

**TOWN OF WEDDINGTON
SPECIAL TOWN COUNCIL MEETING
2016 BOARD RETREAT
FEBRUARY 18, 2016 - 9:00 A.M.
MINUTES**

The Town Council of the Town of Weddington, North Carolina, met in a Special Meeting/Retreat at the Firethorne Country Club, 1108 Firethorne Club Drive, Marvin, NC 28173 on February 18, 2016, with Mayor Bill Deter presiding.

Present: Mayor Bill Deter, Mayor Pro Tem Don Titherington, Councilmembers Mike Smith, Scott Buzzard and Janice Propst, Planning Board Chairman Dorine Sharp, Vice Chairman Rob Dow, Town Attorney Anthony Fox, Finance Officer Leslie Gaylord, Town Planner Julian Burton, and Town Administrator Peggy Piontek

Visitors: Michelle Nance, Jason Wager, John Collins, Lee Ainsworth, Neda Salehizadeh, Chief Steven McLendon, Ed Goscicki, Richard Helms, Pam Hadley, Dan Barry

Welcome and Agenda Review Mayor Deter opened the February 18, 2016 Special Town Council Meeting/Retreat at 9:00 a.m. There was a quorum.

Facilitator Michelle Nance provided ground rules to the group and discussed the purpose of the retreat. Facilitator Jason Wager discussed the following worksheet developed after speaking with the Mayor and Town Council individually prior to the retreat.

Top 3 Priority Projects for the Next Fiscal Year	Top 3 EXTERNAL SUCCESSES for the Town	Top 3 EXTERNAL CHALLENGES for the Town	Top 3 INTERNAL SUCCESSES for the Town	Top 3 INTERNAL CHALLENGES for the Town
Managing Growth	Fire Service Changes	Moving forward with Fire Service	Excellent Staff and Board Members	Communication and Trust
Moving forward with fire service	Quality of Life - changes in growth and infrastructure	Planning for Expansion, coordination with outside organizations	Improving Standard Operating Procedures	Adequate Staffing and compensation of staff to meet growth demands
Understanding 5-10 years school planning	Town Festivals	Continued growth of sense of community	Ongoing improvements to Town Hall and Ordinances	Improving Town Hall Maintenance issues

Town Attorney Anthony Fox advised Council on the restrictions of Fire Service discussions because it is ongoing litigation which is generally discussed in Closed Session and it is not an item on the agenda, so there is very little opportunity to discuss it.

Personnel Policy Review

1. Physicals and drug testing policy.

Mayor Deter requested direction from Council related to getting clarity around drug testing and physicals for new hires. There was discussion among Council pertaining to revisions to the current personnel policy and building guidelines. The results of those discussions are:

Action-

- No physicals for pre employment.
- Drug test required for pre employment.
- Adherence to wellness requirements imposed by health care provider.
- Progressive warnings, then possible consequences if no adherence.
- Need to clarify designated smoking area.
- Align Town policy with State weapon policy.
- Revisit personnel policy.
- Check full time hour standards (page 9 of policy).

2. Review benefits/compensation; update job descriptions and salary bands

Mayor Deter referred to a chart in the packet which is the result of a survey taken among local jurisdictions. He stated that it's been 5-6 years since the salary bands were updated and asked the Council if they want to revisit this. He suggested a couple of Councilmembers take this project on. The results of those discussions were:

Action-

- There is a need to discuss job descriptions.
- There is no need to create a subcommittee.
- Hire a professional to provide accurate job descriptions by completing a position classification study.
- Once completed go forward with compensations.

3. Annual Reviews/ Management by Objectives (MBO) for staff

Mayor Deter defined that a MBO is designed to make sure that staff understands what Council's expectations are and it provides feedback to employees and goal setting.

Town Attorney Fox advised the challenges are size and structure of the organization. Council needs to set up a process and delegation. The appropriate tools need to be set up to measure performance, evaluate and report any chronic progressions.

Action -

- Perform a position class study by an outside agency.
- Set up process and roles within a performance review by Council.
- Set up objectives of staff.
- Provide tools for accomplishing the above.
- Determine who will administer tools.
- Analyze what the critical success factors are.
- Provide direction on formalizing, setting up process.

External Communications

1. School Update and Discussion – John Collins

Union County School Board Member John Collins provided answers to questions he received prior to the meeting:

The Council is interested in getting an update on how the McKibben report relates to the Weddington Cluster.

