



# **TOWN OF CORNELIUS**

Cornelius Town Hall

## **BOARD OF COMMISSIONERS**

December 3, 2018

Agenda

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

- **Salary and Benefits Study Committee Presentation**

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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. **Architectural Review Board Appointments**
  - B. **Certification of Bond Referendum Results**
  - C. **Establish 2019 Town Board Meetings**
  - D. **FY 2020 Budget Calendar**
8. **CONSENT AGENDA**
  - A. **Approve Minutes - Regular Meeting**
9. **COMMISSIONER CONCERNS**
10. **CLOSED SESSION**
  - A. **Contractual Matter**
  - B. **Personnel Matters**
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:** December 3, 2018

**To:** Mayor and Board of Commissioners

**From:** Andrew Grant, Town Manager


**Action Requested:**

The Salary and Benefits Study Committee will give a presentation on their findings.

**Manager's Recommendation:**

Hear presentation.

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">Salary_and_Benefits_Study_12.3.18.pdf</a>	Salary and Benefits Study	Presentation

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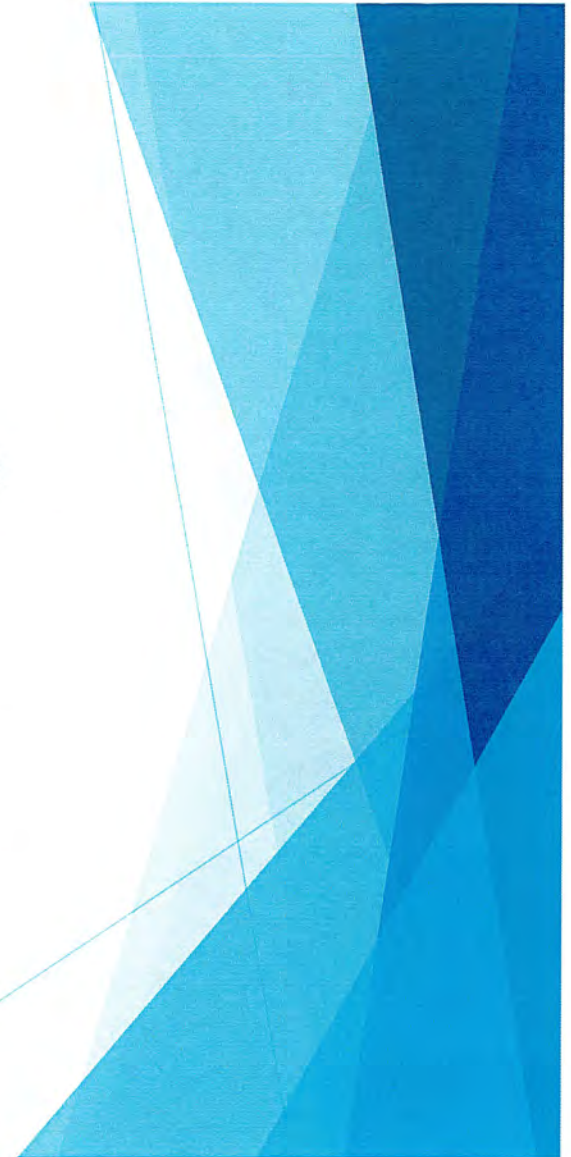


# Town of Cornelius Compensation & Benefits Study Report

Citizens' Compensation & Benefits Committee  
Susan Manning, HR Consultant

## Goals for the Compensation Study

- ▶ Ensure the Town's salary ranges and benefits are competitive with the market to facilitate recruitment & retention
- ▶ Research non-monetary benefits and incentives
- ▶ Pay employees competitively within their salary ranges based on their qualifications & performance
- ▶ Adjust employee salaries who are being paid below the midpoint so they will be paid competitively with the market





## Why do the study?

- ▶ Labor market is dynamic and moving rapidly
  - ▶ Wages increasing an average of 3% annually
  - ▶ Unemployment 3.7% annually
  - ▶ Inflation increasing 2.9% annually
- ▶ Cornelius turnover continues to increase
- ▶ Salary ranges have not been adjusted in 2 years
- ▶ Difficult to hire and retain well-qualified staff

# Turnover Analysis – 2016-2018

- ▶ Annual turnover has ranged from 9%-16%
- ▶ Turnover is increasing in 2018 – 13% YTD (16% annualized)
- ▶ Voluntary Turnover is 90% of total turnover
- ▶ 78% leave for more money
- ▶ Highest turnover by Job Title in 2018 YTD
  - ▶ Police Officers - 26% YTD (31% annualized)
  - ▶ Telecommunicators – 12.5% YTD (15% annualized)
  - ▶ Maintenance - 37.5% YTD (45% annualized)

# Cost of Turnover

- ▶ 6-12 months of annual salary
- ▶ Factors that impact cost
  - ▶ Recruiting
  - ▶ Onboarding & Training
  - ▶ Lost Productivity
  - ▶ Loss of Institutional Memory
  - ▶ Decline in Service
  - ▶ Lost Engagement/Employee Morale
  - ▶ Cost of overtime to maintain coverage



## Cost of Turnover by Year

	Six Months – 12 Months
▶ 2016	\$379,682 - \$759,364
▶ 2017	\$191,468 - \$382,935
▶ 2018	\$259,916 - \$519,835* YTD
▶ Total	\$831,066 - \$1,662,134

\*Represents approximately 1 cent on the tax rate



## Cost to Hire Patrol Officer

▶ Recruitment & HR costs	\$2,460
▶ Uniforms	\$2,831
▶ Field Training	\$17,020
▶ State Mandated Training	\$727
▶ Radar School	\$1,290
▶ Other required training	\$753
<b>Total:</b>	<b>\$25,081*</b>

**Cost to fill 5 openings per year: \$125,405\*\***

\*Represents 2/3 of the annual salary of a Patrol Officer.

\*\*Represents the salary of at least 3 officers.

