

**TOWN OF HUNTERSVILLE
RETREAT MINUTES**

**February 4 and 5, 2016
Lee S. Dukes Water Treatment Plant
7980 Babe Stillwell Road – Huntersville, NC**

DAY ONE – FEBRUARY 4, 2016 – 9:00 A.M.

GOVERNING BODY MEMBERS PRESENT: Mayor John Aneralla; Commissioners Melinda Bales, Dan Boone, Mark Gibbons, Charles Guignard, Rob Kidwell and Danny Phillips.

Introduction/Overview

Greg Ferguson, Town Manager, reviewed highlights from last year.

- Downtown Redevelopment.
- Using Transportation Reserve funds to upgrade Town maintained streets downtown, including sidewalks, curb and gutter, to make them more pedestrian friendly.
- Discussion of 2016 bond sale for Transportation and Public Facilities projects.
- Timing of US 21/Gilead Road project and Main Street improvements.
- Municipal Agreement with NCDOT for improvements to US 21/Gilead is being negotiated.
- Adopt-a-street program for Town maintained roads. The first street has been adopted.
- Sidewalk prioritization.
- Solid waste rerouting. Some recycling days changed over the summer to line up with solid waste and yard waste days.
- Storm water fees. The fee will need to be increased in the future in order to maintain high level of storm water facilities.
- Recreation Center. There's a capital project ordinance in place.
- Economic development and what the Town needs to do to continue to attract international companies.
- Code enforcement. A new software program has been implemented to be proactive with violations.
- Annexation Agreement with Kannapolis. An agreement was drafted, however Kannapolis has not adopted it yet.
- Attendance of members of advisory boards.

Finance Update – Janet Stoner, Finance Director

- Contract for auditors will go out for bid in September or October.
- Presented Board with Draft Budget Calendar. *(Attached)*
- Presented Board with Balance Sheet – Governmental Funds dated June 30, 2015. *(Attached)*
- Reviewed Capital Project Fund.

Mitch Biruglio of Davenport & Company (Town's financial advisor), presented PowerPoint presentation on Town's financial position. *PowerPoint Presentation attached hereto.*

- The Town has an AAA bond rating, which is the highest you can get.
- The Town has good policies in place.
- Advised changing tax rate, reducing revenues, could hurt Bond rating.
- Currently have revenues to sell \$10-12 million in bonds without tax increase.

ElectriCities Update

Roy Jones, CEO of ElectriCities, presented overview of ElectriCities. *(PowerPoint Presentation attached)*

Planning Update – Jack Simoneau, Planning Director

- Updated the Board on Population and Permitting and ETJ development pressure. *(Refer to attachments)*
- Presented PowerPoint presentation on downtown redevelopment. *(PowerPoint Presentation attached)*

Transportation Update – Bill Coxe, Transportation Planner

- Updated Board on Downtown Transportation System Plan. *(PowerPoint presentation attached hereto)*
- Updated Board on NCDOT TIP. *(Refer to Attachment)*

Public Works and Engineering – Max Buchanan, Public Works Director/Town Engineer

- Updated Board on Large Roadway Projects
 - o Main Street improvements can be done in 5 years, prior to work at US 21/Gilead Road.
 - o Reviewed directional crossover proposal for Gilead Road at the shopping centers. *Refer to Attachment.* Proposes to use flex bars to implement access control. Commissioner Boone suggested a formal presentation be made for area businesses to get their feedback before implementing.
 - o Reviewed options for Main Street improvements. *Refer to Attachment.*
 - o Birkdale Commons Parkway Extension should be completed by July 1. House on property still needs to be moved or burned.
 - o Stumptown Road Extension – meeting with railroad officials on February 24 to discuss RR crossings.
 - o Townley Road Bridge – not critical until Cornelius does their connection from Westmoreland.
- Reviewed status of roadway projects on Top Ten list. *Refer to Attachment.*
 - o Commissioner Kidwell requested staff look at installing a right-turn lane on Beatties Ford Road onto McIlwaine.
 - o Commissioner Phillips inquired about the installation of a traffic signal at Norman View and Highway 73. Mr. Buchanan explained that a signal is not warranted at that intersection.
- Reviewed sidewalk priority ranking. *PowerPoint attached hereto.*
- Most communities are supplementing Powell Bill funds with tax dollars for maintaining streets. In the next two to four years the Board will need to make a decision if they want to supplement the Powell Bill funds, because the Powell Bill funds do not cover costs of all maintenance work that needs to be done.
- The Town is working on a partnership with Mecklenburg County to unify process for development infrastructure acceptance. Staff may ask for the Board to decide in the future at what point do we accept streets in Huntersville when developer finishes.
- Staff is trying to develop ordinances to be included in the Public Works Chapter of the Code of Ordinances and that will come to the Board in the next couple of months for consideration.
- Proposals were received for solid waste collection. The lowest bid was from Unity, however in discussions with them they had not included the tipping fee. The two lowest are Advanced and Republic. Republic's bid was for a 7 year contract. The Board directed Staff to meet with

Advanced and Republic and have them submit numbers for a 5-year contract and a 7-year contract with all new trucks and carts.