- The McKibben report states most school systems with any segment of gross migration anticipate redistricting every 3-4 years because of population shifts. It is triggered mostly by population. At the elementary level it's about 1,000 that triggers the planning process to begin by staff. There is no way to determine if we will see a redistricting in the next 3-5 years.

What chances are there of redistricting over the next 5-10 years that would affect Weddington?

What triggers a redistricting situation?

- Growth in the Weddington Cluster is anticipated to level off 2019-2022 depending on the school. No obvious issues other than the Middle School, because of population. The Community Construction Equity Plan (CCEP) shows a need of increase in capacity at the Middle School level. School Board Policy configurations for capacity are 1,000 at the

elementary level, 1,600 at Middle School level and 2,200-2,300 at the High School level. At the Middle School level that does not mean that every school will be built, refurbished or remodeled to withstand a 1,600 capacity level. For example we are asking approximately for 1,100 capacities in brick and mortar at the Weddington Middle School out of that CCEP.

Does Union County Schools' modeling reflect the Town's modeling as far as potential build out [i.e.-what does UCPS's modeling call for in terms of growth]?

- The School Board will look to increase brick and mortar at Middle School level. If all goes according to plan, it would be approximately in the 2019-2020 time-frame.

Mr. Collins advised Council if there is unfinished business, he will be happy to meet with any of them to discuss it. Mr. Collins informed Council of the status of the information as it pertains to the School Board and NCDOT on the Rea Road project by the schools. School staff had a meeting with NCDOT recently. The plans currently change from three driveways to two driveways out on 84 with two stop lights. The bus driveway will come off of the current student entrance. NCDOT is still in the planning stages for pedestrian crossings. There is uncertainty if there will be or if there is a need for any pedestrian crossings on 84. There will possibly be four lanes through there on 84. It is his understanding that NCDOT does not see a need for additional turn lanes. He then went on to answer the questions previously sent to him.

Mayor Pro Tem Titherington inquired who should the Town double check this with, especially pertaining to Antioch Elementary because of the new developments currently in the pipeline. Mr. Collins replied the School Board makes their plans with the information provided by the experts who analyze the environment. Mayor Pro Tem Titherington inquired who the Town should get in touch with for updates on the Highway 84 project. Mr. Collins replied Don Hughes or Dr. Mike Webb.

2. NCDOT Roads Update and Discussion – Lee Ainsworth, District Engineer for Union and Anson Counties.

Before introducing Mr. Lee Ainsworth, Mr. Wager referred to some of the questions he heard during the interviews he conducted prior to the retreat:

- a) How can the Town continue to best work with NCDOT?*
- b) How can good relationships be grown?*
- c) How can the Town have the greatest impact if they were to contribute local funds or whatever other resources they may have to make the most impact on the roads?*

Mr. Ainsworth encouraged the Council and staff to contact him with any questions or concerns.

- Mayor Deter inquired if Providence Acres subdivision is on NCDOT's schedule to repave the road and does NCDOT know in advance what roads are scheduled for resurfacing in Weddington. Mr. Ainsworth replied that every year a resurfacing list is generated, but now it goes out 2-3 years. The rule of thumb is that subdivisions get thrown in the same pot as the rest of the secondary road system. Volume and road condition is considered and subdivisions don't generally have as many cars as other secondary roads. There is no special funding for subdivisions but will advise Town if one is scheduled for resurfacing.
- Mayor Deter advised that Weddington does car counts around the Town on a regular basis and asked if that is something that would be of value to NCDOT. Mr. Ainsworth replied that they do their own counts but if we have different information from NCDOT they would go out and verify it.
- Mayor Deter stated we identified 20-22 big ruts on several roadsides and NCDOT addressed them and asked if Weddington were to do that this year would NCDOT be able to address it. Mr. Ainsworth replied simply send him a list of what should be looked at. He will forward to the maintenance unit.
- County Commissioner Helms asked for an explanation of the pot-hole policy. Mr. Ainsworth replied if a pot-hole is reported NCDOT has two business days to fill it in. It can be reported through the website or they can be contacted directly. It is recommended that you call into the maintenance yard at 704-218-5140.
- Mayor Pro Tem Titherington complemented Mr. Ainsworth and his team. He inquired about the requirement for left turn lanes for new subdivisions - for example 220 new homes on Antioch Church Road. He asked how best to coordinate sight distance and hazard concerns to NCDOT. Mr. Ainsworth replied that those concerns are justified. NCDOT would go out there and conduct a crash history; if none there is no justification for improvement. NCDOT runs a benefit to cost analysis. If it is low it will not be funded before a higher benefit to cost analysis. But if NCDOT were to get funding assistance, that would increase the benefit to cost ratio.
- Councilman Buzzard with the CRTPO stated it has a policy of looking at every road that they have, identifying improvements needed or new road needed. The Town will have an opportunity to go to CRTPO and advise that they have identified these corridors as issues in the area and that will go into their planning process.
- Planning Board Vice Chairman Dow stated that's also why we have the Traffic Impact Analysis (TIA). It requires the developer to check with NCDOT on what is on their impact list, add funding to that so that the benefit to cost moves up if the impact of their development is the cause of the problem. Mr. Ainsworth advised if the Town sees something come through and have something that we need addressed we try to get them to hold to it.