# Salary & Benefits Survey

- ▶ 19 Benchmark Communities identified in local labor market in addition to Cornelius, Davidson & Huntersville
- ▶ 37 Cornelius benchmark jobs included in the survey, representing 82% of the Town's job classifications

# Salary Survey - Communities

- ▶ Belmont
- ▶ Cabarrus County
- ▶ Charlotte
- ▶ Concord
- ▶ Cornelius
- ▶ Davidson
- ▶ Gastonia
- ▶ Hickory
- ▶ Huntersville
- ▶ Kannapolis
- ▶ Iredell County
- Lincolnton
- Matthews
- Mecklenburg County
- Mint Hill
- Monroe
- Mooresville
- Pineville
- Salisbury
- Statesville
- Union County



# Market Methodology

- ▶ **Requested Survey Data to determine Market Rates**
  - ▶ Average Actual Salaries being paid for each benchmark position
  - ▶ # employees in each position
  - ▶ Salary Range minimum, midpoint, maximum
- ▶ **Calculating a Market Rate**
  - ▶ Average of actual salaries being paid in the market
  - ▶ Adjusted market rate calculated excluding outliers
  - ▶ Compare market rate to current midpoint of the salary range
  - ▶ Market Range - +/- 5% of midpoint

# Survey Results

- ▶ **Summary of Market Data Analysis:**
- ▶ 90% survey response rate
  - ▶ 17 of 37 Cornelius Benchmark Positions are Below Market (46%)
  - ▶ 20 Cornelius Benchmark Positions are At Market (54%)
  - ▶ No Cornelius Benchmark Positions are Above Market
  - ▶ Police Officer & Telecommunicator salary ranges are not competitive at the minimum/hiring rate

## Job Classifications Below Market

- ▶ Most Management positions
- ▶ Most Professional positions
- ▶ Maintenance and Crew Leader positions
- ▶ Some Law Enforcement positions



# Job Classifications at Market

- ▶ Planning positions
- ▶ Administrative positions
- ▶ Some Law Enforcement positions
- ▶ Some Public Works positions

# Patrol Officer Minimum Pay

- ▶ Charlotte - \$44,362
- ▶ Huntersville - \$42,683
- ▶ Davidson - \$40,838 (hiring rate)
- ▶ Mooresville - \$39,650
- ▶ **Cornelius - \$37,823**
- ▶ Joint Study Market Median - \$42,444
- ▶ Joint Study Market Average - \$44,641

# Negative Impacts on Public Safety

- ▶ Competition for sworn officers is increasing the salary rates
- ▶ Reduced pool of candidates increases competition and time to fill positions (Charlotte had 100 officer vacancies in July)
- ▶ Average tenure for Cornelius patrol officers has declined to **1.6 years (3 years for an officer to become fully functioning)**
- ▶ **17%** vacancy rate for patrol officers impacts service delivery, decreases coverage, increases overtime costs, and potentially increases risks for citizens, property, and staff
- ▶ **Public Safety is one of the most valued services by citizens of Cornelius, but high turnover, shorter tenure, and police openings in the local area jeopardizes service delivery and is not sustainable over the mid-term and long-term**



# Compensation Findings

- ▶ 39% of all Town salary ranges are below market
- ▶ 64% of employees are currently being paid below market
- ▶ 42% of employees have less than 5 years experience
- ▶ Police Officers and Telecommunicators have competitive salary ranges at the midpoint, but not at the hiring rate
- ▶ Some salary ranges are competitive overall but employees are being paid below market (e.g. Police, Telecommunicators and Maintenance Workers)
- ▶ Cost for overtime/coverage in 911 center was \$100,000 in FY 2018
- ▶ **Need strategies to move employees to the midpoint of the range more quickly to facilitate retention and reduce turnover costs**

## Recommendations to Become Competitive: Non-monetary Incentives

- ▶ Safety Day
- ▶ Flex time scheduling
- ▶ Discount for Park & Recreation rentals/camps (minimal cost)
- ▶ Increase sick leave donation cap (recommendation is to go from 160 hours to 240 hours; Cornelius currently has the lowest sick leave donation cap in the survey)
- ▶ Allow rollover of vacation hours in excess of 240 to sick leave at year end (Cornelius is only entity in survey that does not do this)
- ▶ Employee service recognition



## Recommendations to Become Competitive: Wellness Benefit

- ▶ Offer gym stipend/YMCA membership discount for employee wellness program to help manage health insurance rates (\$11,000)



## Recommendations to Become Competitive: Compensation

- ▶ Increase salary ranges for **17** benchmark positions that are below market
- ▶ Increase salary ranges for law enforcement and telecommunications positions
- ▶ Adjust 21 employee salaries to minimum of the new ranges
- ▶ Adjust 48 employee salaries that are below the midpoint of the new ranges by 5-10%
- ▶ Adjust 24 employee salaries by less than 5% to the midpoint because 5 or 10% increase would take them above midpoint
- ▶ No salary increases for employees paid at midpoint or above

# Recommendations to Become Competitive: Compensation

- ▶ Provide market pay adjustments to employees; (\$269,836)
- ▶ Provide a 5% increase after 12 month probationary period for all new employees to move them closer to the market. Cornelius is the only North Mecklenburg Town not providing a probationary increase; (\$28,000)
- ▶ Budget 1% of salaries for recruitment/retention/compression pool for all departments to retain star employees and recruit experienced employees; (\$60,000)
- ▶ Budget .5% of salaries for annual performance bonus pool to reward exemplary performance; (\$30,000)



## Recommendations to Become Competitive: Compensation

- ▶ Conduct market studies every 2 years to remain competitive (\$5,000 to \$7,000 each study)
- ▶ Review pay plan on alternate years as part of the budget process (review turnover, market, compression, employment cost index)
- ▶ Adjust pay plan more frequently (every 1 to 3 years) & fund competitive market increases depending on market movement and merit increases consistent with peers (historically 3% to 4%)



