



[HTTPS://US02WEB.ZOOM.US/J/83262572511](https://us02web.zoom.us/j/83262572511)

AGENDA

CALL TO ORDER

Pledge Allegiance to the Flag (*DP*)

Moment of Silence

ADOPTION OF AGENDA

APPROVAL OF THE MINUTES

- [1.](#) Approval of the Minutes of the February 13, 2024 Town Council meeting and the February 26, 2024 Work Session.

AWARDS & RECOGNITION

2. Swearing in of Officers:

James Walker III

Eric Hazard

John Frye

Theodore Warren

- [3.](#) Proclamations for Jim Knowles and Thomas White

BOARD REPORTS

4. Downtown Merchants (*Sara Longstreet*)
- [5.](#) Arts & Science Council (*Marcie Kelso*)
6. Pineville Chamber (*John Holobinko*)

CONSENT AGENDA

- [7.](#) Resolution 2024-05 Declaring Surplus Items for Sale
- [8.](#) Resolution 2024-04 Declaring Detective Chris Delux' Service Weapon & Badge as Surplus
- [9.](#) Tax Refunds (*Chris Tucker*)

PUBLIC COMMENT

PUBLIC HEARING

- [10.](#) Public Hearing for location of substation

OLD BUSINESS

NEW BUSINESS

- [11.](#) Resolution 2024-06 Traffic Signal (*Travis Morgan*) - ***ACTION ITEM***
- [12.](#) Pour and Play (*Matt Jakubowski*) - ***ACTION ITEM***
- [13.](#) Employee Handbook changes (*Linda Gaddy*) - ***ACTION ITEM***
- [14.](#) Budget Amendment 2024-05 (*Chris Tucker*) – ***ACTION ITEM***
Budget Amendment 2024-06 (*Chris Tucker*) - ***ACTION ITEM***
Budget Amendment 2024-06 (*Chris Tucker*) - ***ACTION ITEM***

MANAGER'S REPORT

MONTHLY STAFF REPORTS

- [15.](#) Public Works
Parks and Rec
PD
Human Resources
Planning & Zoning

CALENDARS FOR COUNCIL

- [16.](#) April 2024 Calendar

CLOSED SESSION

17. Pursuant to NCGS 143.318.11 (3) *regarding an attorney- insurance matter*

ADJOURN

If you require any type of reasonable accommodation as a result of physical, sensory, or mental disability in order to participate in this meeting, please contact Lisa Snyder, Clerk of Council, at 704-889-2291 or lsnyder@pinevillenc.gov. Three days' notice is required.



TOWN COUNCIL REGULAR MEETING
TOWN HALL COUNCIL CHAMBERS
TUESDAY, FEBRUARY 13, 2024, AT 6:30 PM

MINUTES

CALL TO ORDER

Mayor David Phillips called the meeting to order @ 6:30 pm.

Mayor: David Phillips
 Mayor Pro Tem: Ed Samaha
 Council Members: Amelia Stinson-Wesley, Chris McDonough, Danielle Moore
 Town Manager: Ryan Spitzer
 Town Clerk: Lisa Snyder

PLEDGE ALLEGIANCE TO THE FLAG

Council Member Chris McDonough led everyone in the Pledge of Allegiance.

MOMENT OF SILENCE

Mayor David Phillips asked for a moment of silence and please remember our military personnel, first responders, and police.

ADOPTION OF AGENDA

Mayor Phillips advised that there is one amendment to the agenda. The first draft of the agenda reflected #6 Budget Amendment 2024-3 under New Business, as well. Since that did not require action from council, it was removed.

Council Member Stinson-Wesley made a motion to accept the agenda with this change noted, and a second was made by Council Member Chris McDonough. All ayes. **(Approved 4-0)**.

APPROVAL OF MINUTES

The Minutes of the Town Council Meeting on January 9, 2024, Work Session on January 22, 2024, and Special Meeting on February 6, 2024, were submitted for approval. Council Member Stinson-Wesley advised that under the Board Appointments at the last council meeting it was said that Council Member Danielle Moore would be the alternate for the CRTPO Board. In fact, Mayor Phillips will be the alternate. Mayor Pro Tem Samaha moved to approve the minutes with the amendment noted, with a second made by Council Member Danielle Moore. All Ayes. **(Approved 4-0)**

CONSENT AGENDA

The Consent Agenda consisted of four items for approval: Resolution 2024-03 for Surplus of the weapon and badge of Detective Gary Hinebaugh, Audit Contract, Tax Refunds, and Budget Amendment 2024-04.

Council Member McDonough moved to approve the Consent Agenda as presented with a second made by Council Member Stinson-Wesley. **(Approved 4-0)**

AWARDS AND RECOGNITION

There were no awards or recognition at this meeting.

BOARD REPORTS

John Peterson, with MEDIC, gave a presentation to council. Also in attendance were Dr. Doug Swanson and Director Jeff Keith. Mr. Peterson presented slides outlining the progress that MEDIC has made in the municipalities, in particular, the Town of Pineville. In summary, there were no adverse impact to patient outcomes, an improved resource alignment based on patient condition, a reduction of lights and sirens responses, a reduction of traffic accidents, and a reduction of first responder volume.

PUBLIC COMMENT

Donna Peters for Paws in the Park. Ms. Peters asked council for permission to display signs in and around Pineville to advertise for the upcoming Paws in the Park event, scheduled for Saturday, April 13th in Lake Park. She added that she needs three weeks to prepare the signs.

Al Baskins, Pineville resident. Mr. Baskins stated that he has a river flowing through his yard due to street work that has been done in front of his house. He expects council to take care of this immediately.

Greg Wagner, Pineville resident. Mr. Wagner discussed the potential substation location in Pineville.

Laura Stout, Pineville resident. Ms. Stout reminded council that accessibility is a necessity, and it is a law. The brand-new playground is not compliant.

Les Gladden, Pineville resident and former council member. Mr. Gladden began speaking about the Code of Ethics to be followed by council. He added that he will be at every meeting to discuss this. He also requested an update on the potential apartments and who currently owns the property.

Lydia Fransen, Pineville resident. Mrs. Fransen said that she does not want the Jack Hughes Park Lane to be renamed to Yandell Street and stated her reasons.

PUBLIC HEARING

#1, Street Renaming, Travis Morgan. Council Member Stinson-Wesley moved to enter Public Hearing with a second made by Mayor Pro Tem Samaha. All ayes. Pineville resident Al Baskins had previously asked council to consider renaming Jack Hughes Lane to Yandell Street. He stated that Yandell Street has been a part of Main Street in Pineville for about 100 years. Planning Director Travis Morgan stated that there was previously a public hearing in 2017 on this matter and it was decided to be named Jack Hughes Lane. Any change must be vetted with the county for EMS compliance.

Council Member Moore moved to leave Public Hearing #1 followed by a second made by Mayor Pro Tem Samaha. All ayes.

#2, Jack Hughes Park Expansion, Matt Jakubowski. Council Member Stinson-Wesley moved to enter Public Hearing with a second made by Mayor Pro Tem Samaha. All ayes. Parks and Rec Director Matt Jakubowski presented the feasibility study and design by Kimley Horn for the expansion of Jack Hughes Park to council for approval. Jack Hughes Park is a highly used community park. Demand is exceeding the current space provided today.

To meet the community demands, the park should expand into the 72-acre parcel to the south. This space is already owned by the Town.

Council Member Moore moved to leave Public Hearing #2 with a second made by Council Member Stinson-Wesley. All ayes.

OLD BUSINESS

Meeting Rules and Procedures. Council Member Stinson-Wesley thanked the Mayor for bringing up this issue. She would like to amend the Meeting Rules and Procedures to include the statement/rule that an attorney be present at all Council meetings. We have already budgeted this in the 2023-2024 budget.

Council Member Stinson-Wesley moved to approve the Meeting Rules & Procedures with the mentioned addition, with a second made by Mayor Pro Tem Samaha. All ayes. **(Approved 4-0)**

Budget Meetings Calendar. The dates were approved as presented at the last meeting but with the addition of adding the times to it.

Council Member McDonough moved to accept the Budget Calendar with the amendment to add the start times of the meetings, followed by a second made by Mayor Pro Tem Samaha. All ayes. **(Approved 4-0)**

NEW BUSINESS

Jack Hughes Park Expansion, Matt Jakubowski. Mayor Pro Tem Samaha moved to accept the Jack Hughes Park Expansion feasibility study and design with a second made by Council Member Moore. All ayes. **(Approved 4-0)**

Fitness Court and Lake Park, Matt Jakubowski. Parks and Rec Director Jakubowski asked Council to choose Beam Team Construction and Catalyst Construction to do the work for the fitness court at the bid of \$237,786.00. The Park will be funded entirely by CDGB funds. The timeline for completion is three to six months and it will be located next to the Splash Pad. Council Member Stinson-Wesley moved to accept Beam Team Construction and Catalyst Construction to install the Fitness Court, with a second made by Council Member McDonough. All ayes. **(Approved 4-0)**

Parks and Rec Salary Classifications, Linda Gaddy. Parks and Rec Director said that approval of the salary classifications for his maintenance team will allow additional tiers for long-term employees. Mayor Pro Tem Samaha moved to approve the new classifications with a second made by Council Member Moore. All ayes. **(Approved 4-0)**

Street Renaming, Travis Morgan. Mayor Pro Tem Samaha moved that we postpone this until the other streets that need named comes up. A second was made by Council Member Moore. All ayes. **(Approved 4-0)**

Capital Project Fund Ordinance/Electric Operations, Chris Tucker. Finance Director Chris Tucker presented a Capital Project Ordinance for Council's approval, for the Electric Operations Center. The estimated project cost is \$14,000,000. Mayor Pro Tem Samaha moved to approve followed by a second made by Council Member Stinson-Wesley. All ayes. **(Approved 4-0)**

Capital Project Fund Ordinance/McCullough Greenway, Chris Tucker. Finance Director Tucker presented an Ordinance for the McCullough/Greenway project in the amount of \$1.505 million dollars. The Town will use \$1.2 million of the ARPA funds and \$105,000 of the General Fund to accommodate the contracts. In addition, the McCullough neighborhood HOA has contributed \$200,000 to the project. Mayor Pro Tem Samaha moved to approve followed by a second made by Council Member McDonough. All ayes. **(Approved 4-0)**

Budget Amendment 2024-04, Chris Tucker. Budget Amendment 2024-04 is needed to accommodate a transfer from the General Fund to the newly created Capital Project Fund. Council Member Moore moved to approve followed by a second made by Mayor Pro Tem Samaha. All ayes. **(Approved 4-0)**

Manager's Report. Town Manager Spitzer thanked Parks and Rec for doing a great job on the Valentine's Dinner. He gave an update on the Johnston Road realignment project. They received approval from the property owner for an easement to put in a pole for the temporary light. He advised that the project could be completed by early summer. The Quarterly Town Hall meeting will be rescheduled by the March 19th Council meeting. The Town has contracted with a marketing firm to do our social media, including taking photos and making new posts.

ADJOURNMENT

Council Member Stinson-Wesley made a motion to adjourn followed by a second made by Mayor Pro Tem Samaha. **(Approved 4-0)** The meeting was adjourned at 8:40 pm.

David Phillips, Mayor

ATTEST: _____
Lisa Snyder, Town Clerk



**WORK SESSION MINUTES
MONDAYM, FEBRUARY 26, 2024 @ 6:00 PM
TOWN HALL COUNCIL CHAMBERS**

The Town Council of the Town of Pineville, NC, met in a Work Session on Monday, February 26, 2024 @ 6:00 p.m.

