

Mount Pleasant

North Carolina

Founded in 1848

**Town of Mt. Pleasant
Board of Commissioners
Town Board Meeting
Monday, April 9, 2018 at 6:00 P.M.**

Attendance: Mayor Del Eudy (absent)
Mayor Pro-Tem/Commissioner Lori Furr
Commissioner Warren Chapman
Commissioner Steve Ashby
Commissioner Justin Simpson
Commissioner William Meadows
Town Administrator Randy Holloway
Town Attorney John Scarbrough
Town Clerk Amy Schueneman

Also Present: Crystal Smith, Duane Jarman, Deputy Stephen Wagoner, Erin Weeks, Erin Burris, Jerry Taylor, Jennifer Blake, Chris Pinto, Andy Yoos, and Van W. Shaw.

CALL TO ORDER

Mayor Pro-Tem/Commissioner Lori Furr called the meeting to order.

INVOCATION

Pastor Duane Jarman led the Board in prayer.

PLEDGE OF ALLEGIANCE

Mayor Pro-Tem/Commissioner Lori Furr led in the Pledge of Allegiance.

1. Public Forum

Van W Shaw, 545 Caldwell Dr. Concord, NC, Candidate for Cabarrus County Sheriff, introduced himself to the Board. He has 40 years of experience in Law Enforcement, first with the State Bureau of Investigations and more recently 3 years with the Cabarrus County Sheriff's Dept. The 3 main campaign issues for his platform are school safety, child abuse, and taking care of the officers in the department. He is holding a meet and greet at Gile's Auction Barn Thursday, April 12th.

2. Conflict of Interest

The Mayor and Commissioners are asked at this time to reveal if they have a Conflict of Interest with any item on the Agenda in order to be recused for that item. (No member shall be excused from voting except upon matters involving the consideration of the member's own financial interest or official conduct or on matters on which the member is prohibited from voting under G.S. 14-234, 160A-381(d), or 160A-388(e)(2). NC State Statute 160A-75)

None of the Board Members had a Conflict of Interest.

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3. Approve Agenda

Mayor Pro-Tem/Commissioner Lori Furr added two items to the Agenda:

- A. New Business: Budget Amendment #5 for Playground Maintenance.

- B. New Business: Continuation of Farmer's Market

A motion to approve the Amended Agenda was made by Commissioner Simpson with a second by Commissioner Ashby. All Board Members were in favor. (5-0)

4. Consent Agenda

- A. Minutes March 2, 2018 Budget Meeting Part 1
- B. Minutes March 3, 2018 Budget Meeting Part 2
- C. Minutes March 12, 2018 Board Meeting
- D. List of surplus items sold on Govdeals in March
- E. Proclamation cfa Church 60th Anniversary (approved by email vote March 15, 2018)

Commissioner Simpson made a motion to accept the Consent Agenda with a second by Commissioner Meadows. All Board Members were in favor. (5-0)

5. Reports

- A. Town Administrator- Randy Holloway
- B. Asst. Town Administrator-Crystal Smith
- C. Finance Officer- Amy Schueneman
- D. Public Works- Bobby Hartsell
- E. Code Enforcement- Jeff Watts
- F. Police-Deputy Stephen Wagoner

6. Old Business

No Old Business

7. New Business

A. Presentation of Proclamation Cabarrus Prescription Drug Drop Off Week (May 14h – 19th) by Andy Yoos.

Barbi Jones, Executive Director of Cabarrus Regional Chamber of Commerce, requested by email each of the municipalities and county adopt the proclamation from Leadership Cabarrus for Cabarrus Prescription Drug Drop Off Week (May 14h – 19th).

