, Finance Director and Deputy Finance Director (Approved 4-0)

*Commissioner Ross made a motion to approve the Consent Agenda as presented. Commissioner Gilroy seconded the motion and it passed unanimously, 4-0.*

12. COMMISSIONER CONCERNS

- A. Tractor Trailer Parking near Planet Fitness

Commissioner Gilroy asked staff to look into the parking issue. Mr. Herron stated that LDCAB will be discussing and reviewing options at their July 23<sup>rd</sup> meeting.

13. CLOSED SESSION

At 8:17PM, Mayor Washam reconvened the Closed Session that was recessed during the Pre-meeting.

14. ADJOURNMENT

*Upon return from Closed Session and there being no further business to discuss, Commissioner Ross made a motion to adjourn at 9:10PM. Commissioner Bilodeau seconded the motion and it passed unanimously, 4-0 (Commissioner Gilroy left before adjournment).*

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

**To:** Mayor and Board of Commissioners

**From:** Lori Harrell, Town Clerk


**Action Requested:**

Approve the minutes from the June 18th Closed Session meeting.

**Manager's Recommendation:**

Approve minutes

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">06-18-18_Closed_Session_draft.docx</a>	Closed Session Minutes	Backup Material

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## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: July 2, 2018

To: Mayor and Board of Commissioners

From: Julie Niswonger, Finance Director

**Action Requested:**

Please find the attached list of proposed refunds based upon the information received from the County Assessor.

The list is necessary as a result of value adjustments as performed by the Mecklenburg County Assessor and/or Board of Equalization and Review and corrections as determined by the Mecklenburg County Assessor. Those refunds total = \$3,394.48 (tax) + \$0.00 (interest) = \$3,394.48. The refunds range in value from \$56.10 to \$896.32.

As required by Statute, please approve refunds. There are no Board member refunds in this group.

**Manager's Recommendation:**

Approve tax refunds.

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">7318T1_Cornelius_No_Interest_Refund_Report_to_BOCC_5_17_2018.pdf</a>	County List #1	Cover Memo

**CORNELIUS Refunds**

Bill Number	Parcel #	Adj. #	Adj. Reason	Recipient Name	Refund Amount (\$)
0001423233-2015-2015-0000-00	00180409	567965	Adjustment	ANKROM, MICHAEL C JR	843.60
0001423233-2016-2016-0000-00	00180409	567966	Adjustment	ANKROM, MICHAEL C JR	896.32
0001423233-2017-2017-0000-00	00180409	567967	Adjustment	ANKROM, MICHAEL C JR	896.32
0001443384-2017-2017-0000-00	00535442B	567964	Adjustment	BEAUREGARD, TIFFANI T	349.09
0008117403-2017-2017-0000-00		567864	Duplication	GLOBAL FINANCIAL CREDIT LLC	234.07
0008100958-2016-2016-0000-00		567877	Duplication	LAKE NORMAN 3D IMAGING	56.10
0007560872-2017-2017-0000-00		567952	Not in County	SCHMIDTKE, JAIME	118.98
					<b>3,394.48</b>