ATTENDANCE

Mayor: David Phillips
 Mayor Pro-Tem: Ed Samaha
 Council Members: Amelia Stinson Wesley, Chris McDonough, Danielle Moore
 Town Manager: Ryan Spitzer
 Town Clerk: Lisa Snyder
 HR Director: Linda Gaddy
 Planning & Zoning Director: Travis Morgan

CALL TO ORDER

Mayor David Phillips called the meeting to order at 6:01 p.m.

DISCUSSION ITEMS:

Pineville Neighbors Place. Staci McBride, Executive Director of Pineville Neighbors Place, provided a report on what they did in 2023 and thanked council for their generous ARPA grant that they provided. In the last half of 2022 through December of 2023, they were able to help over 420 people because of the funding from the Town, with 75% of those helped were families with children. There were 157 households that were able to stay in their homes and keep utilities turned on. They have also supported our neighbors in other ways, including a campus beautification at both elementary schools. They also provided over 1,000 backpacks for the 2022-2023 school year. They provided over 12,700 pounds of food to about 1,300 people throughout the community. The Town was the biggest food generator of the year!

Paws in the Park Signage. Town Manager Ryan Spitzer reviewed the request with council, made by Donna Peters with Paws in the Park, for additional signage in the Town for this event. The signs are 4' x 8' and are double-sided. He noted that our sign ordinance allows two signs for non-profits, one at Lake Park, but anything off-site would require permission from council, this includes banners. She has requested the signs be placed at the Belle, near the James K Polk site, and in front of the Town Hall. She is requesting to know three weeks prior to the event to allow for printing. Council agreed on two signs and for fourteen days.

Employee Handbook Updates. HR Director Linda Gaddy reviewed the updates to the Employee Handbook with council. She highlighted some of the changes which include, but are not limited to, adding gender neutral pronouns, removing the administrative procedures from the Handbook, clarifying what a demotion means,

recruitment and selection, compensation, longevity, and working remotely. Less traditional schedules are also being considered. Mayor Pro Tem Samaha added that government employees need to be accessible. The progressive discipline policy has been updated. The updated Handbook will be rolled out on May 1st to all employees. Each employee will be required to sign a form that they have read and received it.

Entrance Signs to Pineville. Planning & Zoning Director Travis Morgan is working on the Pineville entry sign, which was previously removed by the Hyundai dealership. We are looking a different design styles and the location of the sign. Council likes the Mint Hill sign the best, and possibly without the flowers, the brick-type, columns on both sides and the Pineville logo. They also prefer the wording “The Town of Pineville Established date”, similar to the Pineville Social District logo.

Pour and Play. Mr. Spitzer stated that Jordan Williams was here to answer any questions on this. Parks and Rec rated the locations in order of importance, via a map. They ranked numbers 1 and 2 as most important. These are the ADA accessible playground and the Zipline area. The cost would be approximately \$180,000 for both. We have about \$300,000 leftover from the Lynnwood/Lakeview project that we can put with this. Mayor Pro Tem Samaha would like to see these get done right away. Town Manager Spitzer will bring back a contract for council at the March 19th council meeting.

Cone Mill Redevelopment. Jon Visconti introduced John Holcomb, with Kimley-Horn out of Fort Mill. Mr. Visconti presented the new Concept Plan with two of the biggest changes. One increased the parking counts in the residential portion from 3.3 to 4.6 per lot, which comes to an additional 200 parking spots. Every single home with have a two-car garage. The other big change is that they will keep with the existing roadway at the corner of Dover and Cone Avenue. Mr. Visconti shared the proposed walking loop beginning from the old town hall to the new area design, which creates greater walkability.

Residential parking will consist of approximately 737 spaces; commercial parking will consist of 266 parking spaces and new overflow spots for downtown will consist of 97 new spots, in addition to the 22 spots in front of the old town hall. Mr. Visconti stated that they could possibly break ground in 12 to 18 months.

Mayor Pro Tem Samaha moved to go into Closed Session with a second made by Council Member Moore. All ayes.

Council Member Stinson-Wesley moved to leave Closed Session followed by a second made by Mayor Pro Tem Samaha. All ayes.

Council Member Stinson-Wesley moved to adjourn the meeting followed by a second made by Mayor Pro Tem Samaha. All ayes.

The Mayor adjourned the meeting at 9:05 pm.

David Phillips, Mayor

ATTEST:

Lisa Snyder, Town Clerk



TOWN COUNCIL AGENDA ITEM

MEETING DATE: March 19th

Agenda Title/Category:	Awards & Recognition		
Staff Contact/Presenter:	Mayor		
Meets Strategic Initiative or Approved Plan:	Yes	No	If yes, list:
Background:	Jim Knowles has served on our Planning Board for almost 19 years and Thomas White for almost 14 years.		
Discussion:	none		
Fiscal impact:	none		
Attachments:	Proclamations for their years of service as Board Volunteers		
Recommended Motion to be made by Council:	none		



**A PROCLAMATION HONORING JIM KNOWLES
FOR SERVING OVER 19 YEARS ON
THE PINEVILLE PLANNING BOARD & BOARD OF ADJUSTMENT**

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, the Town of Pineville has been privileged to have Planning Board Chair Jim Knowles since January 2005, and during this long tenure, he has displayed unwavering dedication and exemplary leadership to our community; and

WHEREAS, Mr. Knowles has also served as Chair of the Board of Adjustment, donating more of his time and expertise to the Town; and

WHEREAS, planning includes development review, land use and zoning ordinances review, all in order to improve the Town of Pineville; and

WHEREAS, most of those years have been in the capacity of Chairman in which he helped guide and inform landowners and applicants about development options on a property while still working to protect the greater public good within the context of the Town of Pineville Code; and

NOW, THEREFORE, I, DAVID PHILLIPS, Mayor of the Town of Pineville, ask the People of Pineville to join him in honoring the hard work and dedication of Jim Knowles and thank him for his years of service to the residents of Pineville.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2024.

Mayor David Phillips



**A PROCLAMATION HONORING THOMAS WHITE
FOR SERVING OVER 13 YEARS ON
THE PINEVILLE PLANNING BOARD & BOARD OF ADJUSTMENT**

WHEREAS, Thomas White has served on the Pineville Board of Adjustment and Planning Board for more than thirteen years with dedication and distinction; and

WHEREAS, the full benefits of planning require public officials and residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, His passion for the people of Pineville is demonstrated by his involvement in these boards and his commitment to giving back to the community he serves; and

WHEREAS, Thomas has a passion for thoroughness and remains focused on every project until all expectations are met. He is motivated by business ethics of a Calling that supersedes many businesses of the day; and

WHEREAS, the Town of Pineville wishes to recognize Thomas White’s many valuable contributions and his time;

NOW, THEREFORE, I, DAVID PHILLIPS, Mayor of the Town of Pineville, ask the People of Pineville to honor the hard work and dedication of Thomas White, and thank him for his years of service to the residents of Pineville.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____ 2024.

Mayor David Phillips



ASC FY25 Funding Request Town of Pineville

ASC Investments in Pineville

Item 5.



PINEVILLE FY24
INVESTMENT IN ASC:
\$10,000



ASC FY24
INVESTMENT IN
PINEVILLE (YTD):
\$48,852



Clayworks has provided free, hands-on clay workshops in Pineville in FY24 through ASC's Culture Blocks program.

School Funding Opportunities

Item 5.



SCHOOL FUNDING OPPORTUNITIES LINK STUDENTS TO CULTURAL EDUCATION EXPERIENCES.



THE PROGRAM BROUGHT **PINEVILLE ELEMENTARY FIFTH GRADERS** A “CSI”-LIKE SCIENCE EXPERIENCE.



Stegura Science provided a “CSI: Adventures in Forensics” science enrichment program for these fifth graders at Pineville Elementary.



Culture For All.

Culture Blocks



CULTURE
BLOCKS BRINGS
CULTURAL
EXPERIENCES
CLOSER TO
WHERE
RESIDENTS



THE PROGRAM
HAS INVESTED
\$48K IN
PINEVILLE YTD.



Local artist Ana Lucia Divins has provided a series of bilingual performances and music programs in the town in FY24 through ASC's Culture Blocks.

ASC FY25 Funding Request

Item 5.



ASC FY25
REQUEST:
\$13,782.60



INCREASE OVER
FY24 FUNDING:
\$3,782.60



This fiscal year, ASC's Culture Blocks has supported a Charlotte Ballet cultural dance program in Pineville.



ASC FY25 Funding Request Town of Pineville



RESOLUTION NO. 2024-05

RESOLUTION OF THE TOWN OF PINEVILLE, NORTH CAROLINA DECLARING SURPLUS ITEMS FOR SALE VIA ELECTRONIC AUCTION AND/OR DISPOSAL VIA DONATION OR RECYCLE

WHEREAS, G.S 160A-265 authorizes the Town Council to dispose of surplus property and G.S.160A-270 (c) authorizes the sale of surplus property by means of electronic auction; and

WHEREAS, the Town Manager, along with Department Heads, have declared surplus and unusable personal property as listed in "Exhibit A";

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Town Council hereby authorize the Town Manager to dispose of some of the listed items by utilizing the on-line internet auction services of Public Surplus and/or Gov Deals and the Town Clerk to dispose of other surplus items via donation or recycling of such items. The Town Manager and Town Clerk shall have the right to add or delete from the properties listed and any items not sold may be disposed of by any others means available, including sale at public auction, donation to non-profit organization, or destruction, whichever is deemed to be in the best interest of the Town.

Adopted this _____ day of March 2024.

ATTEST:

SEAL:

David Phillips, Mayor

Lisa Snyder, Town Clerk

EXHIBIT "A"

Surplus Property for Auction, Donation, Recycling, Destruction, Sale

Surplus Items

Dept.	Item/Desc/VIN#	Make/Model	Misc.	How Disposed	Eff. Date	Miles
Parks and Rec	Backpack leaf blower	Stihl BR380		Online Auction	3/19/24	
Parks and Rec	Backpack leaf blower	Stihl BR600		Online Auction	3/19/24	
Parks and Rec	Sidewalk edger	Stihl FC110		Online Auction	3/19/24	
Parks and Rec	Handheld leaf blower	Stihl (unknown model #)		Online Auction	3/19/24	
Parks and Rec	Pull-behind aerator for small tractor	(model number unknown)		Online Auction	3/19/24	
Parks and Rec	Groove roller reel mower	McLane 25-5.5-10		Online Auction	3/19/24	
Parks and Rec	VIN# 1FTNF1CF7CKD25599	2012 Ford F-150	31,278	Online Auction	3/19/24	



RESOLUTION NO. 2024-04

**RESOLUTION OF THE TOWN OF PINEVILLE, NORTH CAROLINA
RECOGNIZING THE SERVICE OF POLICE DETECTIVE, CHRIS DELUX,
DECLARING HIS SERVICE WEAPON AND BADGE AS SURPLUS AND
AWARDING THEM TO HIM UPON HIS RETIREMENT**

WHEREAS, NCGS 20-187.2 authorizes governing boards of law enforcement agencies to award retiring officers with their badge and service weapon; and

WHEREAS, Chris Delux served on the Pineville Police Force from 12/12/1994 but left to go into the Coast Guard in November 1998. He completed his service in the Coast Guard and was rehired as a police officer on 12/11/2002, where he has remained full-time up until his retirement on 3/31/2024 as Police Detective; and

WHEREAS, The Pineville Town Council has declared his service weapon, a Glock 43X, Serial #BVMK869 and his Detective Badge as surplus and awarded these items to him on the occasion of his retirement;

NOW, BE IT FURTHER RESOLVED that Chris Delux be recognized for his dedicated service in protecting the rights and freedoms, as well as ensuring the safety of the residents of the Town of Pineville.

Adopted this _____ day of March 2024.