Andy Yoos appeared before the Board. Each Leadership Cabarrus class completes a legacy project benefitting the community. This year's class wanted to do something to help stop the opioid epidemic. They learned that many times, users get their opioids from unused prescription medications left in homes. To safely dispose of these medications, people need to drop them off in drop box locations. Currently, Kannapolis and Concord police had drop boxes in their headquarters. The class raised money to put one in Harrisburg at Harrisburg Hometown Pharmacy and in Mt Pleasant at Moose Pharmacy. The class worked with the managers in each of the locations and paid for them and had them installed. They have also given a stipend to the pharmacies to cover disposal costs (the medicines have to be safely shipped

back to a source for incineration). The addition of the drop boxes give our Cabarrus County citizens more locations to safely dispose of their unused prescription medications.

Additionally, they are doing a campaign for the week of May 14 – 19, National Prevention Week, encouraging all Cabarrus County citizens to Check Your RX – Check – Collect – Drop. Check your medicine cabinets and identify expired and unused prescription medications. Collect them. Drop them at a drop box in Concord, Kannapolis, Harrisburg or Mt Pleasant to safely get rid of them.”

A motion to approve the Proclamation for Cabarrus Prescription Drug Drop Off Week (May 14th – 19th) was made by Commissioner Chapman with a second by Commissioner Simpson. All Board Members were in favor. (5-0)

B. Discuss a Resolution authorizing Town of Mount Pleasant to engage in electronic payments as defined by G.S. 159-28.

“The preaudit is a statutory internal control process to ensure that public funds are spent appropriately. If implemented properly the preaudit can be an effective tool in preventing and/or mitigating employee mistake, misappropriation, and even fraud. The problem with the preaudit process is that it is difficult to follow the strictures of the statute, particularly when conducting electronic transactions. New rules (See attached document from NC Department of State Treasurer), promulgated by the State’s Local Government Commission (LGC), will now make that process easier, or at least make it possible for local government entities to comply with the law. (The rules are part of the North Carolina Administrative Code (20 NCAC 03.0409 and 20 NCAC 03.0410), stated by Kara Millonzi of UNC-SOG.

There are multiple steps a unit of government must take in order to take advantage of the rule change for electronic obligations. These steps are:

1. The unit's governing board shall adopt a resolution authorizing the unit to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441 (see Addendum A for a sample resolution).
2. The unit’s board must adopt policies and procedures for electronic obligations or delegate the authority and responsibility for writing those policies and procedures to the finance officer.
3. The written policy must outline the basic procedures for pre-auditing obligations incurred by electronic transactions. The written policy and any procedures developed by the finance officer must provide sufficient internal controls over the obligation process, which must include the following:
 - a. Ensure that there is an appropriate budget ordinance or project/grant ordinance appropriation authorizing the obligation;
 - b. ensure that sufficient monies remain within the appropriation to cover the amount that is expected to be paid out during the current fiscal year if accounted for in the budget ordinance, or to cover the entire amount if accounted for in a project or grant ordinance.

- c. Record the amount of the transaction in the unit's encumbrance system.
 4. The unit must provide training to all personnel about the written policy and the procedures that must be followed before undertaking an electronic transaction.
 5. If a governmental unit is not already doing so, the unit of government must present to its governing board at least quarterly a budget to actual statement by fund that includes budgeted accounts, actual payments made, amounts encumbered (including electronic obligations) and the amount of the budget that is unobligated.
 6. The unit's written policy and procedures must include a method to track obligations, commonly called an encumbrance system. The system can be manual or maintained as part of the unit's accounting system or any combination thereof.
1. A motion to approve the Resolution authorizing Town of Mount Pleasant to engage in electronic payments as defined by G.S. 159-28 was made by Commissioner Ashby with a second by Commissioner Chapman. All Board Members were in favor. (5-0)
 2. A motion to allow Finance Officer, Amy Schueneman, with guidance from the Town Administrator and Assistant Town Administrator to develop a written policy for the pre-auditing process when using credit cards, in-store accounts, and on-line orders was made by Commissioner Simpson with a second by Commissioner Meadows. All Board Members were in favor. (5-0)

8. Public Hearings

TA 2018-01 Building Design Standards

Administrative text amendment to update design standards for all building types and relocate design standards from the Appendix to Article 11. Applicable Sections of UDO: Article 5, Article 11, Appendix A, Appendix E & Appendix F

Erin Burris, Town Planner, started her presentation by pulling section 11.2. *Voluntary Design Standards for Single-family and Two-family Residential in Conditional Zoning Districts* out of the packet due to statutory changes Town Attorney, John Scarbrough, brought to her attention.

