

**TOWN OF HUNTERSVILLE  
TOWN BOARD RETREAT MINUTES  
February 28 and March 1, 2022  
Quest at Latta Nature Preserve  
6345 Sample Road, Huntersville, NC**

**DAY ONE – FEBRUARY 28, 2022 – 8:00 A.M.**

GOVERNING BODY MEMBERS PRESENT: Mayor Melinda Bales; Commissioners Dan Boone, Amber Kovacs, Lance Munger, Derek Partee and Stacy Phillips. Commissioner Rob Kidwell entered the meeting late.

STAFF MEMBERS PRESENT FOR ALL OR PORTION OF TWO-DAY RETREAT: Town Manager Anthony Roberts, Deputy Manager Jackie Huffman, Assistant Town Manager Bobby Williams, Town Attorney Emily Sloop, Public Information Officer Kim Strickland, Town Clerk Janet Pierson, Human Resources Director Lara Cagle, Finance Director Pattie McGinnis, IT Director Larry Davis, Planning Director Jack Simoneau, Assistant Planning Director Brian Richards, Parks & Recreation Director Michael Jaycocks, Assistant Parks & Recreation Director Tracy Houk, Police Chief Bence Hoyle, Lake Norman Economic Development Executive Director Ryan McDaniels, Huntersville Family Fitness & Aquatics Director Zach Brown.

**Planning Department**

Jack Simoneau, Planning Director, provided an update on the following. *Refer to PowerPoint attached hereto as Exhibit No. 1.*

- Growth/development (population projections, permit data).
- Land Development statistics.
- Statutory authority to regulate trees.
- Quasi-judicial process. Staff recommends the Sketch Plan Application option, having a neighborhood meeting, with Planning Board recommendation being optional. It was the general consensus of the Board to have staff start amendment to change quasi-judicial to administrative process, keeping the neighborhood meetings.
- Density near transit stations.

**Parks & Recreation Department**

Michael Jaycocks, Parks & Recreation Director, provided an update on the following. *Refer to PowerPoint attached hereto as Exhibit No. 2.*

- 2021 park visitor numbers, along with prior year statistics.
- Staffing challenges.
- Results of the 2030 Parks & Recreation Master Plan.
- Recreation Center Sponsorship. Novant is interested in renewing. It was the general consensus of the Board to renew with Novant.
- Projects completed, current projects and future capital projects.

Mr. Roberts noted that there are technical difficulties and the sound is not going through on the stream. The Board may want to consider moving remainder of retreat to Town Hall.

### **Lake Norman Economic Development Corporation**

Ryan McDaniels, Executive Director LNEDEC, provided an update on the following. *Refer to PowerPoint attached hereto as Exhibit No. 3.*

- Project activity.
- Product development.
- Workforce development.

### **ElectriCities**

Don Mitchell, Electric System Manager, provided an update on the following. *Refer to PowerPoint attached hereto as Exhibit No. 4.*

- Electric cost of service.
- Capital plans.

Commissioner Kidwell made a motion to recess the meeting and resume at 1:15 p.m. at Huntersville Town Hall, 101 Huntersville-Concord Road, Huntersville, NC.

Commissioner Kovacs seconded motion.

Motion carried unanimously.

The Town Board reconvened the meeting at Huntersville Town Hall at 1:15 p.m.

Commissioner Boone made a motion to hold second day of the retreat at Huntersville Town Hall, 101 Huntersville-Concord Road, Huntersville NC, tomorrow.

Commissioner Munger seconded motion.

Motion carried unanimously.

### **Police Department**

Chief Bence Hoyle provided an update on the following. *Refer to PowerPoint attached hereto as Exhibit No. 5.*

- Recruiting and retention.
- Staffing
- Crisis Response
- School Resource Officers
- Recommendations

### **Legal**

Emily Sloop, Town Attorney, provided an update on the following. *Refer to PowerPoint attached hereto as Exhibit No. 6.*

- Legal day-to-day activities.
- Legal projects.
- Public records.

- Procedural process.
- Conflicts of Interest related to development regulations.
- Conflicts of interest related to contracting including new rules from SB 473.

The Board took a 15-minute break.

The Board reconvened.

#### **Human Resources**

Lara Cagle, HR Director, provided an update on the following. *Refer to PowerPoint attached hereto as Exhibit No. 7.*

- COVID 19.
- Employment numbers.
- Recruitment and retention.
- Technology.

#### **IT – Larry Davis**

Larry Davis, IT Director, provided update on the following. *Refer to PowerPoint attached hereto as Exhibit No. 8.*

- General update/projects.
- Workload/need for additional staff.

#### **Huntersville Family Fitness & Aquatics**

Zach Brown, Director, Huntersville Family Fitness & Aquatics provided update on the following. *Refer to PowerPoint attached hereto as Exhibit No. 9.*

- COVID Impacts
- Current/Adjusted Capital Improvement Program (CIP)
- Future CIP/Dectron-Air Control. Dectron units need to be replaced.
- Membership rates/financial impacts

There being no further business, the meeting was adjourned.

### **DAY TWO – MARCH 1, 2022 – 8:30 A.M.**

GOVERNING BODY MEMBERS PRESENT: Mayor Melinda Bales; Commissioners Dan Boone, Rob Kidwell, Amber Kovacs, Lance Munger, Derek Partee and Stacy Phillips.

#### **Communications**

Kim Strickland, PIO, provided an update on the following. *Refer to PowerPoint attached hereto as Exhibit No. 10.*

- Assessment – what we had (existing toolbox).
- Improvement – how we are changing (new and revamped toolbox).
- Planning – where we can go (what do you want added to the toolbox).