David Phillips, Mayor

ATTEST:

Lisa Snyder, Town Clerk



TOWN COUNCIL AGENDA ITEM

MEETING DATE: March 19, 2024

Agenda Title/Category:	Tax Refunds / Consent Agenda			
Staff Contact/Presenter:	Christopher Tucker, Finance Director			
Meets Strategic Initiative or Approved Plan:	Yes	No	If yes, list:	N/A
Background:	Throughout the year, taxpayers may appeal their tax bills to the Mecklenburg County Assessor and/or Tax Collector. If the bill has been paid prior to the successful appeal, the County will advise the Town to refund the taxes paid with interest.			
Discussion:				
Fiscal impact:	Ad Valorem Tax Revenue will decrease by less than \$1K			
Attachments:	Staff Memo, Refund Guidance from County (x2)			
Recommended Motion to be made by Council:	Approve as Presented			



March 14, 2024

To: Honorable Mayor and Town Council
Ryan Spitzer, Town Manager
Lisa Snyder, Town Clerk

From: Christopher Tucker, Finance Director CMT

RE: Council Action Request – Tax Refunds

For Council’s consideration at the March 19, 2024 Council Meeting, please find attached the below tax refunds per Mecklenburg County guidance.

2023	BMW Manufacturing Co LLC	(\$6.74)
2023	AvidXchange Inc	(\$775.20)
2023	PNC	(\$37.62)
	TOTAL:	(\$819.56)

PINEVILLE Refunds

Tax Year	Bill Number	Parcel #	Source Type	Adj. #	Adj. Reason	Date of Adj.	Recipient Name	Address	City	State	Zip Code	Refund Amount (\$)
2023	0008157627-2023-2023-0000-00		BUS	620419	Penalty In Err	2/8/2024	BMW MANUFACTURING CO LLC	PO BOX 30847	CHARLOTTE	NC	28230	6.74
											TOTAL	6.74

PINEVILLE Refunds

Tax Year	Bill Number	Parcel #	Source Type	Adj. #	Adj. Reason	Date of Adj.	Recipient Name	Address	City	State	Zip Code	Payment Date for Interest Calculation	Refund Amount (\$)	Total Interest to Pay if mailed on or before 3/20/2024 (\$)	Total Interest to Pay if mailed on or before 4/1/2024 (\$)
2023	0002621137-2023-2023-0000-00	20710222B	REI	620448	BER Decision	2/12/2024	AVIDXCHANGE INC	PO BOX 36250	CHARLOTTE	NC	28236	1/6/2024	775.20	27.13	32.95
2023	0008129944-2023-2023-0000-00	22101464	REI	620482	BER Decision	2/12/2024	PNC	3001 HACKBERRY RD	IRVING	TX	75063	1/6/2024	37.62	1.32	1.60
TOTAL													812.82	28.45	34.55



TOWN COUNCIL AGENDA ITEM

MEETING DATE: 3/19/2024

Agenda Title/Category:	Substation Site – Public Hearing			
Staff Contact/Presenter:	David Lucore/Ryan Spitzer			
Meets Strategic Initiative or Approved Plan:	Yes	No	If yes, list:	Strategic Pillar – Economic Development
	x			
Background:	Pineville conducted an electric system growth study in 2019 that projected a substation being needed by 2027. However, with Carolina Logistics Park building out quicker than anticipated, it was determined that a substation would be needed prior to the original estimated date. The Town began the process of identifying sites, speaking to property owners, and regulating agencies in 2021.			
Discussion:	The Public Hearing is for Council to hear the concerns from the public regarding the two potential sites presented by staff. These sites will be the 9-acre parcel and the Flea Market parking area. Council can ask questions with respect to the presentation and comments from the public.			
Fiscal impact:	\$5.3 million - \$9.2 million based on low and high estimates			
Attachments:				
Recommended Motion to be made by Council:	N/A			



TOWN COUNCIL AGENDA ITEM

MEETING DATE: 3/19/24

Agenda Title/Category:	NCDOT Resolution 2024-06			
Staff Contact/Presenter:	Travis Morgan			
Meets Strategic Initiative or Approved Plan:	Yes	No	If yes, list:	Traffic/walkability
	x			
Background:	Resident and business request for stoplight and ped crossing			
Discussion:	Park Rd and Carolina Place Pkwy			
Fiscal impact:				
Attachments:	See resolution from NCDOT			
Recommended Motion to be made by Council:	Recommend to approve			



**RESOLUTION 2024-06
IN SUPPORT OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION PROJECT
FOR INTERSECTION IMPROVEMENTS AT
CAROLINA PLACE PKWY AND PARK RD**

WHEREAS, the North Carolina Department of Transportation (hereinafter "NCDOT.") is proposing to modify the Carolina Place Pkwy and Park Rd intersection to a reduced conflict type intersection where left turn off Carolina Place Pkwy onto Park Rd will not be allowed and install a traffic signal at the intersection that will allow for a pedestrian crossing to occur at the intersection under signal control (hereinafter referred to as the "Project"); and

WHEREAS, Spot Safety funds will be requested for this Project; and

WHEREAS, North Carolina policy regarding the use of requires local municipal support of a project that involves a reduced conflict intersection (RCI) and Spot Safety funds; and

WHEREAS, NCDOT has notified the Town of Pineville (hereinafter the 'Town') of the Project, and has requested that the Town submit a resolution expressing its views on the same; and

WHEREAS, the Town, acting through its Town Council in regular session assembled on the 19th day of March 2024, has expressed its support of the Project and has voted unanimously to adopt this Resolution evidencing the same, all-in compliance with the requirements of NCGS 136-11.1;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Pineville Town Council does hereby express its support of the Project as set forth hereinabove.

BE IT FURTHER RESOLVED that the Town of Pineville Town Council authorizes its Mayor and the Clerk to the Council to sign this Resolution and attach the Town seal thereto, and to forward a copy of the same to NCDOT.

Adopted this _____ day of March 2024, by the Town of Pineville Town Council.

David Phillips, Mayor

Attest:

Lisa Snyder, Town Clerk



TOWN COUNCIL AGENDA ITEM

MEETING DATE: 3/19/2024

Agenda Title/Category:	Pour in Play Lake Park – 2 playgrounds			
Staff Contact/Presenter:	Ryan Spitzer/Matt Jakubowski			
Meets Strategic Initiative or Approved Plan:	Yes	No	If yes, list:	
Background:	Pour in Play quotes for two playgrounds at Lake Park to make them more accessible. Tower and zipline playground.			
Discussion:	Pour in Play quotes for two playgrounds at Lake Park to make them more accessible. Tower and zipline playground.			
Fiscal impact:	Federal Funds			
Attachments:	Pour in Play quotes. 3 playground manufacturers supplied quotes for the two playgrounds.			
Recommended Motion to be made by Council:	Approve Gametime’s quote for Pour in Play in the two playgrounds			

Pour in Play Quotes				
AREA		Gametime	Barr's Recreation	Carolina Parks and Play
1	Tower	\$ 125,554.02	\$ 154,654.50	\$ 120,656.00
2	Zipline	\$ 56,623.36	\$ 78,372.94	\$ 64,082.00
Total		\$ 182,177.38	\$ 233,027.44	\$ 184,738.00



TOWN COUNCIL AGENDA ITEM

MEETING DATE:

Agenda Title/Category:	Employee Handbook of Policies effective 5/1/2024		
Staff Contact/Presenter:	Linda Gaddy		
Meets Strategic Initiative or Approved Plan:	Yes	No	If yes, list:
Background:	We have conducted a complete review and update of our Employee Handbook of policies. Reviewed at Council Workshop 2/26/2024		
Discussion:			
Fiscal impact:	Almost none. One benefit increase that could cost \$2000 per year.		
Attachments:	none		
Recommended Motion to be made by Council:	Approve updated Employee Handbook to be effective 5/1/2024		



Employee Handbook Update

2024



Employee Handbook update 2024

We have conducted a complete review of our Employee Handbook of policies.

Our handbook was already in overall good shape, but this review was conducted to update to any new law or regulations, and to address any areas that were vague or no longer working in all situations, or any new topics that need a policy.

No handbook can anticipate all employee questions or issues, but a comprehensive Handbook will accomplish this for most all circumstances.

Employee Handbook update 2024

We enlisted the assistance of H.R. consultant Susan Nunn, who worked with the Town's H.R. Director to revise and update policies.

The changes were reviewed by Town Attorney, Janelle Lyons. The following are highlights of the changes we deem necessary at this time.

These should also carry us into the future, unless we experience a pressing need to adopt a revision to a policy at some point.



Significant updates



Significant updates, other than clean up and some reorganization

1. Throughout, used gender neutral pronouns.
2. Throughout, deleted unnecessary or repetitive, or too limiting wording. Often, by trying to name every example or instance that could occur, the organization gets trapped or limited by trying to be too specific.
3. Throughout, moved administrative procedures out of the policy handbook into a new Procedures Manual. There were many procedures (such as payroll preparation) in our policy handbook that did not belong there. They belong in a Procedure Manual.
4. Section 1: Organization of the Personnel System, enhanced EEO and diversity language, clarified roles and chain of command when addressing concerns.
5. Section 3: Recruitment and Selection, enhanced EEO statement.
6. Section 4: Compensation, starting salaries above mid-point are not always Council approved, they are Town Manager approved.
7. Section 4: Compensation, clarify demotion.
8. Section 4: Compensation, Longevity pay, clarify/define continuous service, effects of breaks in service.
9. Section 4: Compensation, Performance Management and Merit Pay, updated to current practice and terminology.

Significant updates, other than clean up and some reorganization

10. Section 5: Conditions of Employment, Employment of Relatives, prohibitions, added relationships to elected officials, but kept the before 3/9/2021 exemption for direct family members working in the same department (grandfathered in).
11. Section 5: Conditions of Employment, combined and updated harassment policies.
12. Section 5: Conditions of Employment, new Personal Relationships in the Workplace policy
13. Section 6: Added a remote/flexible work policy just in case. Currently there are no remote workers, unless occasional in Administration as needed. *
14. Section 7: Employee Benefits, Short Term Disability referenced the Leave section p. 52 for policy. Further procedure will be included in Procedure Manual.
15. Section 7: Employee Benefits for Retired 25 or More Years of Service, incorporated the Post-retirement Medical Benefits Policy adopted 09/10/2019 that has been an amendment to the handbook. If hired after 9/10/2019 retirees do not receive medical benefits. If hired prior to 09/10/2019 and meet other criteria listed, they can receive medical benefits until Medicare eligible and then \$150/month stipend toward a Medigap plan.
16. Section 7: Employee Benefits, Tuition Assistance, increased \$500 per year reimbursement to \$1000 per year. One semester at CPCC is now \$500, so this benefit amount is not adequate any longer.

Significant updates, other than clean up and some reorganization

17. Section 8: Holidays and Leaves, added annual limit on accumulated sick leave that can be used for care of sick family member. No limit for the employee.
18. Section 8: Holidays and Leaves, Vacation Leave, required to use comp time before vacation to reduce buildup of comp time.
19. Section 8: Holidays and Leaves, Sick Leave, added annual limit on accumulated sick leave that can be used for care of sick family member. No limit for employee.
20. Section 8: Holidays and Leaves, new pregnant and nursing mothers section conforms to new laws and regulations.
21. Section 10: Discipline, process, eliminated too restrictive “progressive discipline” wording and step. Although we practice progressive discipline, we need the flexibility to move faster through the steps when the circumstances dictate that.
22. Section 11: Grievance procedure, timeframes for each person in the process to respond are lengthened to more standard time frames. Ours were too short causing each party to have to respond too quickly.