The proposed amendments are intended to set an appropriate design standard for buildings within the Town of Mount Pleasant's jurisdiction in furtherance of the adopted strategies of the Comprehensive Plan. Amendments are proposed to Article 11 regarding design standards. Appendix E and Appendix F are proposed to be deleted as the requirements would be updated and consolidated into Article 11. Zero Lot Line Design Standards are also proposed for deletion. Standards regarding satellite dishes are proposed to be moved to Section 5.2 where satellite dishes are permitted as accessory uses.

The following design standards are proposed for addition or amendment in Article 11 of the UDO to affect new construction or additions of greater than 20%:

- Multi-family Residential Design Standards
- Non-Residential Design Standards with special provisions for Industrial buildings and Civic & Institutional buildings

- Center City Design Standards

The proposed amendments provide standards for the following elements based on building type and location:

- Materials
- Roof articulation
- Wall articulation
- Window Area
- Orientation and design of certain features (i.e. drive-through windows, service bays, & gas station canopies)
- Screening of mechanical equipment

RELATIONSHIP TO ADOPTED PLANS & POLICIES

The following recommendations/strategies from the Comprehensive Plan are relevant to the proposed amendments:

- Community Character Strategy #2: Improve landscaping, signage, and building design standards for new and expanding development to enhance and be compatible with surrounding development.
- Community Character Strategy #4: Work with property owners to preserve and rehabilitate historic structures.
- Downtown Strategy #6: Adopt ordinances and policies to improve the appearance of downtown, including infill building design standards, building maintenance codes, and active storefront requirements.

STAFF RECOMMENDATION

Planning staff recommends that the Town Board of Commissioners review the proposed amendments and hold a public hearing.

Following the presentation John Scarbrough read the "Statement of Consistency" for TA 2018-01

The Town Board of Commissioners finds that the following proposed text amendments to the Unified Development Ordinance are consistent with the Comprehensive Plan:

1. Moving the standards regarding satellite dishes from Article 11 of the UDO to Section 5.2 where satellite dishes are set forth as a permitted accessory use;
2. All proposed sections of Article 11 with the exception of:
 - a. Section 11.1.2.3; and
 - b. Section 11.2 in its entirety ("Single-Family & Two-Family Residential Voluntary Design Standards for Conditional Zoning Districts").
3. Deletion of Appendixes E and F to the UDO; and
4. Deletion of "zero lot line design standards" from the UDO.

The Town Board of Commissioners finds that these amendments are consistent with the Comprehensive Plan in that they improve landscaping, signage, and building design standards for new and expanding development to enhance and be compatible with surrounding development (Community Character Strategy #2); they allow property owners to preserve and rehabilitate historic structures (Community Character Strategy #4); and they further the Town's downtown strategy by improving the appearance of the downtown, including infill building design standards, building maintenance codes, and active storefront requirements.

A motion to accept the "Statement of Consistency" as read by Town Attorney John Scarbrough was made by Commissioner Simpson with a second by Commissioner Ashby. All Board Members were in favor. (5-0)

A motion to adopt the plan (TA 2018-01 Building Design Standards) with the exception of Section 11.2 was made by Commissioner Ashby with a second by Commissioner Simpson. All Board Members were in favor. (5-0)

Additional Comments from Erin Burris

Mrs. Burris informed the Board that the 73 & Main Restaurant building has been nominated for the North Carolina Chapter of the American Planning Association's Great Places in North Carolina contest in the People's Choice Great Historic Rehabilitation category. Located in Mount Pleasant's National Register Historic District, the 73 & Main Restaurant was originally built circa 1912 as a mercantile. The mercantile was converted to a hosiery mill in the 1930s and operated until 2009. After sitting vacant for over 8 years, the building was meticulously rehabilitated to its 1912 glory. Please take a moment to vote for this great project and bring recognition to Downtown Mount Pleasant. You can vote once a day every day until April 27.