Mayor Bales suggested the Board consider having Community Chats. It was the general consensus of the Board to have the Communications Committee discuss pop-up chats and community engagement.

### **Engineering & Public Works**

Stephen Trott and Kevin Fox provided an update on the following. *Refer to Exhibit No. 11.*

- Completed Projects
- Roadway Projects Underway and Future
- Sidewalk Projects Underway and Future
- NCDOT Projects
- ADA sidewalk compliance.
- Sidewalks. Commissioner Kidwell suggested staff look into cost of adding sidewalk on Holbrooks Road from NC 115 to Central Avenue.
- Street tree challenges. The Town Board took 10 minute recess, then reconvened and continued discussion on street tree challenges. Staff will work on options.
- Crosswalks. It was general consensus of the Board that the NC 115 crosswalk should go at Greenway Street. It was the consensus of the Board to have discussion with CMS about the installation of a crosswalk on NC 115 at North Mecklenburg High School.
- Powell Bill.
- Fleet services.
- Solid waste services. It was the general consensus of the Board to rebid solid waste contract at the end of its current term.
- Staffing issues.

### **Finance**

Pattie McGinnis and Jackie Huffman provided update on the following. *PowerPoint attached hereto as Exhibit No. 12.*

- Fund Balance
- Debt Schedule
- Budget Calendar

The Town Board recessed for lunch.

The Town Board reconvened and continued to receive update on the following:

- Five year forecast.
- CIP and bond referendum. The Board needs to decide whether to do bond referendum in 2022 or 2023. Commissioner Phillips suggested taking David Kenney Farm Road project off CIP list. Mr. Roberts suggested the Board discuss the CIP at a pre-meeting to decide on whether to move/remove any projects on the list.

### **American Rescue Plan Act Funding**

Bobby Williams, Assistant Town Manager provided update on the following. *Refer to PowerPoint attached hereto as Exhibit No. 13.*

- Eligible expenditures.
- Treasury funding.
- State Recovery Plan.

It was the general consensus of the Board to use to fund police services personnel costs for FY23, supplanting those funds in the budget and freeing up the \$4.8 million for general governmental services.

The Board took a 15-minute recess.

The Board reconvened and started discussions on various topics.

#### **VARIOUS TOPICS**

*Refer to Various Topics List attached hereto as Exhibit No. 14.*

**Open checkbook ordinance/resolution.** It was the general consensus of the Board to not consider an open checkbook ordinance/resolution.

**Discuss/stream all 3 on 3 meetings.** It was the general consensus of the Board to not hold 3 on 3 meetings in March, then revisit in April. It was the general consensus of the Board not to stream any 3 on 3 meetings that may occur in the future.

**Closed session meetings.** Town Clerk agreed to add more detail to closed session minutes.

**Creation of Legislative Agenda (magistrate, ocular melanoma).** The Legislative Committee will reach out to Board members for any items you would like researched, and then will compile a list to bring back to the Board.

**Change zoning requirements from 250' to ½ mile, with bigger signs 4' x 6', social media ads and ads in local paper.** It was the general consensus of the Board to not make changes to the process. Town is already going above and beyond what is required.

**Return previous bylaws to the following appointed committees, allowing both chairs of the committee to be involved in any revisions needed and made, with each prospective committee voting on the bylaws (Ordinance Advisory Board and Board of Adjustment).** It was the general consensus of the Board to leave the HOAB and Board of Adjustment bylaws alone and update the Planning Board bylaws to state that the rules are being set up the Town Board versus the Planning Board.

**Vehicles using GPS, broken down by department.** Sixty-eight vehicles in Police have GPS. Eighteen Parks & Recreation vehicles in Parks & Recreation have GPS. Commissioner Kidwell suggested all Town vehicles have GPS. The Town is pushing that way and will look to have GPS on additional vehicles when fleet management is brought in-house.

**Create a police review board for officers to have the opportunity to have a disciplinary action reviewed.** Ms. Sloop noted that the North Carolina League of Municipalities does not recommend having a police review board. Chief Hoyle noted he recommends against review boards. It was general consensus of the Board to leave alone for now.

**Find a way to specifically recognize the Pottstown community/Huntersville has a lot of historical landmarks which signage of recognition in these various locations and communities can be funded.**

Mr. Williams suggested toppers on street signs to recognize the Pottstown community and signage for historic designated sites. Commissioner Munger suggested getting community input on what they

would want. Staff will check to see if funding from the Olde Huntersville Historic Society for the Old Jail could be used for walking tour of designated historic landmarks.

**Consider establishing Top Deck Huntersville.** Top Deck is a non-profit formed by citizen in Cornelius to help officers and their families when they have something going on in their life. Staff will find out how much money is necessary to set it up.

**Development of Town app and related costs to push out notifications, events, waste management, surveys, etc. – increasing accessibility.** Ms. Strickland reported that the cost for CivicPlus to create app is \$6,000. The Communications Committee will look into pricing – cost/benefit versus other web tools and changes.

**Provide American sign language interpreters for board meetings and events.** Ms. Strickland noted there is language on the agenda to notify clerk if special accommodations are needed. Mayor Bales suggested researching cost of having someone sign at the Memorial Day and Veterans Day ceremonies.

**Emails as Public Comment.** The Board requested staff find out if other municipalities are allowing emails as public comment for Town Board meetings.

**Have HFFA oversight committee review contracts with swim teams.** HFFA Oversight Committee is going to look at that.

**Update funding for non-profits.** Policy will remain the same unless staff hears something different. There was a suggestion to have a link on the website for non-profits to apply.

The remainder of the Various Items will be discussed at a future pre-meeting.

The being no further business, the meeting was adjourned.

Approved this the 6<sup>th</sup> day of June 2022.