# Recommendations to Become Competitive: Police Department

- ▶ Pay for BLET & a trainee wage for qualified PO candidates (\$1,200 per officer for BLET; no additional cost for trainee wage)
- ▶ Offer sign-on and employee referral bonuses for certain positions (currently targeted for patrol officers - \$12,000)
- ▶ Offer \$2,500 per year in-town residency incentive for sworn officers (currently 10 officers living in Town; (\$25,000 - Cornelius is the only North Mecklenburg town not offering an in-town residency incentive)
- ▶ Provide Police Officers 2% for achieving Intermediate law enforcement certification (\$2,000)

# Implementation Recommendations

- ▶ Implement actual salary adjustments January, 2019
- ▶ Delaying implementation to July means the Town will fall farther behind the market
- ▶ Turnover and related costs may continue to increase
- ▶ If delayed to July, implementation costs will increase an estimated 3%
  - ▶ Market will continue to move
  - ▶ Data will be a year old
  - ▶ Other Towns will be adjusting their pay plans
- ▶ Implement non-monetary incentives ASAP



## Total Study Implementation Costs

- ▶ Market Study Annual Cost (actual salaries)\* – \$269,836
  - ▶ **FY 19 (1/2 year) Market Study Implementation costs - \$134,918**
  - ▶ Additional compensation costs - \$118,000 (FY 20)
  - ▶ Wellness benefit - \$11,000 (FY 20)
  - ▶ Police Department - \$40,000 (FY 20)
  - ▶ Total Annual Compensation Implementation costs – \$438,836

\*3% delayed implementation costs: \$277,931



## Additional Recommendations

- ▶ Approve a new position in FY 20 for an HR Director as recommended in 2016 study (\$70,000)
- ▶ Survey employees regularly to proactively assess employee satisfaction, interest in non-monetary incentives/benefits, and retention issues
- ▶ Enhance performance reviews by adding 360 degree evaluations

## References

- ▶ Cornelius Turnover Reports – 2016-2018
- ▶ Society for Human Resource Management
- ▶ Bureau of Labor Statistics, U. S. Department of Labor
- ▶ League of Municipalities Annual Salary Survey
- ▶ 2018 Joint Compensation & Benefits Study

# Acknowledgements

## Citizen Representatives

**Dave Peterson** – Managing Director, Credit Fixed Income Group,  
US Bank.

**Bob Bruton** – retired VP of Information Technology, Springs Industries

**Charmaine Nephew** – retired VP of HR for tesa tape, NA.





Questions?

## REQUEST FOR BOARD ACTION

 [Print](#)

**Date of Meeting:** December 3, 2018

**To:** Mayor and Board of Commissioners  
**From:** Wayne Herron, AICP  
Deputy Manager/Director of Planning

**Action Requested:**

Appoint Megan Hoover to fill the vacancy at seat #2. Ms. Hoover's term would run from October 2018 to October 2020.

Reappoint the following members:



- Seat #1: Recah Harward
- Seat #3: David Eve
- Seat #4: Joe Harris

All of the reappointments also have terms running from October 2018 to October 2020.

**Manager's Recommendation:**

Approve the Architectural Review Board appointments as recommended.

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">draftARB_Members_11.5.2018.pdf</a>	Proposed ARB Roster	Backup Material
 <a href="#">Hoover.pdf</a>	Megan Hoover Application	Backup Material

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# ARCHITECTURAL REVIEW BOARD 2018

SEAT	APT	TERM	NAME	PROFESSION	ADDRESS	HOME NO.	BUS. NO.	CELL NO.	E-MAIL
1	2016	10/18 - 10/20	Recah Harward	Interior Designer	21408 Hickory Street			7049098316	<a href="mailto:rharward@labellapc.com">rharward@labellapc.com</a>
2	2018	10/18-10/20	Megan Hoover	Architect	20658 Spring Grove Lane			704-303-0493	<a href="mailto:megan.hoover@gmail.com">megan.hoover@gmail.com</a>
3	2007	10/18 - 10/20	David Eve	Architect	22548 John Gamble Road	704-892-5015	704-377-2990	704-618-4229	<a href="mailto:deve@redlinedg.com">deve@redlinedg.com</a>
4	2007	10/18 - 10/20	Joseph Harris	Architect	21120 Blakely Shores Dr.	704-892-4955	704-904-1432		<a href="mailto:theioeharris@bellsouth.net">theioeharris@bellsouth.net</a>
5	2018	10/17 - 10/19	Mark Hoidas	Engineer	21518 Lake Point Lane			704-361-3318	<a href="mailto:Hoid1962@yahoo.com">Hoid1962@yahoo.com</a>
6	2010	10/17 - 10/19	Teresa Hawkins	Landscape Architect	21326 Bethel Church Road	704-892-8625		704-657-3838	<a href="mailto:teresa_hawkins@att.net">teresa_hawkins@att.net</a>
7	2015	10/17 - 10/19	Richard Kamakaris	Architect	17433 Harbor Walk Drive			704.604.1519	<a href="mailto:kamakaris@gmail.com">kamakaris@gmail.com</a>



Lori Harrell

**From:** noreply@civicplus.com  
**Sent:** Friday, May 25, 2018 2:08 PM  
**To:** Lori Harrell  
**Subject:** Online Form Submittal: Committee Appointment Form

## Committee Appointment Form

### Contact Information

First Name	Megan
Last Name	Hoover
Residence Address	20658 Spring Grove Lane
Mailing Address (if different from above)	<i>Field not completed.</i>
Contact Number	704-303-0493
Description	Cell
Email Address	megan.hoover@gmail.com
I Live:	Inside the Town of Cornelius
I Am Interested In Serving On The Following Board(s)	Architectural Review Board, Historic Preservation Committee

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

I began my professional career while at university working part-time for the architectural studio of Aldo Rossi Associati in Milan, Italy, as a graphic designer and translator contributing to their website portfolio. Following my graduation from architecture school at the Politecnico di Milano, I joined J&A Consultants, a leading construction and project management company based in Milan with projects throughout Italy, as an assistant project manager on several large scale vertical design and construction projects, and as the company's proposal writer. I transferred to Johannesburg, South Africa, in 2008, and joined WSP Group Africa's newest engineering division, Green by Design, responsible for the sustainable design and certification process of several of the country's first Green Star South Africa rated buildings - the local equivalent to LEED. I returned to live in Cornelius with my family and joined the architectural firm of Gensler in March of 2017. I am actively



seeking architectural registration in the state of North Carolina. Please find attached my resume. I would like to serve on the Cornelius board to ensure future developments provide my family, my neighbors, and my community with beautiful and safe structures and spaces.