Significant updates, flexible/remote work policy

Currently there are no remote workers, unless occasional in Administration as needed, and none planned, but we believe that there needs to be a policy governing flexible/remote work, should it become a need in the future. If a department requested to change to a 4-day work week, for example.

The Policy proposed is a basic simple one that just allows the Town Manager to develop and approve such schedules if it fits all the criteria listed. Should a need occur the policy states:

“The Town desires to create an opportunity for flexible work options when feasible, create a culture that embraces work-life integration, increase productivity, reduce absenteeism and turnover, and enhance customer satisfaction. To this end, the Town Manager has the authority to create and approve written administrative guidelines and procedures establishing remote or flexible work arrangements.

The Town must be appropriately staffed during normal business hours and appropriate service/on-call levels must be maintained when evaluating flexible work arrangement and time-off requests. An employee’s first responsibility is to perform the duties of her/his job, including the availability to respond to telephone and e-mail communications, the ability to attend work regularly, meet and interact with associates and supervisors, and the ability to meet with and serve customers. There are certain positions that cannot accommodate flexible work arrangements. Every job, employee, and situation are different; it cannot be assumed that the same decision is appropriate for two similar positions. The Town provides and delivers certain services to its citizens and customers on a continuous basis and the interruption or delay of several of those services could cause an inconvenience or, more importantly, create an emergency situation placing people and/or property in danger.”

Significant updates, flexible/remote work policy

Currently there are no remote workers, unless occasional in Administration as needed, and none planned, but we believe that there needs to be a policy governing flexible/remote work, should it become a need in the future. If a department requested to change to a 4-day work week, for example.

The Policy proposed in the Handbook a basic simple one that just allows the Town Manager to develop and approve such schedules if it fits all the criteria listed. Should a need occur the policy states:

“The Town desires to create an opportunity for flexible work options when feasible, create a culture that embraces work-life integration, increase productivity, reduce absenteeism and turnover, and enhance customer satisfaction. To this end, the Town Manager has the authority to create and approve written administrative guidelines and procedures establishing remote or flexible work arrangements.

The Town must be appropriately staffed during normal business hours and appropriate service/on-call levels must be maintained when evaluating flexible work arrangement and time-off requests. An employee’s first responsibility is to perform the duties of her/his job, including the availability to respond to telephone and e-mail communications, the ability to attend work regularly, meet and interact with associates and supervisors, and the ability to meet with and serve customers. There are certain positions that cannot accommodate flexible work arrangements. Every job, employee, and situation are different; it cannot be assumed that the same decision is appropriate for two similar positions. The Town provides and delivers certain services to its citizens and customers on a continuous basis and the interruption or delay of several of those services could cause an inconvenience or, more importantly, create an emergency situation placing people and/or property in danger.”

Significant updates, flexible/remote work policy

If we decide that this is an important policy to put in place, then we would include or reference a full detailed policy outlining the definition of types of flexible work, the approvals needed, and the rules around work, including from a remote location.

The definitions of three alternative work arrangement options available to full-time non-exempt employees.

1. **Alternate Hours** – A block of time at the start or end of traditional eight-hour days during which non-exempt employees may report and complete their required shift hours of work.
2. **Job Sharing** – One full-time job is shared by two part-time employees. Job-sharing as an alternative work arrangement must ensure a continuity of work that equates to one full-time position's duties.
3. **Remote Work** – Working from home or another remote location for all or part of the regular work week.

Other rules would include:

An employee requesting to work remotely must have been employed with the Employer for a minimum of 90 days (unless there are extenuating circumstances preapproved by the Department Head and Town Manager), and must otherwise meet certain criteria to be eligible for this benefit.

Significant vs. cosmetic updates

These are just any significant changes. The full list of sections checked or edited is a six-page chart, because we reviewed the entire Handbook. The rest are changes to wording for clarification, elimination of duplication, or slight reorganization.

Once everyone has reviewed and approved, the plan is to roll out to managers and employees effective May 1, 2024. All employees will sign the Acknowledgement of Receipt.


Procedures Manual

The administrative procedures removed from the policy handbook, plus some procedures that H.R. has been formally documenting that have only been informal to date, and any accompanying forms are being compiled into a new Human Resources Procedures Manual.

A few procedures were also Finance polices and procedures that are not governed by Human Resources, but published by Finance. Those were also removed because they do not belong in H.R. (such as Use of Town Credit Cards, Travel expenses)

Procedures Manual

<p>Town of Pineville Human Resources</p> <h2 style="text-align: center;">Procedures and Supplemental Policies Manual</h2> <p style="text-align: center;">Revised 5/1/2024</p>

Town of Pineville Policy and Procedures	 Pineville NORTH CAROLINA
Section 3:	
Policy Title:	Policy Number:
	Effective Date:
	Revision Date
	Approved by:
	Page Number: 1 of

POLICY
text

PURPOSE
text


SCOPE
text

ORGANIZATIONAL RULES
1.

DEFINITIONS
1.

PROCEDURES
1.
2.

FORMS, APPENDICES



Employee Handbook Update

2024





TOWN COUNCIL AGENDA ITEM

MEETING DATE: March 19, 2024

Agenda Title/Category:	Budget Amendment 2024-5 / New Business			
Staff Contact/Presenter:	Christopher Tucker, Finance Director			
Meets Strategic Initiative or Approved Plan:	Yes	No	If yes, list:	N/A
Background:	<p>The Town of Pineville desires to engage a contractor for a recreation project for approx. \$200,000.</p> <p>The Town is moving to close out the Lynnwood/Lakeview CPF. That fund will have resources available to transfer back to the General Fund.</p>			
Discussion:	Staff recommends a Budget Amendment that allows the General Fund to receive a transfer from the CPF and use those resources towards the Pour & Play project.			
Fiscal impact:	Reallocation of current resources.			
Attachments:	Staff Memo, BA2024-5			
Recommended Motion to be made by Council:	Approve as Presented			



March 14, 2024

To: Honorable Mayor and Town Council
Ryan Spitzer, Town Manager
Lisa Snyder, Town Clerk

From: Christopher Tucker, Finance Director CMT

RE: Council Action Request – Budget Amendment 2024-5

For Council’s consideration at the March 14, 2024 Council Meeting, please find attached Budget Amendment 2024-5.

The purpose of the budget amendment is to increase **Transfer from Other Funds** revenue and increase **Recreation - Admin** appropriations in the amount of **\$200,000** for expenditures associated with **Pour and Play Recreation project**.

Staff recommends approval as presented.

TOWN OF PINEVILLE NC
BUDGET AMENDMENT #2024-5
March 19, 2024
FISCAL YEAR 2023-2024

FUND / ACCOUNT #	ACCOUNT TYPE	DESCRIPTION	CURRENT BUDGET	CHANGE (+ / -)	AMENDED BUDGET
General Fund					
3991.1000.10	Revenue	Transfer from Other Funds	-	200,000	200,000
Total Fund Revenues			<u>20,725,000</u>	<u>200,000</u>	<u>20,925,000</u>
	Expenditure	Recreation - Administration	703,617	200,000	903,617
Total Fund Expenditures			<u>20,725,000</u>	<u>200,000</u>	<u>20,925,000</u>

DESCRIPTION: To increase Transfer from Other Funds revenue and appropriate towards a certain Recreation project

Mayor

Budget Officer


Town Clerk

Finance Director



TOWN COUNCIL AGENDA ITEM

MEETING DATE: March 19, 2024

Agenda Title/Category:	Budget Amendment 2024-6 / New Business			
Staff Contact/Presenter:	Christopher Tucker, Finance Director			
Meets Strategic Initiative or Approved Plan:	Yes	No	If yes, list:	N/A
Background:	<p>The Town of Pineville is expecting grant revenue to construct an outdoor fitness amenity at Lake Park.</p> <p>At the 2/13/24 meeting, Council approved a contract engagement in the amount of \$230,786.</p>			
Discussion:	<p>Staff recommends a Budget Amendment that allows the General Fund to receive the grant funds and use Fund Balance towards the amenity project.</p>			
Fiscal impact:	<p>Approx. \$31K of Fund Balance is being appropriated towards the project.</p>			
Attachments:	<p>Staff Memo, BA2024-6</p>			
Recommended Motion to be made by Council:	<p>Approve as Presented</p>			



March 14, 2024

To: Honorable Mayor and Town Council
Ryan Spitzer, Town Manager
Lisa Snyder, Town Clerk

From: Christopher Tucker, Finance Director CMT

RE: Council Action Request – Budget Amendment 2024-6

For Council’s consideration at the March 14, 2024 Council Meeting, please find attached Budget Amendment 2024-6.

The purpose of the budget amendment is to increase **Miscellaneous Revenue and Fund Balance Appropriated** revenue and increase **Recreation - Admin** appropriations in the amount of **\$231,000** for expenditures associated with **Outdoor Fitness Recreation project**.

Staff recommends approval as presented.

TOWN OF PINEVILLE NC
BUDGET AMENDMENT #2024-6
 March 19, 2024
 FISCAL YEAR 2023-2024

FUND / ACCOUNT #	ACCOUNT TYPE	DESCRIPTION	CURRENT BUDGET	CHANGE (+ / -)	AMENDED BUDGET
General Fund					
3350.0000.10	Revenue	Miscellaneous Revenue	250,000	200,000	450,000
3990.0000.10	Revenue	Fund Balance Appropriated	1,483,000	31,000	1,514,000
Total Fund Revenues			<u>20,925,000</u>	<u>231,000</u>	<u>21,156,000</u>
	Expenditure	Recreation - Administration	903,617	231,000	1,134,617
Total Fund Expenditures			<u>20,925,000</u>	<u>231,000</u>	<u>21,156,000</u>

DESCRIPTION: To increase Misc Revenue and Fund Balance Appropriated revenue and appropriate towards a certain Recreation project

 Mayor

 Budget Officer



 Town Clerk

 Finance Director



TOWN COUNCIL AGENDA ITEM

MEETING DATE: March 19, 2024

Agenda Title/Category:	Budget Amendment 2024-7 / New Business			
Staff Contact/Presenter:	Christopher Tucker, Finance Director			
Meets Strategic Initiative or Approved Plan:	Yes	No	If yes, list:	N/A
Background:	<p>The Town of Pineville desires to construct a new fire station on the Town owned parcel at 313/315 N Polk Street.</p> <p>The Town has engaged a CMAR and design team for the project.</p>			
Discussion:	Staff recommends a budget amendment to the capital project fund that better reflects the current status of the project and proposed funding source.			
Fiscal impact:	The new budget of the Capital Project Fund will represent the Town’s desire to finance the project.			
Attachments:	Staff Memo, BA2024-7			
Recommended Motion to be made by Council:	Approve as Presented			



March 14, 2024

To: Honorable Mayor and Town Council
Ryan Spitzer, Town Manager
Lisa Snyder, Town Clerk

From: Christopher Tucker, Finance Director CMT

RE: Council Action Request – Budget Amendment 2024-7

For Council's consideration at the March 14, 2024 Council Meeting, please find attached Budget Amendment 2024-.

The purpose of the budget amendment is to increase **Loan Proceeds** revenue and increase **Project Expenditures** appropriations in the amount of **\$16,000,000** for expenditures associated with **New Fire Station Capital Project**.

Staff recommends approval as presented.