- Mayor Pro Tem Titherington stated that last year NCDOT informed us that there is a threshold on turn lanes. The Town's health, safety and welfare is a little broader and gives a broader parameter. Mr. Ainsworth stated the policy is if the development joins a road that has more than 4,000 average annual daily traffic (ADT), a left turn lane should be requested. They look at 50+ in the peak hour and that's a lot of right turns. It also says that if the jurisdiction requires something more stringent then they will be held to the more stringent of the two. NCDOT makes that part of the requirement.

3. Wesley Chapel Fire Department Status and Budget Update.

Chief McLendon provided a general overview of the department's involvement within the community, achievements and the preliminary budget proposal. He informed Council that the department sends out survey cards to individuals that they have received emergency calls and/or responded to. Every survey received back has noted outstanding services for professionalism, timeliness, ability to deliver the service and overall satisfaction. The upcoming budget includes staffing 24/7 and capital improvements. The Town is projecting 2% growth and the department's projected budget is being presented with a lower growth rate of 1.75%.

Councilwoman Propst asked if the Town will get a line item budget for the upcoming year. Chief McLendon replied that it's up to the determination of the Council and said they will accommodate the town.

4. Union County update and discussion - Sewer and/or Water Expansion (Antioch Woods, etc.)

Ed Goscicki, Director of Union County Public Works provided the background and description of his position and what services the County provides to the residents. Mr. Goscicki explained how new subdivisions get water/sewer hookup and what the requirements are to have single home water hookup, the process for Special Assessment on existing subdivisions for hookup of water and sewer and additional expenses pertaining to these hook ups.

Action -

- Make sure all new developments hook up to water and sewer.

Growth Issues (Part I)

1 & 2. Transportation Planning (part I) – CRTPO Coordination

County Commissioner Richard Helms – VFD, Schools, EMS, CRTPO

CRTPO

Commissioner Helms explained why the County voted differently on CRTPO regarding toll lanes. If it had failed it would have stopped everything so the County voted from a policy standpoint that it's not right and to listen to the citizens. He suggested we look at Charlotte having 37 votes and NCDOT's associated 13 votes. It's a stacked bid at 50%. The County received a letter from NCDOT asking why County voted against it and what they don't like in the contract. He recommended that Councilman Buzzard get in touch with Joe Lesch at Union County on this.

Commissioner Helms addressed Rea Road and advised they went to a public hearing. They are looking at two paths and should make a decision in a week or so. They seem to be leaning towards a combination of the two paths. His focus was between Providence Road and where it hits 84 but not the WCWAA.

Councilman Buzzard stated that the Town is fighting a losing battle with Charlotte and asked if the municipalities need to join with the County. There is an opportunity for all the jurisdictions to get together to discuss the topics. It's a good opportunity to discuss them with Joe Lesch, all of the TCC plus the representatives who sit on CRTPO. It concerns Councilman Buzzard that the TCC is always unanimous and suggested the Town look at how they vote on CRTPO.

VFD

County Commissioner Helms advised that the County staff sent out contracts to the fire departments that were so egregious that all 17 refused. No commissioners or firemen were given an opportunity to review. He provided some points of controversy.

SCHOOLS

County Commissioner Helms said he is very pleased with enhanced communication and stated that their philosophies are different. A resolution was approved Monday evening for information regarding board of education. Mr. Helms read the resolution. A formal request was made on opening all books and audits for schools. In addition, demographics should be included for public schools.