Additional Information  
(\*optional)

*Field not completed.*

Date

05/25/18

Signature

M Hoover

Note:

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

Email not displaying correctly? [View it in your browser.](#)

## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: December 3, 2018

To: Mayor and Board of Commissioners

From: Lori Harrell, Town Clerk


**Action Requested:**

As part of the final process for the bond referendum, Mecklenburg County Board of Elections certifies the referendum results of November 6, 2018 (see attached). The Board then needs to approve a Resolution that certifies and declares the bond referendum results provided by the Board of Elections.

**Manager's Recommendation:**

Approve the Resolution as submitted.

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">RES-Certifying Results-2018_GO Referendum.pdf</a>	Statement of Results and Resolution Certification	Resolution Letter

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**STATEMENT OF RESULTS OF SPECIAL BOND REFERENDUM ON THE BOND ORDER AUTHORIZING THE ISSUANCE OF \$24,000,000 GENERAL OBLIGATION TRANSPORTATION BONDS, HELD FOR THE TOWN OF CORNELIUS, NORTH CAROLINA ON NOVEMBER 6, 2018**

*WHEREAS*, by direction of the Board of Commissioners (the “*Board of Commissioners*”) of the Town of Cornelius, North Carolina (the “*Town*”), a special bond referendum was duly called and held for said Town on November 6, 2018 for the purpose of submitting to the qualified voters of said Town the question hereinafter set forth, and said Board of Commissioners has received from the Mecklenburg County Board of Elections a certification of the results of said referendum, and has determined the result of said referendum to be as hereinafter stated;

*NOW, THEREFORE*, the Board of Commissioners hereby makes the following statement of the result of said referendum pursuant to The Local Government Bond Act:

- (1) The number of voters registered and qualified to vote at said referendum was 23,176.
- (2) The total number of voters who voted “**Yes**” in answer to the question,

“*SHALL* the order authorizing \$24,000,000 of bonds plus interest to provide funds 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 providing that additional taxes may be levied in an amount sufficient to pay the principal of and interest on the bonds be approved?”

was 9,002. The total number of voters who voted “**No**” in answer to such question was 3,790. The question in the form submitted was APPROVED by the affirmative vote of a majority of those who voted thereon at said referendum.

Any action or proceeding challenging the regularity or validity of this special bond referendum must be begun within 30 days after December 6, 2018.

**BOARD OF COMMISSIONERS OF THE TOWN  
OF CORNELIUS, NORTH CAROLINA**

RESOLUTION #2018 - \_\_\_\_\_

**RESOLUTION CERTIFYING AND DECLARING THE RESULTS OF THE SPECIAL BOND REFERENDUM ON THE BOND ORDER AUTHORIZING THE ISSUANCE OF \$24,000,000 GENERAL OBLIGATION TRANSPORTATION BONDS HELD FOR THE TOWN OF CORNELIUS, NORTH CAROLINA ON NOVEMBER 6, 2018**

*WHEREAS*, the Board of Commissioners (the “*Board of Commissioners*”) of the Town of Cornelius, North Carolina has considered the Certificate of Canvass of the Mecklenburg County Board of Elections canvassing the referendum held for the Town of Cornelius, North Carolina on November 6, 2018 and certifying the result thereof to the Board of Commissioners and has canvassed the result of said referendum.

*NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF CORNELIUS, NORTH CAROLINA* that it be and hereby is certified and declared that the number of voters registered and qualified to vote at said referendum was 23,176.

*BE IT FURTHER RESOLVED*, that it be and hereby is certified and declared that the total number of voters who voted “**Yes**” in answer to the question

“*SHALL* the order authorizing \$24,000,000 of bonds plus interest to provide funds 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 providing that additional taxes may be levied in an amount sufficient to pay the principal of and interest on the bonds be approved?”

was 9,002. The total number of voters who voted “**No**” in answer to such question was 3,790. The question in the form submitted was APPROVED by the affirmative vote of a majority of those who voted thereon at said referendum.

*BE IT FURTHER RESOLVED*, that a statement substantially in the form hereinafter set forth declaring the result of said referendum will be filed in the Town Clerk’s office and inserted in the Board of Commissioners minutes and published in accordance with law.

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

***READ, APPROVED AND ADOPTED*** this 3rd day of December, 2018.

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

\_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

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



## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: December 3, 2018

To: Mayor and Board of Commissioners

From: Lori Harrell, Town Clerk

**Action Requested:**

Review and adopt a Resolution establishing the regular schedule Board of Commissioner meetings for 2019.

**Manager's Recommendation:**

Approve a Resolution establishing the 2019 meetings for the Board of Commissioners.

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">RES-BOC Est. Board meeting dates 2019.pdf</a>	2019 Meeting Dates	Resolution Letter

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**RESOLUTION ESTABLISHING A DATE, PLACE AND TIME FOR REGULAR  
MEETINGS OF THE CORNELIUS BOARD OF COMMISSIONERS**

**WHEREAS**, N.C. General Statute 160A-68 calls for an organizational meeting to be held at any time after results of the municipal election have been officially determined and published pursuant to Subchapter IX of Chapter 163 of the General Statutes but not later than the date and time of the first regular meeting of the Board in December; and

**WHEREAS**, N. C. General Statute 160A-71 specifies that the Board of Commissioners shall fix the time and place for its regular meetings; and

**WHEREAS**, the Board of Commissioners wish to hold a 5:45PM pre-meeting in the Community Room of Town Hall before each 7:00PM regular meeting to be held in the Assembly Room of Cornelius Town Hall, 21445 Catawba Avenue on the first and third Mondays of each month except where a holiday may occur.