TOWN OF PINEVILLE NC
BUDGET AMENDMENT #2024-7
March 19, 2024
FISCAL YEAR 2023-2024

FUND / ACCOUNT #	ACCOUNT TYPE	DESCRIPTION	CURRENT BUDGET	CHANGE (+ / -)	AMENDED BUDGET
New Fire Station CPF					
3991.1000.65	Revenue	Transfers from Other Funds	1,000,000	-	1,000,000
3991.2000.65	Revenue	Loan Proceeds	-	16,000,000	16,000,000
Total Fund Revenues			<u>1,000,000</u>	<u>16,000,000</u>	<u>17,000,000</u>
Expenditure		Project Expenditures	1,000,000	16,000,000	17,000,000
Total Fund Expenditures			<u>1,000,000</u>	<u>16,000,000</u>	<u>17,000,000</u>

DESCRIPTION: To increase Loan Proceeds revenue and appropriate towards the Fire Station capital project

Mayor

Budget Officer



Town Clerk

Finance Director



PUBLIC WORKS

Department Update

To: Town Council

From: Chip Hill

Date: March 1, 2024

Re: **Public Works Updates**

Huntley Glen: The developer will be grading in order to pour sidewalks required at the entrance of the development at Dorman Road.

Parkway Crossing: Town engineer submitted his video comments of deficiencies to the developer's engineer. We are waiting for their reply.

McCullough: The developer is planning to start the curb and sidewalk repairs in the first week of March. Mecklenburg County will have a preconstruction meeting with the developer and subcontractor before repairs begin.

Industrial Drive: Work is scheduled for the first week of April, depending on the weather. The majority of work will be done on the weekend to minimize impact on traffic.

Sidewalks on South Side of Hwy 51: Work is scheduled to begin in April, depending on the weather.

Johnston Drive Alignment: Phase I is underway. An approved easement from the landowner has been received and the contractor will submit a current work schedule. The information will be relayed to the Town Manager and Council when received.

901 Hill Street: Town staff and engineer met at 901 Hill Street to address stormwater issues. The site was being impacted by public water. Engineer currently working on solution.

Pineville Court: The storm video repairs have been completed and approved. The developer has been informed that the inverts in the inlet boxes need to be poured so that they will no longer hold water.

Lynnwood/Lakeview: Efficient Developments has completed some punch list items pertaining to drainage.

*see attachment for easement permits issued/pending FY 24.

PERMITS ISSUED/PENDING

COMPANY

Fiscal Year 2024

COMPANY	LOCATION	STATUS	PERMIT NO
Spectrum/Melissa Sherrill Telics	Franklin/Main Street	Issued	PW20230816FRANKLIN/MAIN
Spectrum/Melissa Sherrill Telics	201 Towne Centre Blvd/Pineville Matthews Road	Issued	PW20230721TOWNECENTRE201
Charlotte Water/Zach Pelicone	273 Eden Circle/Cone Avenue	Issued	PW20230630EDENCIRCLE273
AT&T/Kara Rydill A02KFQA	11331 Downs Road	Issued	PW20230824DOWNS11331
Charter/Doug Sharp	9132 Willow Ridge/Goodsell Ct.	issued	PW20230801WILLOWRIDGE9132
Google Fiber/Micheal Scheetz/Telics	10324 John's Towne Dr/Park Crossing Dr 10504 Willow Ridge Rd/Willow Ridge & Goodsell Ct.	Issued	PW20230919PARKJOHNSWILLOW
Segra/Verizon Business/Johanna Shaw	950 N Polk St/Industrial Blvd	Issued	PW20230821NPOLK950
PNG/Paul Tatsis	12012 Carolina Logistics Drive/Downs Road	Issued	PW20230821CAROLINALOGISTICS12012
Segra/Johanna Shaw	12031 Carolina Logistics Drive	Issued	PW20230915CAROLINALOGISTICS12031
PNG/Paul Tatsis	657 Cranford Drive	Issued	PW20230911CRANFORD657
AT&T/Ashley Northup	12012 Carolina Logistics Drive/Downs Road	Issued	PW20231024CAROLINALOGISTICS12012
Spectrum/Tracey Kendall/STS Cable Services	10100 Rodney Street/Industrial Drive	Issued	PW20230911RODNEYSTREET10100
PNG/Paul Tatsis	129 Lowry Street	Issued	PW20230918LOWERY129
Derrick Walker/D.E.Walker Construction	Replacement of frame&louvers manholes	Issued	PW20230926MANHOLEVARIOUS PW20231012PINEVILLEMATTHEWSPARKCEDAR 8700
AT&T/Ashley Northup	8700 Pineville-Matthews Rd/Park Cedar Drive	Issued	8700
Charter/Doug Sharp	9130 Willow Ridge/Goodsell Ct.	Issued	PW20231128WILLOWRIDGE9130
Google Fiber/Cuylar Pittan	10460 Park Rd/Park Crossing Dr, 10352 Park Rd/Willow Ridge Rd	Issued	PW20231129PARKRD10460-10352
Google Fiber/Telics/Michael Scheetz	10337 Johns Towne Dr/Park Crossing and Johns Towne	Issued	PW20240130JOHNSTOWNE10337
Charlotte Water/Geneva Montgomery	12031 Carolina Logistics Drive/Nations Ford Rd & Downs Rd	Issued	PW20240123CAROLINALOGISTICS12031
Paul Penaherrera	123 Main Street/N Polk	Pending	
PNG/London Armstrong	234 Eden Circle/Cone Ave	Issued	PW20240129EDENCIRCLE234
Charlotte Water/Geneva Montgomery	275 Eden Circle/Boatwright Rd	Issued	PW20240122EDEN275
Charlotte Water/Geneva Montgomery	265 Eden Circle/Cone Ave	Issued	PW20240304EDEN265
AT&T/Ashley Northup	12600 Rock Hill-Pineville Rd/Downs Rd	Issued	PW20240213ROCKHILLPINEVILLERD12600

February

2024

Youth basketball wrapped up their season in late February. What a wonderful season in which these amazing children competed and improved each week. Our Field Trip in February took 12 seniors to Belmont for some antique shopping and downtown sightseeing. Our 47th Valentine's banquet was a huge success. 142 seniors enjoyed an Italian dinner, some music from a Frank Sinatra performer and some great jokes by Director Matt. Thank you to council, the mayor, volunteers and Parks and Recreation staff for helping serve and participate in the event. Baseball and softball have started at Jack Hughes, maintenance staff has the fields looking amazing for the upcoming season. Soccer registration ended with 328 participants. Drafts were held in late February, with practices and games starting in March.



February

2024



General Programming – Belle Johnston

Pickleball: Open Pickleball times are Mondays and Friday from 9am-12pm and Wednesdays from 1:30pm-4:30pm. 149 participants

Asap Pickleball – Mondays at 1pm – 5 participants

Karate: They hold classes on Wednesdays. 30 participants

Pre School Open Gym – Wednesday morning from 9a – 12p – 74 participants

Cookie Decorating – February 8 – 12 participants

National Muffin Day – February 20 - 70 participants

Fitness Dance – Wednesdays at 3pm - 19 participants

Paint Class – February 19 – 8 participants

Sound Bath Meditation Class – February 7 and 21 – 22 participants

Candle Making with Seniors – February 5 – 6 participants

Field Trip – Belmont – February 28 – 12 participants

Free Pottery Workshop – 20 participants

After School Pottery Program – February 13, 20, 27 – 13 Participants

Paint Class with Seniors – February 27 – 20 participants

Culture Block – Improv – February 4 – 5 participants

Valentines Banquet – February 9 – 142 participants

Valentines Grab n Go – February 8 – 60 participants

Puzzle Competition – February 11 – 20 teams/40 participants

Game Day with Seniors – February 13 – 24 participants

Fitness with Kayla – T/Th – 2 participants

February

2024

Lake Park

Bootcamp with Lia – Bootcamp meets 5:45am – 6:45am M/W/F in Lake Park. 72 participated

Tai Chi – Thursday evenings and Saturday mornings – 57 participants

The Hut

Senior Fit – Senior Fit takes place at the Hut M – Thursdays. 311 participants

Yoga – 94 participants

Cardio Funk: Lem holds class on Tuesdays at 6:30pm. 22 participants

Mom and Me Fitness – Friday mornings – 6 participants

Facility Rentals

The Hut: 1 Rentals

The BJCC Dining Room: 3 Rentals

The BJCC Gym: 1 rental

Large Shelter: 3 Rentals

Medium Shelter: 2 Rentals

Tot Lot at Lake Park: 2 Rentals

***Shelter 1 at JH:** 0 Rentals

***Shelter 2 at JH:** 0 Rentals

***Shelter 3 at JH:** 0 Rental

February

2024

Jack Hughes

Jack Hughes Special Events

No tournaments or events in February.

Baseball Field Usage

Charlotte Catholic started their baseball and softball season in February. Baseball had two double headers in February. Softball had one game in February.

Multipurpose Field Usage

Pineville youth soccer drafts were held in late February.

Social Media

Facebook

Post Reach: 33,639

Post Engagements: 1,598

New Page Likes: +45

Total Page Likes: 4,653

Total Page Followers: 5,376

Instagram

New Followers: +23

Total Followers: 1,956

Park Maintenance Update

Belle Johnston/ Lake Park

Daily Park Check

Monthly Building Inspection

Repair Basketball goals in gym

Valentine banquet set up

Change broken slide playground

Updated climbers on playground

Cleaned out storage area in gym

Cleaned out old dirt from planter behind the Belle

The Hut

Monthly Building inspection

Weed control as needed

Fertilized turf

February

2024

Cemetery

Blew leaves as needed
Picked up limbs as needed

Dog Park

Limb removal as needed
Blow entrance as needed
Repaired damaged fence
Repaired gate hinges

Jack Hughes

Added Turface to infields
Daily Field preparation
Cut fields as needed
Sprayed weeds as needed
Fertilized all fields
Painted all soccer fields
Installed soccer goals
Installed new engine on Sandpro drag
Equipment maintenance as needed
Cleared downed trees on nature trail
Bricked pitching mound field 1
Repaired 9 leaking irrigation valves
Continued overflow parking clearing
First tournament preparation
Overseen touch up painting at stadium
Overseen Musco light bulb replacement
Irrigation start up
Installed new lettering on field one scoreboard