EMS

It is under new management with Brian Edwards. The original plan was to turn it over to a Florida outfit. All the trucks were to stay in Monroe every night. The plan changed due to longer response times and one is now in Wesley Chapel and the response time is better.

3. Discussion: Basing an ambulance in western Union County

Mayor Deter explained that we have an open bay at the Hemby Road Fire Station and the ambulance will be parked over by Wesley Chapel in the Target parking lot. There are 4-5 other locations in Western Union County and we were thinking we could base it at the Hemby Road Fire Station. Mayor Deter spoke with Alicia at EMS and he was advised that would take EMS back to fixed locations. There are concerns about the technicians being too comfortable in the same fire station/fixed location. She has provided the locations where the ambulances are based.

Action –

- Response to NCDOT letter about concerns with managed lanes contract – Councilman Buzzard should speak with Joe Lesch.
- Union County and Municipal CRTPO Representatives meet prior to CRTPO, TCC and TAC (elected)- make sure Councilman Buzzard and Town Planner Burton are on the list.
- Attend work sessions on County Fire Service to understand influence (Mayor Deter).
- Mayor Deter will send EMS locations to other Council members.

4. Public Safety/Transportation Committee

Chairman Marcos Bilbao introduced himself. He provided his background, referred to other committee member's individual responsibilities and provided their objectives and purpose. He explained their major initiatives – creation of a handbook, HOA collaboration, Wesley Chapel Fire Station, scheduling the traffic counter, radar sign and speed limit trailer, and attending CPR classes. Future efforts include traffic patrol with radar, establish budget/pursue grants, Tour 911 center, citizen input via website, create neighborhood watch packet, bug out bag, fire prevention information, communication updates, mapping of crashes, incident, traffic count, speeding and conducting a hazard vulnerability analysis.

Action Items –

- Roads – prioritize and coordinate communication with NCDOT.
- Coordinate road shoulder issues – gather information.
- Gather trip count data before developers present their projects to Council.
- Know NCDOT speed limit requirements.

Internal Communications

1. Facebook Policy

Council had a discussion on the advantages and disadvantages of having a Facebook Page, what some of the obstacles are and creating a policy.

Action –

- Take down the Town’s Facebook page and research how other jurisdictions handle it and if it can be truly static.

2. Speakers for HOA meetings

Mayor Deter advised that he and Mayor Pro Tem Titherington have spoken to several Weddington subdivisions. These events have proven to be very helpful and informative for both parties. They inquired how the Town can build upon those experiences and incorporate other HOA’s into it. The discussion resulted in Council consensus that the Town is doing all that it can on this topic. No action items were recommended.

3. Grow the Sunshine List

There was a brief discussion resulting in a general consensus that the Town is doing all that is possible with the exception of sending information home via the student body in Weddington schools.

Action:

- Check viability with schools – Peggy

4. Public Records Policy

Town Attorney Anthony Fox stated that almost all documents are public record and the purpose of the policy is to balance the burden of the request on the Town and the requestor. Also to ensure that if there are associated costs they are recovered. The discussion was centered on readily available information versus complexity. Staff should address flexibility related to the complexity of the request.

Action Items:

Peggy will handle

- Anonymous requests are okay.
- Delivery tracking and accountability created.
- Add to the form the efficiency and clarity request or purpose.
- Revise policy to state the flexibility as it pertains to the complexity of the request.

5. Overall Best Practices and Expectations

Open Meeting Law –

Town Attorney Fox explained that any meeting of the majority of the Council or a committee appointed by a governing body is an open meeting and requires notice of that meeting. Exceptions are closed sessions, social gatherings or if they are not the architect of the meeting. Social gatherings should not include discussion on town business.

Action Items–

- Be cautious – advertise social events.
- Assume good intent.
- Mayor polls council on issues individually.
- Communicate what you are working on if questioned, own it and ask.

Expectations between council:

Mayor Deter advised he tries to do one on one communications with people. If he is polling the Council on a direction, he will discuss it with them and then give everyone an understanding of positions and views. There was general discussion advising not to “reply to all” on emails, as it could be misconstrued as an illegal meeting. All of the Council informed the Mayor what medium they would prefer to be contacted in.

Mayor Deter recessed the meeting until tomorrow morning at 8:30 a.m.

The meeting ended at 4:34 pm.

Mayor Bill Deter

Attest:

Peggy Piontek, Town Clerk