**NOW, THEREFORE, LET IT BE RESOLVED** that the Board of Commissioners of the Town of Cornelius hereby fixes the time of its regular meetings for calendar year 2019 on the first and third Mondays of each month except where a holiday may occur as shown on *Exhibit A* attached hereto.

Adopted this the 3<sup>rd</sup> day of December 2018.

SEAL

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

ATTEST:

APPROVED AS TO FORM:

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

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

# Town Board Calendar of Meetings 2019

Exhibit A

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

May						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March						
S	M	T	W	T	F	S
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24	25	26	27	28	29	30
31						

June						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Adopted 12/3/18



## REQUEST FOR BOARD ACTION

 [Print](#)

**Date of Meeting:** December 3, 2018

**To:** Mayor and Board of Commissioners

**From:** Julie Niswonger, Finance Director

**Action Requested:**

The attached budget calendar anticipates dates when FY 2020 budget items will be addressed.

Please note the Saturday, January 26th planning session and also the annual budget workshop scheduled for March 7th and March 8th, 2019.

**Manager's Recommendation:**

Approve the FY 2020 Budget Calendar.

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">Budget_Calendar.pdf</a>	FY20 Budget Calendar	Backup Material

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***Town of Cornelius  
Budget Calendar  
For Fiscal Year 2019-2020***

<b>Date</b>	<b>Description</b>
November 9, 2018	Finance distributes CIP update materials
<b>December 3, 2018</b>	<b>Town Board adopts Budget calendar</b>
December 28, 2018	Department heads submit CIP requests
January 4, 2019	Department heads submit proposed FY 2020 goals
January 7, 2019	Staff submits progress on FY 2019 Goals to Finance Director (present update to BOC on Feb. 4th)
<b>January 26, 2019</b>	<b>Planning session (if needed and if relevant data/information is available)</b>
January 31, 2019	Manager finalizes Recommended CIP
January 31, 2019	Departments submit line item budget requests to Finance Director
February 22, 2019	Finance Director submits revenue estimates and anticipated tax rate to Town Manager (based upon available data at that time)
<b>March 7 - 8, 2019</b>	<b>Board, Manager, and Staff workshop to discuss FY 2020 Budget and CIP</b>
<b>April 1 and April 15, 2019</b>	<b>Hold workshops with Board on FY 2020 Budget (If Needed)</b>
<b>May 6, 2019</b>	<b>Manager submits recommended FY 2020 Budget to Board and Citizens</b>
<b>May 20, 2019</b>	<b>Town Board holds FY 2020 Budget public hearing</b>
<b>June 3 or June 17, 2019</b>	<b>Town Board continues public hearing and adopts budget prior to June 30th</b>

**Bold = Board Action or Activity**

## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: December 3, 2018

To: Mayor and Board of Commissioners

From: Lori Harrell, Town Clerk

**Action Requested:**

Review the minutes from the Nov. 19th Regular Meeting.

**Manager's Recommendation:**

Approve minutes

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">11-19-18_Regular_Meeting_draft.docx</a>	Regular Meeting Minutes	Backup Material

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## BOARD OF COMMISSIONERS

November 19, 2018  
MINUTES

### REGULAR MEETING – 7:00PM

#### 1. CALL TO ORDER

Mayor Pro-Tem Miltich called the meeting to order at 7:00PM. He announced that Mayor Washam would be late as he was participating in the Community Thanksgiving Service at Bethel Church.

#### 2. DETERMINATION OF QUORUM

All commissioners were present for the meeting. Mayor Washam arrived at 7:38PM.

#### 3. APPROVAL OF AGENDA

*Commissioner Naas made a motion to revise and approve the agenda by moving rezoning case REZ 06-17 Catawba @ Knox (Item 10A) after Citizens Comments and Concerns (Item 7) and New Business (Item 5) after the rezoning (Item 10A). Commissioner Bilodeau seconded the motion and it passed unanimously, 5-0.*

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

David and Diana Rochester led the pledge after a moment of silence was observed.

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

Commissioner Bilodeau reported on the following:

- Attended the North Meck Alliance meeting on Nov. 8<sup>th</sup>
- Attended the Veterans Day celebration on Nov. 10<sup>th</sup>
- Attended the Arts and Science Council Board of Directors meeting on Nov. 14<sup>th</sup>
- Attended the Chamber's Champions of Diversity lunch on Nov. 15<sup>th</sup>
- Attended the Visit Lake Norman Board meeting on Nov. 19<sup>th</sup>
- Upcoming PARC event – Light Up Cornelius will be held on Nov. 24<sup>th</sup> (4PM-7PM)

Commissioner Ross reported on the following:

- Chamber events – attended the Champions of Diversity on Nov. 15<sup>th</sup>; Focus Friday was held on Nov. 16<sup>th</sup> where the need for a magistrate in the North Mecklenburg area was discussed; and the Chamber annual meeting is scheduled for Jan. 18<sup>th</sup>

Commissioner Naas reported on the following:

- Attended the North Meck Alliance meeting on Nov. 8<sup>th</sup>
- Attended the Veterans Day celebration on Nov. 10<sup>th</sup>
- Attended the TAB meeting on Nov. 13<sup>th</sup>
- Chaired the Cornelius Educational Options Study Commission on Nov. 15<sup>th</sup>

Commissioner Miltich reported on the following:

- Worked the polls on election day promoting the bond package that did pass
- Attended the CMS Municipal Concerns Act report given by Superintendent Wilcox on Nov. 7<sup>th</sup>
- Attended the North Meck Alliance meeting on Nov. 8<sup>th</sup>
- Attended the Veterans Day celebration on Nov. 10<sup>th</sup>
- Attended the TAB meeting on Nov. 13<sup>th</sup>
- Attended the Newsmaker Breakfast on Nov. 15<sup>th</sup>
- Attended the Chamber's Champions of Diversity lunch on Nov. 15<sup>th</sup>
- Attended the Chamber's Focus Friday on Nov. 16<sup>th</sup>
- Attended the visitation service for Nannie Potts on Nov. 16<sup>th</sup>

6. CITIZEN CONCERNS/COMMENTS

**Todd Morton – 21417 Harken Drive**, expressed his concerns with the increase of traffic and pedestrian safety the proposed rezoning of Catawba @ Knox will create.