Town Hall

Daily Check
Limb removal as needed
Turn on irrigation



PINEVILLE POLICE DEPARTMENT

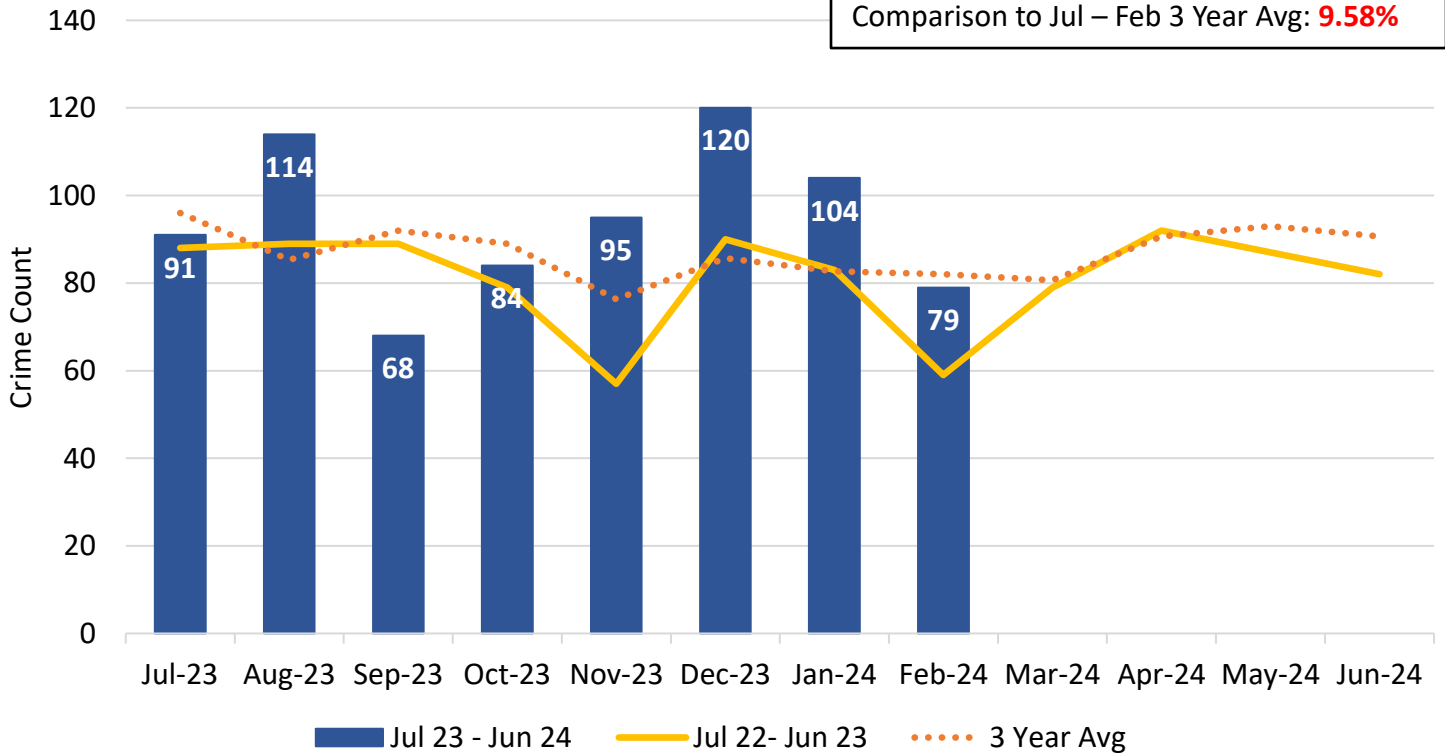
MONTHLY REPORT February 2024

Crime Goals

Below is the evaluation of the police department’s crime goals. Goals are measured for 12 months based on the fiscal year. For the year of July 2023 – June 2024, the goals are to reduce part 1 crimes by 5%, reduce group A offenses at Carolina Place Mall by 10%, and reduce traffic accidents by 5%.

Goal #1: Part 1 Crimes

Goal: -5%
Comparison to Jul 22 – Feb 23: **19.09%**
Comparison to Jul – Feb 3 Year Avg: **9.58%**



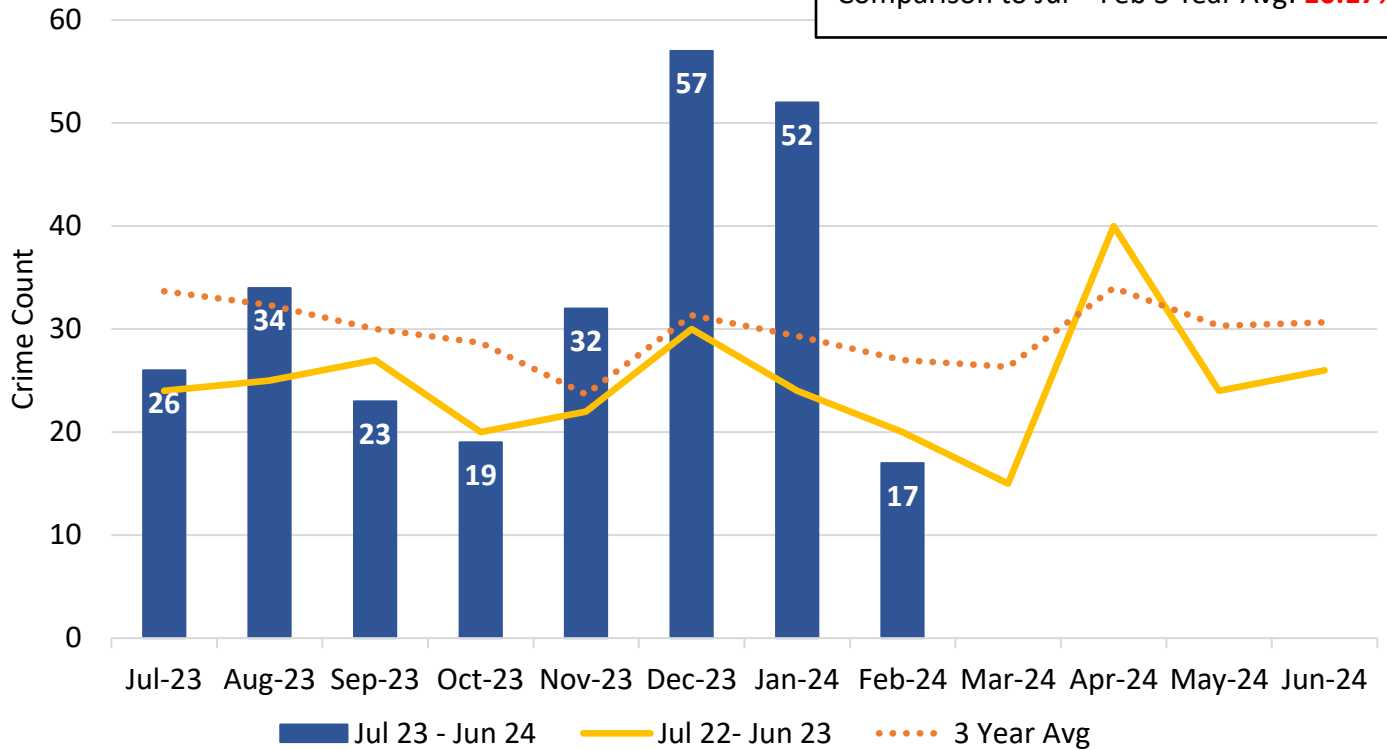
* data pulled from RMS by offense code equal to 09A, 11A, 120, 13A, 220, 23A-H, 24, 200; unfounded removed

Goal #2: Carolina Place Mall - Group A Offenses

Goal: -10%

Comparison to Jul 22 – Feb 23: **35.42%**

Comparison to Jul – Feb 3 Year Avg: **10.17%**

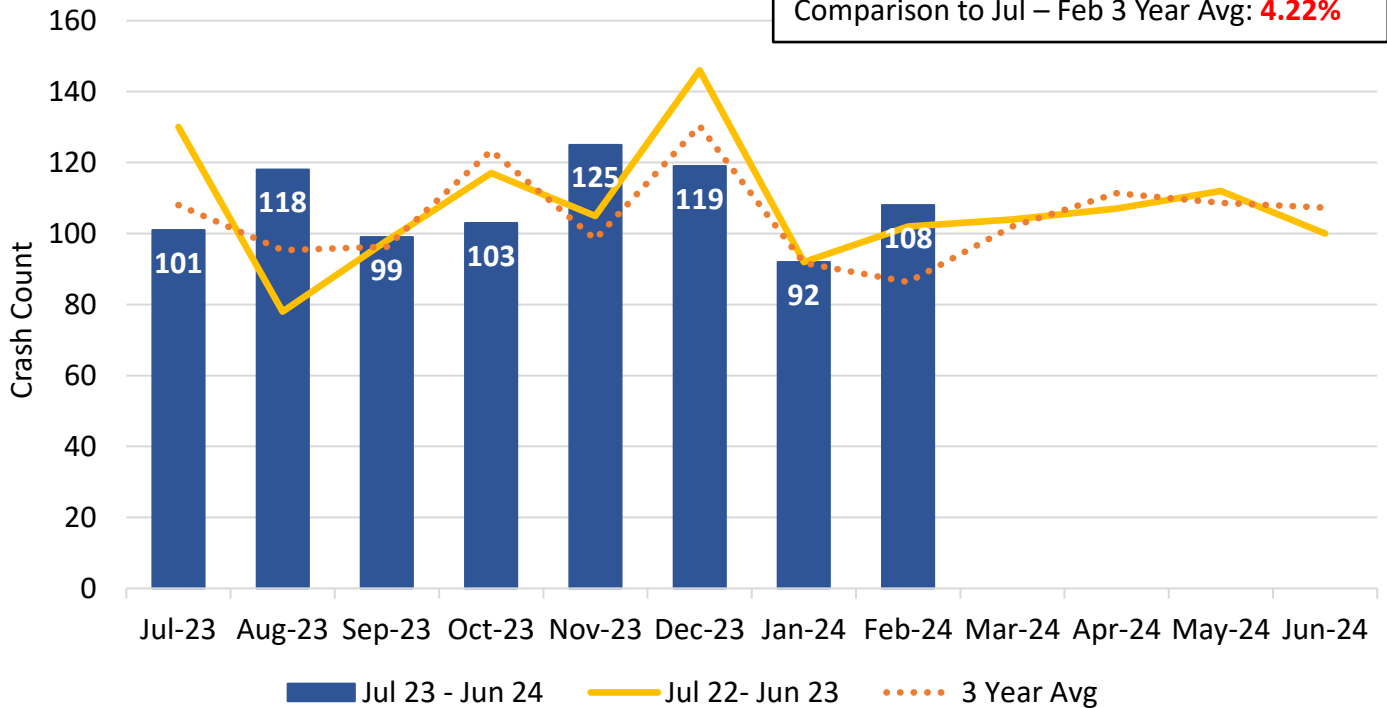


Goal #3: Traffic Accidents

Goal: -5%

Comparison to Jul 22 – Feb 23: **-0.35%**

Comparison to Jul – Feb 3 Year Avg: **4.22%**



*top chart: data pulled from RMS by locations containing "11001, 11009, 11017, 11033, 11025, 11041, 11049, 11055, 11059, 11067"; offenses not containing "90" in code removed
 *bottom chart: data pulled from CAD; traffic accident and hit and run calls with disposition of report taken or rendered assistance MI

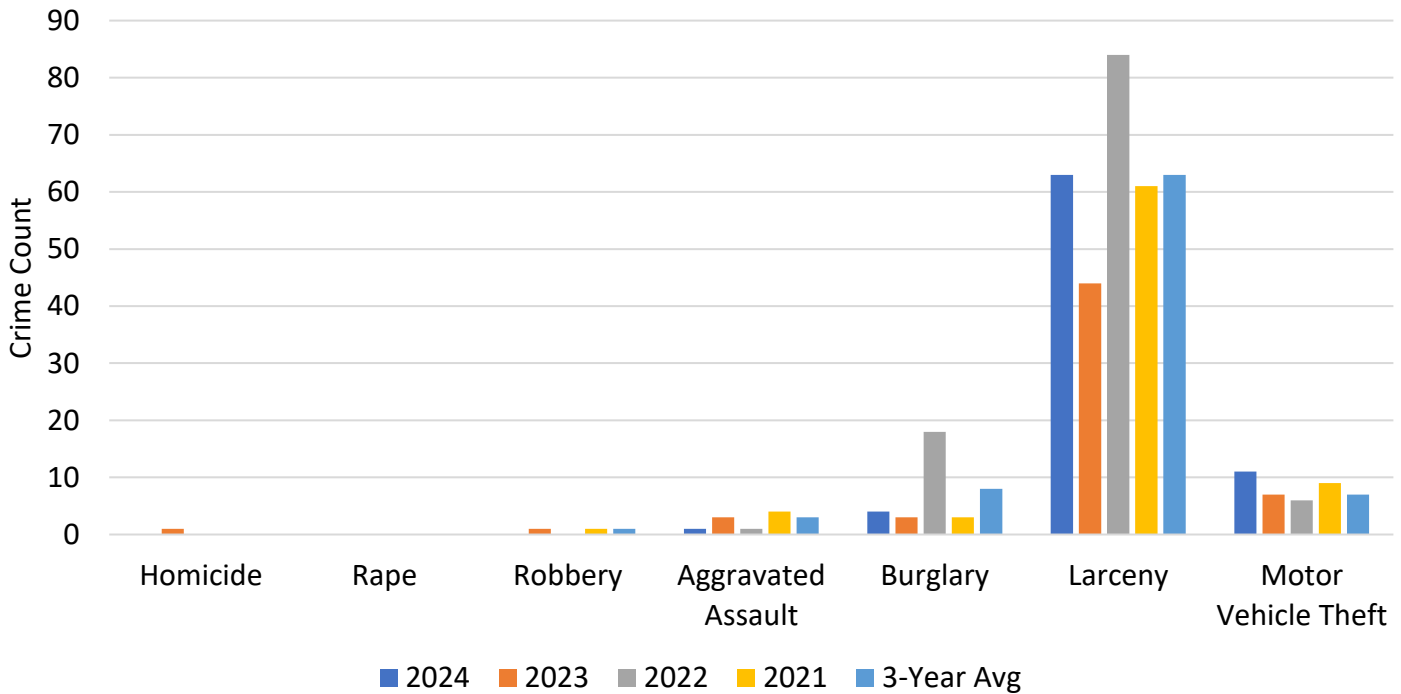
Monthly Crime Statistics

Below is a table and bar graph of the counts for Part 1 Crimes in February. For comparison, the same is shown for the past 3 years. The average of the 3 years was calculated.