Miscellaneous

Mr. Ferguson informed the Board that he had been contacted by Dr. Dan Morrill of the Charlotte-Mecklenburg Historic Landmarks Commission. They are interested in buying the Bradford property that is at the end of the Main Street buildings and would request the Town consider designating it as a historic landmark

The Adequate Public Facilities Ordinance was discussed. Is it time to look at that as something that could be either not needed or utilized in a different method such as an internal tool for staff. It was the general consensus of the Board to have the Land Development Ordinances Advisory Board review it.

There being no further business, the retreat was adjourned for the day.

DAY TWO – FEBRUARY 5, 2016 – 9:00 A.M.

GOVERNING BODY MEMBERS PRESENT: Mayor John Aneralla; Commissioners Melinda Bales, Dan Boone, Mark Gibbons, Charles Guignard, Rob Kidwell and Danny Phillips.

Police – Chief Spruill

- Updated Board on Police staffing. *Refer to Attachment.*
- Updated Board on changes to DARE.
- Discussed policing the ETJ. It was the general consensus of the Board to move forward with researching a process for taking over policing the ETJ from the City.
- Dispatch. Chief Spruill stated that he had only received five citizen complaints related to dispatch since he arrived 18 months ago. Explained the issue of cell phones hitting a tower in another county, then the call having to be transferred. It is a technology issue. Commissioner Guignard indicated that the state should have funds from the 911 fee to update the technology. Commissioner Bales suggested putting it on the Town's legislative agenda.
- A/C units at Police Station will need to be replaced in the next one to two years.
- School Resource Officers are funded by the County. Will be asking County if we can get sergeant to supervise SRO's.

HFFA – Dee Jetton

- Updated Board on HFFA. *PowerPoint attached hereto.*

Discussion included:

- Medical program in partnership with Novant.
- Why police have to pay fee to workout in their own facility.
- Mecklenburg County needs to put more dollars into the facility.

Parks & Recreation – Michael Jaycocks, Parks & Recreation Director

- Recreation Center/CPCC Partnership. Reviewed CPCC Merancas Campus Master Plans and recreation center location. It was the general consensus of the Board to move forward with negotiating agreement with CPCC.
- Partnership with Community School of Davidson. The Parks & Recreation Director reviewed the Community School of Davidson's plans for a football stadium/track at Bradford Park. It was the general consensus of the Board to move forward with partnership with the Community School of Davidson.

- Partnership with Lake Norman Charter School. The Parks & Recreation Director reviewed Lake Norman Charter School's plans to locate an elementary school at Hambright Road. The Town would contribute \$500,000 to help build gymnasium and would have joint use. LNCS does not need an immediate decision.

Todd Steiss updated the Board on the Greenway. *PowerPoint presentation attached hereto.*

Commissioner Boone suggested that the greenway have markers to aid emergency personnel.

Miscellaneous and Parking Lot

- Town Attorney is drafting revisions to the litter ordinance for Board consideration. Town Attorney is also drafting Begging/Panhandling ordinance and Roadside Solicitation ordinance for consideration.
- Commissioner Kidwell suggested hearing public hearings on the Town Board's second meeting of the month, with a decision at the first meeting in order to reduce time for decisions on petitions. The Planning Director noted that the County now has a LUESA person assigned to Huntersville that will improve the permit process. It was the general consensus of the Board to have staff provide options for streamlining process.
- Commissioner Kidwell suggested the applications for advisory boards not include a name, but be identified by a number. Suggested if there's a lot of applicants to break them up over two meetings for the meet and greets. Set deadline at 30 days to receive applications.
- Mayor Aneralla pointed out that the Town needs to notify other members by March 1 if the Town is going to withdraw from the Lake Norman Transportation Commission.
 - o Commissioner Bales reviewed responsibilities of Director. LNTC has discussed the direction and members are going to list five activities they want to see with the LNTC and they will be discussed at the March LNTC meeting.
 - o Commissioner Bales requested Board members meet with Bill Thunberg.
 - o The Board requested a pre-meeting discussion and decision on February 15.
- Mayor Aneralla suggested the Board start having discussion to look at options to make sure the ½ cent sales tax for transportation stays where generated.
- Police vehicle take home policy – other jurisdictions have a policy of 12 miles from the outer limits of the city, not 12 miles from the police headquarters. If there is interest in changing the policy, that could be done within the Police Department through a change in policy.
- Selling Electricities – Mayor Aneralla has asked Duke and Energy United if there is any interest.
 - o Tim Holder, Energy United, over past 1-1/2 years have had conversations with municipal systems for their system. It is feasible for the town to sell, but would have to explore in depth of what would be involved with selling the system. If it's something the town wants to explore, would be happy to look at it.

Commissioner Bales left the retreat.

It was the general consensus of the Board to research what it would take to sell.

- Fund Balance Policy. Current policy is 45 percent. It was suggested not to lower it this year and revisit it next year.
- Seek legislation on CRTPO voting – more weight for Huntersville, less for Charlotte.
- No interest in reducing tax rate at this time.
- Want to figure out way to get more of the hotel/motel money and ABC revenues.

- North Mecklenburg Rescue Squad. It was the general consensus of the Board that the Town will not provide funding after FY 16-17.
- Vision for downtown. It was the general consensus of the Board to continue with what has been put in place.
- Policy funding 501c3 organizations. It's philosophical decision for Board to make. Requested to discuss at pre-meeting on February 15.

Town Manager told the Board you need to pick your battles and decide which ones you are going to fight. You don't want to irritate everyone.

There being no further business, the retreat was adjourned.

Approved this the ____ day of _____, 2016.

DRAFT