10. PUBLIC HEARING AND CONSIDERATION OF APPROVAL

A. REZ 06-17 Catawba @ Knox

Mayor Pro-Tem Miltich called for a motion to open the public hearing on rezoning case REZ 06-17 Catawba @ Knox. The public notice is attached hereto.

*Commissioner Ross made a motion to open the public hearing on REZ 06-17.*

*Commissioner Gilroy seconded the motion and it passed unanimously, 5-0.*

Deputy Manager Herron gave the staff presentation (*Exhibit Book 31*) on the proposed rezoning of 10.8 acres located on West Catawba and Knox Road. He explained that the property has been zoned *Commercial* since before 1996 and the Hannaford approval in 1997 was for a 50,000 sqft. grocery and outparcel site. The Catawba @ Knox rezoning request has less square footage (39,000sqft.) being proposed with an improved site layout and enhanced architecture. Mr. Herron explained the project timeline and stated that the extended review process was due to the NCDOT Congestion Management review. The project elements include internal pedestrian access for all uses, external sidewalks and bike lanes, signed and lighted pedestrian crosswalks (RRFBs) for the residents of Blue Stone Harbor, and an enhanced vegetated buffer on the Blue Stone Harbor side of the property to minimize the sound and lighting. The site impervious is below the mandated 50% and the proposed landscaping exceeds the Town's landscape and buffer requirements. Mr. Herron stated that the development will not be a destination site but will conveniently serve the citizens of Cornelius. The ARB, Planning Board and staff are recommending approval with 17 staff conditions. Asst. Planning Director Aaron Tucker gave an overview of the 17 staff conditions and stated that the applicant has agreed to all of them.

Mayor Washam arrived and joined the Board at the dias.

Brady Finklea with Kimley Horn gave an overview of the TIA results and explained the AM and PM peak hour trips. Commissioner Naas expressed concerns with the TIA counts not including afternoon/lunch time traffic as one of the proposed restaurants is a Chic-Fil-A. Mr. Finklea stated that morning and evening peak hours is the standard for studying traffic counts. He outlined the recommended mitigation improvements to be made to Knox Road and West Catawba Avenue.

Mayor Washam asked who was in charge of the pedestrian crossing locations on Knox Road. Mr. Herron stated that the Town maintains Knox Road, therefore, the Town will determine the placement of the crossings.

Commissioner Gilroy questioned if the site plan establishes “no rear” operations for buildings D and E vs. being placed as a condition for the project. Mr. Herron stated that was correct in that the site plan approval establishes the architecture and the layout of the plan.

Mayor Washam invited the applicant to speak.

Attorney Susan Irvin, representing the applicant, gave a presentation (*Exhibit Book 31*) explaining the changes made to the site plan since the initial application was filed and outlined the economic benefits the development will bring to the area. She reiterated that the property has been zoned for grocery for 22 years and the new rezoning proposal has been under development since 2014. Mr. Randy Goddard with Design Resource Group gave an overview of the transportation benefits beyond the mitigation requirements.

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

**Phil Davis – 21441 Harken Drive**, expressed his concerns with the additional traffic along Knox Road impacting the residents of Blue Stone Harbor.

**Bruce Silberman – 19726 Beneteau Court**, expressed his concerns with the traffic impact along Knox Road and stated it is not a good long term solution.

**Andrew Bell – 21012 Harken Drive**, stated that he was not against economic development but expressed his concerns with traffic and noise impacts to Blue Stone Harbor residents.

**Alberto Shalon – 19713 Valiant Way**, expressed his concerns with the negative impacts to the quality of life of Blue Stone Harbor residents, additional traffic, light pollution and noise.

**Joe Scotto – 19615 Galleon View**, expressed his concerns with the additional traffic along Knox Road and the negative impact on the quality of life.

**Lynn Hock – 21447 Harken Drive**, expressed her concerns with the additional traffic along Knox Road.



**Martha Acquisto – 19700 Valiant Way**, expressed her concerns with the additional traffic impacts for the Blue Stone Harbor residents.

**Adele Boyle – 19745 Valiant Way**, expressed her concerns with the increase of noise, additional traffic along Knox Road and the potential negative impacts to property values.

**Deedi Sutton – 21200 Harken Drive**, expressed her concerns with the additional traffic, food and grease odors, and the potential for juvenile delinquent issues. She asked if speed bumps could be used to deter speeding or use of Harken Drive as a cut through.

**Frank Lagano – 825 Lake Park Drive, Davidson**, suggested that the RRFB lights at the pedestrian crossings be red instead of amber and that the speed limit along Knox Road be 25MPH.

**Joanne Scotto – 19615 Galleon View**, questioned why the development needed driveways on Knox Road when it fronts West Catawba Avenue.

**Danny O'Donovan - 19741 Beneteau Court**, suggested not having a development entrance directly across from Harken Drive. He questioned if the TIA study took into consideration the traffic impacts from development at Westmoreland and West Catawba.

**Sheila Perry – 19914 Scanmar Lane**, expressed her concerns with the negative impacts to the quality of life, light pollution, garbage truck noise, litter, rodents and property values.

**Vinca Russell – 21000 Harken Drive**, expressed her concerns with traffic impacts, garbage truck noise and the potential for increased crime.

There being no further public comments, Mayor Washam invited the applicant to address any of the expressed concerns or questions from the Board.

Commissioner Gilroy asked if any of the tenant names could be revealed. Karen Johnson with Charter Realty stated that there are conversations with a bank but there is no letter of intent, there is a frozen custard company and Chi-Fil-A.

Commissioner Bilodeau asked if the buffer question could be addressed. Ms. Johnson explained that the minimum required buffer is 15 feet. She outlined the areas along the site plan that are proposed to be 80 feet and 50 feet. The established buffer that currently exists will remain and added to. Mr. Herron added that is also tied to a staff condition to make sure there is no visual ability to see the back of the buildings.