February Crime Statistics Part 1 Offenses						
	2024	2023	2022	2021	3-year average (2021-2023)	ETJ
Homicide	0	1	0	0	0	0
Rape	0	0	0	0	0	0
Robbery	0	1	0	1	1	0
Aggravated Assault	1	3	1	4	3	0
Burglary	4	3	18	3	8	0
Larceny	63	44	84	61	63	3
Motor Vehicle Theft	11	7	6	9	7	0

* ETJ statistics included in total number of offenses

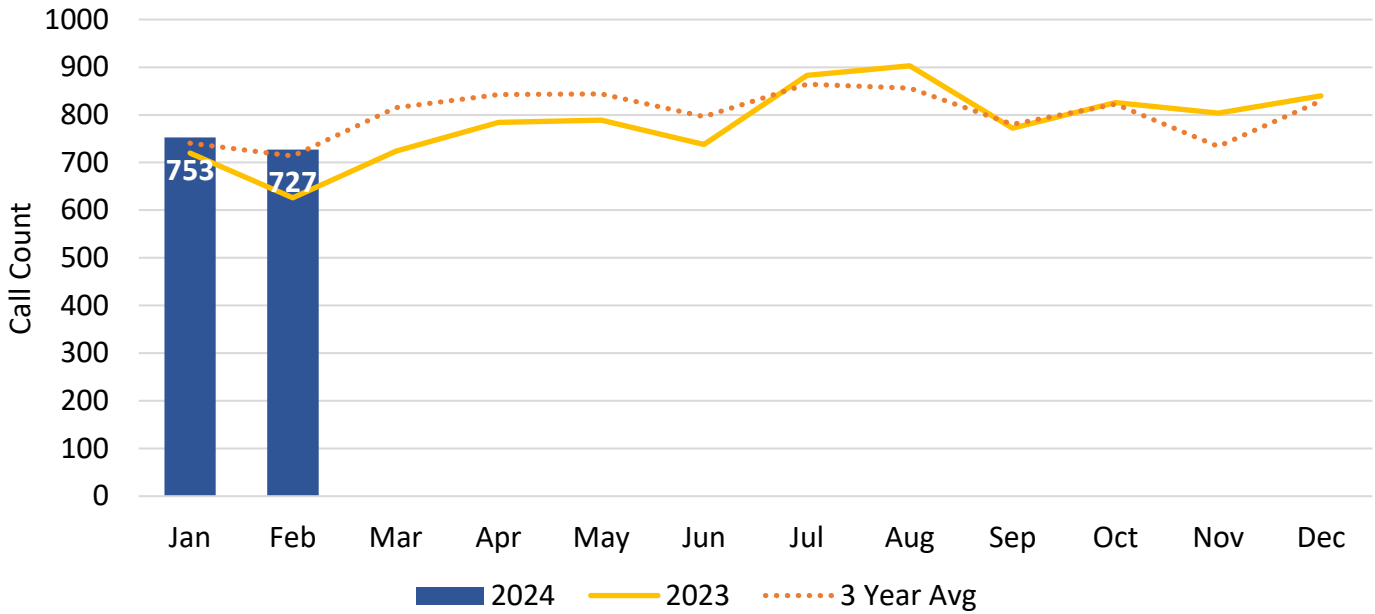
February Part 1 Crimes



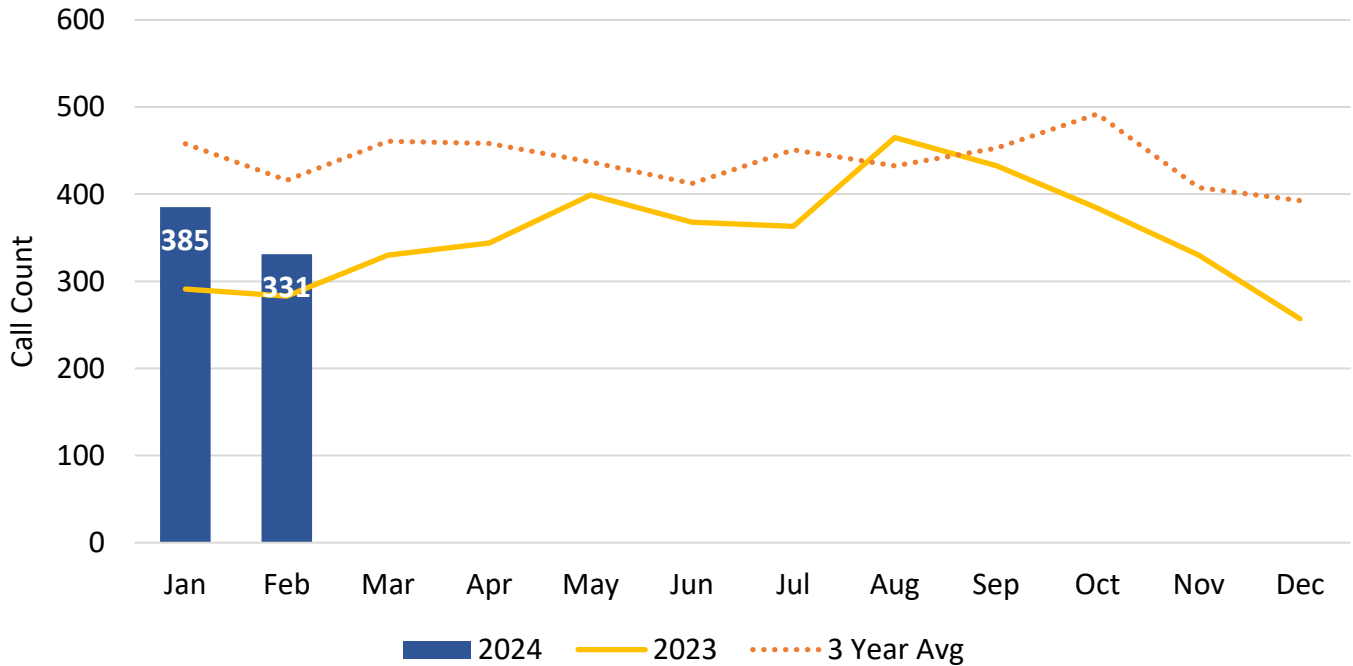
Calls for Service

The graphs below display the number of calls for service in comparison to previous months and the previous 2 years. The first graph is citizen-generated calls. The second graph is officer-generated calls.