She encouraged all the Board members to vote and vote often.

9. Additions to Agenda

A. New Business: Budget Amendment #5 for Playground Maintenance.

Crystal Smith, Asst. Town Administrator, presented the Budget Amendment concerning extra work needed on the new Playground beside Town Hall. An ADA sidewalk from the parking lot to the playground was not included in the original scope of the project. A few other items (benches, trash/recycle center, steps from the parking lot to the playground, bollards with wire cable fencing, and signage) are also needed to complete the project. Since funding was not designated for these items in the budget, the Town needs a Budget Amendment of \$10,400 to complete the project. These items will make the area safer and more family friendly.

There will also be an official grand opening next month, more details to come.

A motion to amend the budget to make additions to the new playground in the amount of \$10,400 was made by Commissioner Chapman with a second by Commissioner Simpson. All Board Members were in favor. (5-0)

Restrooms are being used more often, so the Town has asked McClure's Cleaning Service to come by two to three times a week to stock and clean the restrooms.

B. New Business: Continuation of Farmer's Market

Usage of the Farmer's Market has declined over the last few years and the Town Staff would like direction on what to do since people are calling about the start dates for this year. Many of the larger farms go to the big Farmer's Markets in Concord or Albemarle on Saturdays. The farmers want to sale at the first of the week but our citizens want it on the weekend.

A motion to waive the \$20 fee for the Farmer's Market for this year and to have the Vendors still register in order to know who is attending the Farmer's Market for this trial year was made by Commissioner Ashby with a second by Commissioner Chapman. All Board Members were in favor. (5-0)

At this point Commissioner Simpson made a motion with a second from Commissioner Ashby to go into Closed Session. All Board Members were in favor. (5-0)

Closed Session 143-318.11. (a)(#5i)

To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease;

- A. Ross-Patrick Properties- Municipal Parking Lot
- B. City of Concord & City of Kannapolis-Tapping 30" water line
- C. WSACC-Sewer Service on Hwy 49

Commissioner Ashby made a motion with a second from Commissioner Chapman to end the Closed Session. All Board Members were in favor. (5-0)

Upon returning to open session, three separate motions were made based on the Board's discussions.

A. Ross-Patrick Properties- Municipal Parking Lot

A motion to deny the request of Ross-Patrick to exit the lease at this time was made by Commissioner Simpson with a second from Commissioner Chapman. All Board Members were in favor. (5-0)

B. City of Concord & City of Kannapolis-Tapping 30" water line

A motion to authorize the Town Administrator to negotiate rights to tap the 30" water line on the corner of Cold Springs and Hwy 49 was made by Commissioner Simpson with a second from Commissioner Meadows. All Board Members were in favor. (5-0)

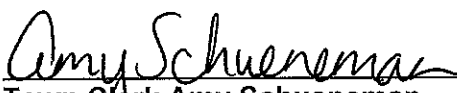
C. WSACC-Sewer Service on Hwy 49

A motion to authorize the Town Administrator to negotiate rights to tap sewer force main line at the corner of Cold Springs and Hwy 49 was made by Commissioner Simpson with a second from Commissioner Meadows. All Board Members were in favor. (5-0)

9. Adjournment

With nothing else to come before the Board, Commissioner Simpson made a motion to adjourn. Commissioner Meadows seconded the motion. All Board Members were in favor. (5-0)

By our signatures the following minutes were approved as submitted and amended on Monday, May 14, 2018 in the Regular Meeting.


Town Clerk Amy Schueneman


Mayor W. Del Eudy