Commissioner Miltich questioned if this proposal is the best plan for the site. Mr. Herron explained that the parcel has been zoned *Commercial* for over 20 years and it is the best we have at this time.

Commissioner Bilodeau questioned if speed bumps could be considered on Harken Drive for traffic mitigation. Town Manager Grant stated that as part of the Town's Traffic Calming Policy, staff can evaluate and certainly consider installing speed humps if deemed necessary.

Commissioner Gilroy asked Mr. Finklea to explain the entrance alignment with Harken Drive. Mr. Finklea explained that the most important reason for the alignment is safety because when you have entrances offset it causes "conflicting lefts" and can be dangerous. Additionally, if driveway #1 was eliminated then the residents of Blue Stone Harbor would have to yield to all traffic using driveway #2. Commissioner Naas added that if the alignment was moved it will also impact the intersection lane storage.

There being no further questions, Mayor Washam called for a motion to close the public hearing.

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

Commissioner Naas stated that he appreciated all of the work and effort put into the development project and that he believed it was consistent with the Town's Land Use Plan; however, it's just in the wrong location. He said he was struggling with another grocery store so close to Fresh Market and that the TIA did not consider traffic counts for lunchtime traffic, therefore, he was not going to support the rezoning.

Commissioner Miltich agreed with the positive comments made by Commissioner Naas; however, he did not agree with his conclusion but it certainly does have him conflicted.

Commissioner Bilodeau stated that he appreciated all of the public comments as he realizes the site is a prime piece of property in Cornelius. Although there are obstacles, he believes they can be addressed and he would support the rezoning. He did question the concerns expressed about light pollution. Mr. Herron explained the strict lighting regulations internal to sites. Commissioner Bilodeau also stated that the proposed buffers absolutely need to be enforced.

Commissioner Ross stated that he supports the rezoning as it is better than what was originally approved 20+ years ago.

Commissioner Gilroy stated that he was in favor of approving the rezoning because it is a low intensity development that will bring new services/amenities to the area and create new jobs. He echoed Commissioner Bilodeau's comments on making sure the buffer is right.

*Commissioner Bilodeau made a motion to approve Ordinance #2018-00696 to amend the Zoning Map as proposed with the 17 conditions. Commissioner Ross seconded the motion and it passed 4-1, Commissioner Naas was opposed.*

**Ordinance #2018-00696 is hereby made part of the minutes by reference.**

*Commissioner Ross made a motion to approve Resolution #2018-00909 declaring that REZ 06-17 is consistent with the Town's Land Use Plan and reasonable in the public's interest. Commissioner Bilodeau seconded the motion and it passed 4-1, Commissioner Naas was opposed.*

**Resolution #2018-00909 is hereby made part of the minutes by reference.**

7. PRESENTATIONS

A. Just Serve – Vickie Stevens

Vickie Stevens who serves as a Lake Norman Chamber of Commerce ambassador introduced a new organization called Just Serve that connects local businesses looking for various volunteer services. She asked the Town to consider allowing the Just Serve website link to be added to Cornelius.org. Commissioner Gilroy absolutely supported the request. Town Manager Grant explained that the organization is operated by a religious entity and that local government needs to remain neutral, therefore, he cautioned allowing the link on the Town's website. Ms. Stevens explained that although Just Serve is operated by a church there is no solicitation for money and it's a free service offered to businesses and community volunteers. Manager Grant stated that he and Attorney Wolter would research it further and report back to the Board.

B. Dave and Diana Rochester Volunteer Recognition

Mayor Washam recognized Dave and Diana Rochester for their years of volunteer service at the police department. He explained that the Cornelius Police Department had recently recognized their volunteer service after completing the Citizen's Academy back in 2008. Mr. Rochester was recognized for his 5,827 hours and Mrs. Rochester was recognized for her 6,240 hours. Major Kevin Black stated that they have been invaluable and truly volunteer from the heart. Manager Grant stated that he believed Mr. and Mrs. Rochester deserve the Long Leaf Pine Award. Mrs. Rochester thanked Sgt. Connor for teaching her throughout the years and expressed her appreciation for the opportunity to volunteer at the police department.

8. CONSIDERATION OF APPROVAL

A. Southeastern Power Administration Agreement

Finance Director Julie Niswonger explained that the Town submitted an expression of interest in Federal hydroelectric power available for supplemental allocation. Southeastern Power has determined that Cornelius qualifies for a minimum supplemental award of 100kW of additional power allocation that will provide \$1,281 in savings per year. She asked the Board to approve the supplement agreement.

*Commissioner Miltich made a motion to approve the supplemental power agreement with Southeastern Power Administration. Commissioner Ross seconded the motion and it passed unanimously, 5-0.*

## 9. NEW BUSINESS

### A. Lake Cornelius Informal Canoe/Kayak Access Area

PARC Director Troy Fitzsimmons introduced John Crutchfield with Duke-Energy who gave a presentation on a potential canoe/kayak access area on Lake Cornelius. Mr. Crutchfield explained Duke's relicensing background with FERC and that the 40-year license required Duke to file a Recreation Management Plan for the Catawba-Wateree Hydro Project. He outlined the recreation projects and identified those that have been completed. The RMP identifies an informal access area on Lake Cornelius that consists of a gravel parking lot for approximately 10-15 cars, entrance signage, information kiosk, trail to the water, and a launch area. Mr. Crutchfield thanked the Board for its continued support in Duke-Energy potentially acquiring space on Lake Cornelius.

## 10. PUBLIC HEARING AND CONSIDERATION OF APPROVAL

### B. REZ 01-18 CD Nantz

Mayor Washam called for a motion to open the public hearing on rezoning case REZ 01-18 CD Nantz. *The public notice is attached hereto.*

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

Asst. Planning Director Aaron Tucker gave the staff presentation (*Exhibit Book 31*) explaining the proposed 9.02 acre rezoning request located on West Catawba Avenue and Nantz Road. It will include a 3,000 sqft. convenience store, two retail buildings fronting West Catawba totaling 9,400 sqft. and one 45,000 sqft. 3-story office building located in the rear. The development will also include a future Nantz Road extension. Andrew Eagle with Ramey Kemp Associates provided the TIA results of the study area. Mr. Tucker outlined the project's rezoning timeline and stated that the ARB, Planning Board and staff are recommending approval with 9 staff conditions.

Commissioner Gilroy questioned what type of buffer was being proposed along the future Nantz Road extension. Mr. Herron stated that the landscaping will be standard according to the *Code* requirements of a 15 foot buffer with additional trees and shrubs. Commissioner Gilroy asked if the gas pumps would be visible from West Catawba. Mr. Herron stated that the newly adopted landscaping and buffer requirement will most likely not completely hide the pumps.

Commissioner Naas questioned if the Shell station further up the road would be closed. Mr. Herron stated that it will be closed; however, from a legal zoning stand point for 180 days another convenient store could open there but it is highly unlikely as they are going to remove everything including the tanks.

Mayor Washam invited the applicant to speak.

Adam Serafin – 8730 Westmoreland Lake Drive, thanked staff for their help in working through the process. He stated that as a neighbor to the project and as a developer partner he has a vested interest in making sure the project works well for the Town.



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

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

*Commissioner Gilroy made a motion to approve Ordinance #2018-00697 to amend the Zoning Map as proposed with 9 conditions. Commissioner Miltich seconded the motion and it passed unanimously, 5-0.*

**Ordinance #2018-00697 is hereby made part of the minutes by reference.**

*Commissioner Miltich made a motion to approve Resolution #2018-00910 declaring that REZ 01-18 is consistent with the Town's Land Use Plan and reasonable in the public's interest. Commissioner Ross seconded the motion and it passed unanimously, 5-0.*

**Resolution #2018-00910 is hereby made part of the minutes by reference.**

C. TA 05-18 70% Glass Requirement

Mayor Washam called for a motion to open the public hearing for text amendment TA 05-18 Land Development Code – Chapter 4.

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

Senior Planner Becky Partin gave the staff presentation (*Exhibit Book 31*) on the proposed text amendment to Chapter 4 of the Land Development Code. She outlined the current requirement that at least 70% of the street level frontages shall be in windows or doorways for non-residential, mixed use and multi-family buildings. She explained that many times applicants are unsure if the requirement is in linear feet or square feet of the wall, if it applies to the first floor only or the entire wall fronting the street, and that many have difficulty reaching the minimum 70% requirement. After review, the LDCAB recommendation was to apply the 70% requirement only to the 1<sup>st</sup> floor street fronting wall. The ARB recommended lowering the requirement to 60% of the entire street fronting wall. The Planning Board agreed with the ARB recommendation and staff agrees.

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

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

*Commissioner Gilroy made a motion to approve Ordinance #2018-00698 to amend Chapter 4 of the Land Development Code as presented. Commissioner Miltich seconded the motion and it passed unanimously, 5-0.*

**Ordinance #2018-00698 is hereby made part of the minutes by reference.**

**D. TA 06-18 Chapter 10 – Murals**

Mayor Washam called for a motion to open the public hearing on text amendment TA 06-18 Land Development code – Chapter 10. *The public notice is attached hereto.*

*Commissioner Gilroy made a motion to open the public hearing for TA 06-18. Commissioner Miltich seconded the motion and it passed unanimously, 5-0.*

Senior Planner Becky Partin gave the staff presentation (*Exhibit Book 31*) on the proposed text amendment to Chapter 10 of the Land Development Code. She outlined the zoning districts that allowed murals and the required placement of murals. The proposed text change will allow murals along suitable exterior walls pending review from the PARC Commission. Commissioner Naas expressed his concerns of not defining public art criteria. Attorney Wolter stated that public art displays are extraordinarily constitutionally risky and the proposed text amendment is borderline acceptable. Commissioner Gilroy suggested looking into best practices of other municipalities and going from there. Mr. Herron requested that the Board give staff the month of December to further study and complete the recommended text amendment.

*Commissioner Gilroy made a motion to continue the public hearing until the January 7<sup>th</sup> Town Board meeting. Commissioner Miltich seconded the motion and it passed unanimously, 5-0.*

**11. CONSENT AGENDA**

- A. Approve Closed Session Minutes (Nov. 5<sup>th</sup>) (Approved 5-0)  
B. Approve Regular Meeting Minutes (Nov. 5<sup>th</sup>) (Approved 5-0)

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

**12. COMMISSIONER CONCERNS**

**A. Mayor Washam reported on the following:**

- Attended the funeral service for former Mayor Nannie Potts
- Thanked the PARC staff for a fantastic Veterans Day celebration

**B. Rezoning Public Hearing Process**

Commissioner Naas expressed his frustration with the 2-hour long rezoning public hearing and asked if there was a more efficient way of conducting future hearings.

**C. Lake Cornelius Canoe Access**

Commissioner Gilroy stated that he wanted staff to hold a workshop, and survey the east side residents of Cornelius to truly get a sense of whether or not a canoe access amenity on Lake Cornelius is desirable.

13. ADJOURNMENT

*There being no further business to discuss, Commissioner Gilroy made a motion to adjourn at 10:46PM. Commissioner Miltich seconded the motion and it passed unanimously, 5-0.*

Approved this 3<sup>rd</sup> day of December, 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:** December 3, 2018

**To:** Mayor and Board of Commissioners

**From:** Andrew Grant, Town Manager

**Action Requested:**

Hold a Closed Session pursuant to 143-318.11 (3) consult with attorney; and (5) receive instructions regarding contract negotiations.

**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:** December 3, 2018

**To:** Mayor and Board of Commissioners

**From:** Andrew Grant, Town Manager

**Action Requested:**

Hold a Closed Session pursuant to 143-318.11(6) to discuss personnel matters.

**Manager's Recommendation:**

Hold a Closed Session.

**ATTACHMENTS:**

Name:	Description:	Type:
No Attachments Available		

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