Citizen-Generated Calls for Service



Officer-Generated Calls for Service

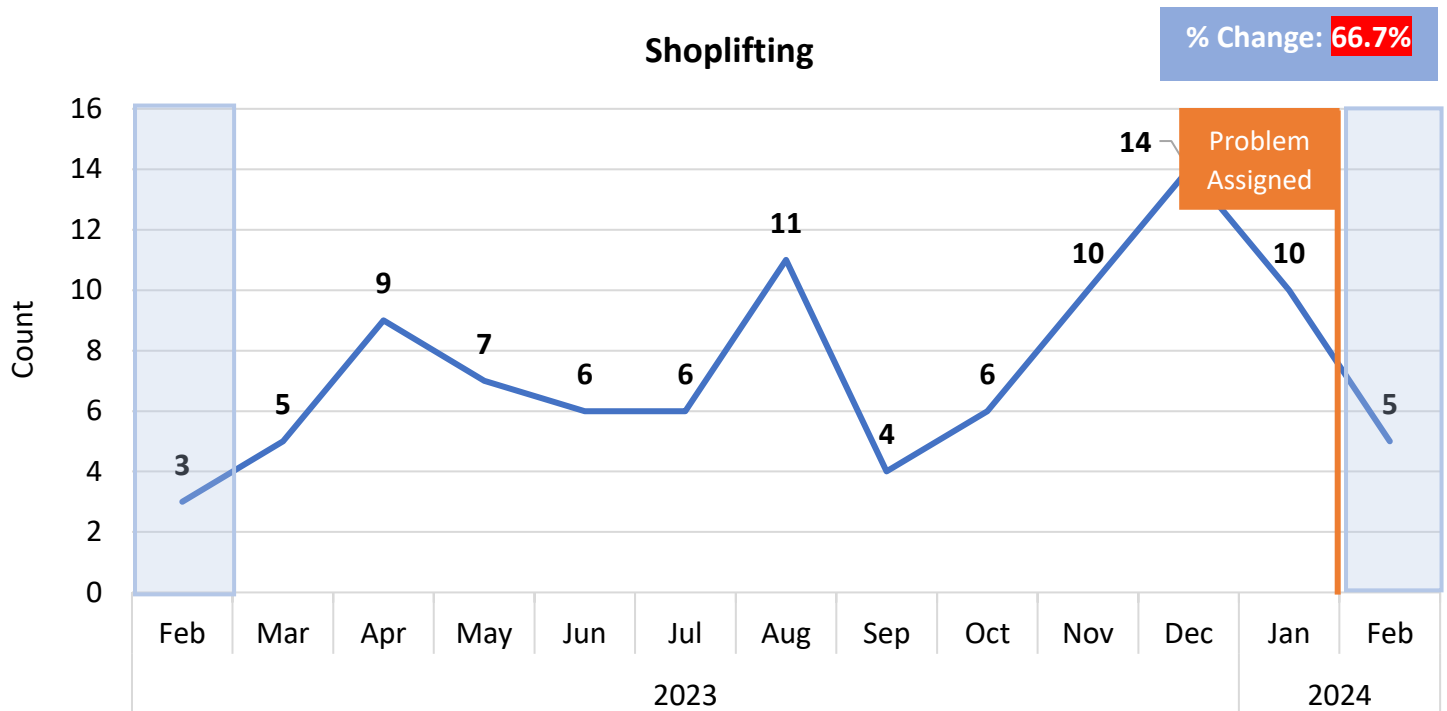


*zone checks and foot patrols removed

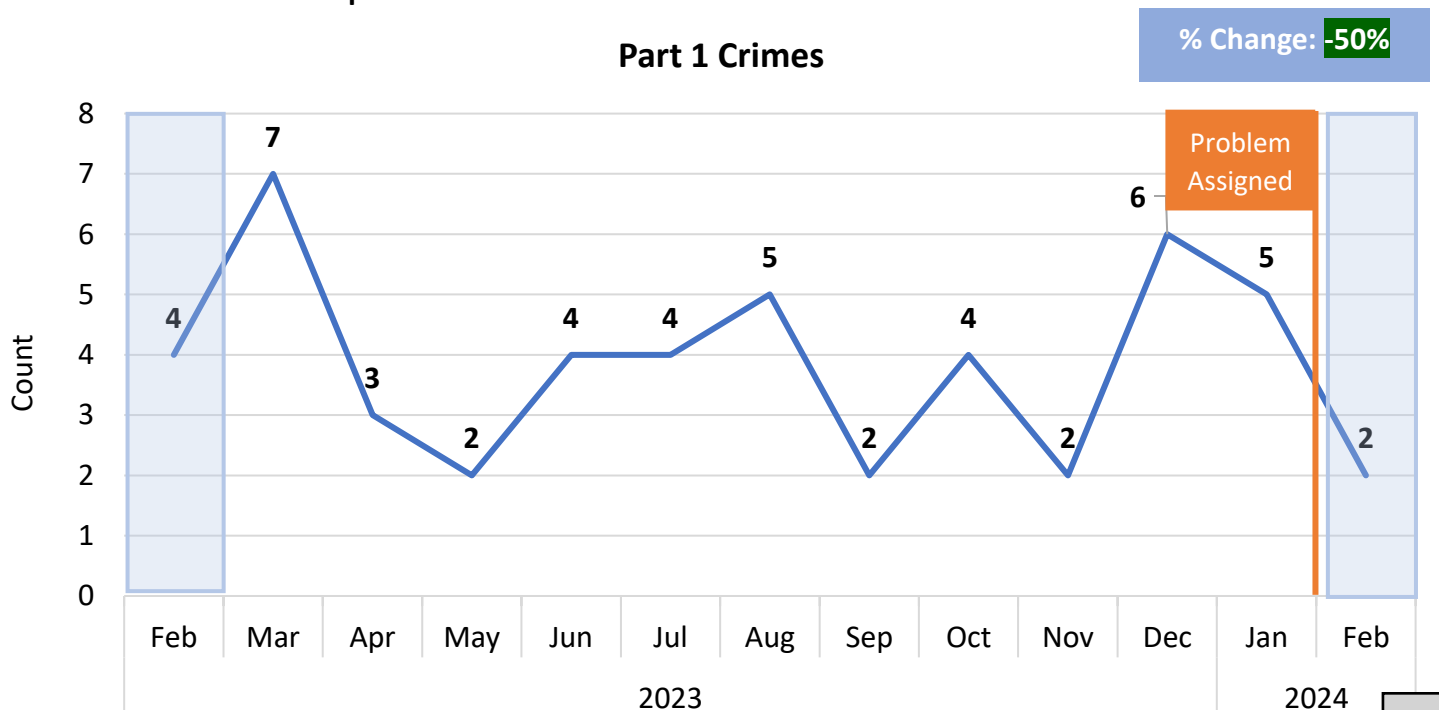
Problem Locations

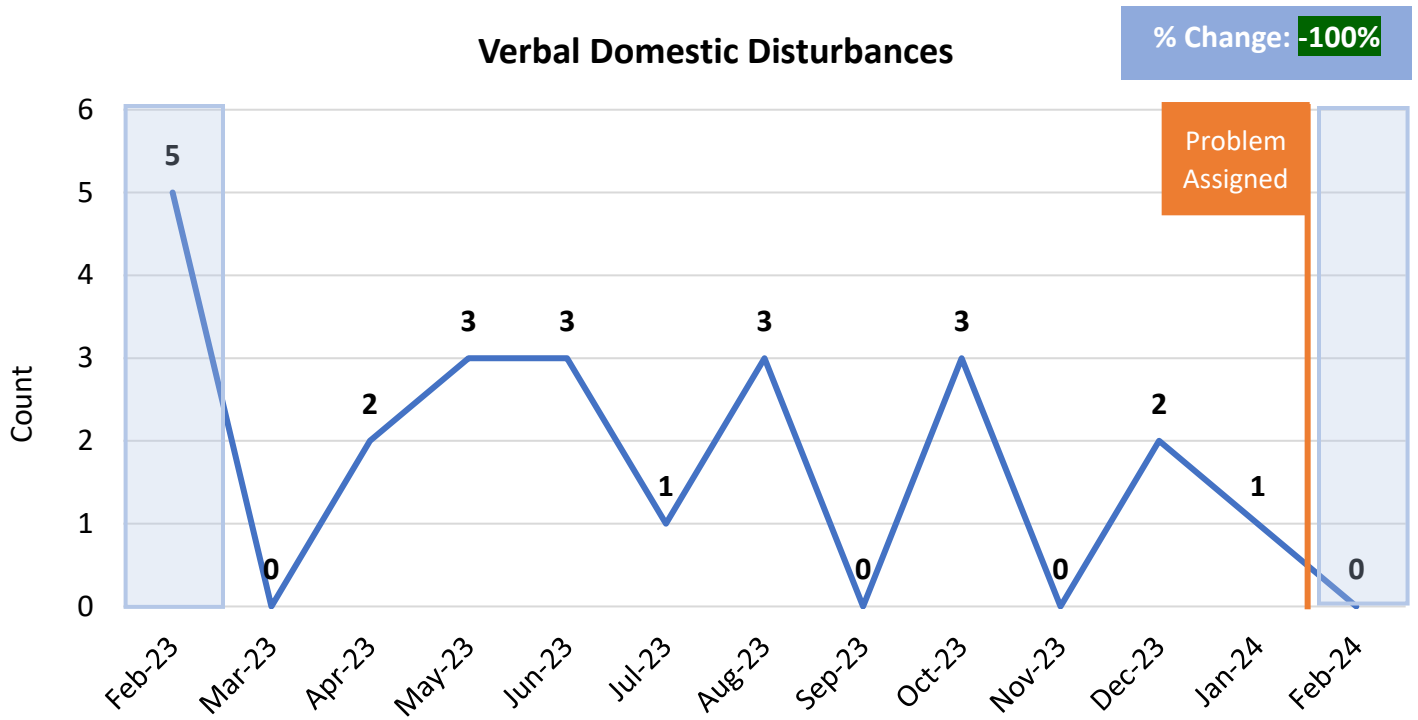
The following problem locations have been identified using 12 months of calls for service and crime data, showing a consistent crime problem. Each month, these locations are evaluated based off the crime and disorder the assignee was tasked to handle. Problem locations are evaluated until deemed successful.

1. Dick's Sporting Goods



2. Sabal Point Apartments





February Community Engagement

- Special Olympics Conference
- Girl Scout event
- Operation Vista Forge with Mecklenburg County Emergency Response
- Safety Committee Meeting
- Bridlestone HOA meeting
- Working with Parkway Crossing to start Neighborhood Watch
- Preparing for OSHA inspection for PD
- Testing event for new hires
- Manage Twitter, Instagram, Facebook and Ring apps for the PD. Still continuing to work on recruiting.

February Traffic Enforcement

Traffic Enforcement Type and Dispositions

Enforcement	Count
Traffic Stop	132
Citation Issued	40
Warning	85
Report Taken	2

*Officer-generated traffic stops; unfounded removed

Locations of Traffic Enforcement

Street Name	Count
PINEVILLE-MATTHEWS RD	33
MAIN ST	19
POLK ST	18
PARK RD	12
CAROLINA PLACE PKY	10
LANCASTER HWY	5
TOWNE CENTRE BLVD	4
PINEVILLE RD	3
JOHNSTON DR	3
DORMAN RD	2
BLUE HERRON DR	2
INDUSTRIAL DR	2
LOWRY ST	2
NATIONS FORD RD	1
EAGLETON DOWNS DR	1
DOVER ST	1
HEATHERGATE LN	1
RODNEY ST	1
JOHNSTON RD	1
I-485 INNER HWY	1
BRIGHTON PARK DR	1
DOWNS RD	1
SABAL POINT DR	1
ROCK HILL-PINEVILLE RD	1
FELDFARM LN	1
HABERSHAM POINTE CIR	1
FRANKLIN ST	1
WINDY PINES WAY	1
COLLEGE ST	1
N/A	1
Grand Total	132

*based on location of stop in CAD



Human Resources

Linda Gaddy, PHR SHRM-CP MSHR
lgaddy@pinevillenc.gov
(704) 889-2362

To: Ryan Spitzer, Town Manager
Members of the Town Council

From: Linda Gaddy

Date: 3/13/2024

Re: Human Resources Monthly Report

Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of February 2024.

New Hires:

none

Resignation/Termination:

none

Retirements:

Christopher Delux, Detective (D.E.A.), April 1st

Transfers:

Amanda McKenzie - from Property & Evidence Technician to Administrative Technician (replace G Hinebaugh)

Kara Scott – from 911 Telecommunicator to Property & Evidence Technician

Promotions:

Stacy Cook - Parks Maintenance Technician to Senior Parks Maintenance Technician

Charlton Lindsay - Parks Maintenance Technician to Senior Parks Maintenance Technician

Current Openings:

Police Officer, five sworn Police Patrol or Investigations openings; 4 B.L.E.T. trainees graduated in December and will be sworn-in in March; two started the January B.L.E.T. class session, recruiting for the July class session is underway.

911 Telecommunicator, accepting applications, interviewing, 1 finalist in final background check

Customer Service Rep Part-time, PCS, accepting applications

Departmental Update:

Employee Handbook:

Revisions and updates have been completed to the Town Employee Handbook, have been reviewed with our attorney and Council, and are ready to be approved to be adopted on May 1, 2024. The administrative procedures that were removed from the Employee Handbook will be part of a new Procedures Manual, first draft to be ready May 1st. The new Procedures Manual will document all

procedures and forms used in Human Resources and will become a useful tool for supervisors in their work with their employees and Human Resources. Meanwhile, we continue to add resources for managers and employees of the HR Public Drive.

Safety:

The Police Department proactively arranged a voluntary visit from OSHA March 12th to participate in a voluntary program to reduce their risk of on-the-spot inspections in the future, similar to what is already in place for Public Works. This will protect them for two years from impromptu inspection visits by OSHA and can be renewed going forward.

We are awaiting checks for the Safety matching grants from the North Carolina League of Municipalities. The funds will help offset the cost to improve safety and security in two of our departments, specifically a self-locking wheel balancer/wheel lift for the mechanic shop in Public Works, and security cameras in Parks & Recreation's Jack D. Hughes Park.

Annual live First Aid/CPR/AED training is 3/14/2024.

Annual online safety training courses have been completed by almost all employees, so will be closed out soon until next year. This also included anti-harassment training. The next planned training is on the topic of the safe use of technology and cyber security.

The NC Health and Safety Council and the NC Department of Labor have announced this year's NC Safety Awards recipients. The following Departments received a Gold Award: Administration, Public Works, Parks & Recreation, and PCS, based on days of work missed and their incident reports in 2023 compared to others in the same category throughout the State. We will be receiving certificates and plaques for how many consecutive years each department has received a GOLD award sometime in April. For some this will be the 10th consecutive year. *

The Town also had an inspection by the County Fire Marshal and completed any remedies sought.

Recruiting:

We are still seeking experienced Police Officers, Police Trainees, and two 911 Telecommunicators fulltime. The Police recruiting team has continued to talk to the current BLET classes, hold JRPAT days and interview potential B.L.E.T. students for sponsorship who showed promise in the JRPAT/written exam. These are currently in our background process. We also have had interviews with several possible lateral hires that are moving through the process.

Promotions:

With the approval of the more senior level Park Maintenance Technician roles that were presented to Council, we were able to promote two of long serving Technicians into the Sr. Park Maintenance Technician role. This allows them to continue being eligible for merit increases for a few more years before topping out and recognizes the multiple certifications that they hold.

Wellness:

We continue to issue reimbursements to employees through the new wellness benefit which rewards and encourages healthy living (physical, financial and lifestyle wellness). Budgeted wellness dollars reimburse employees for approved expenses in these categories. They can each claim up to \$600 of reimbursement during the benefit/fiscal year. Taking care of our staff benefits the Town in many ways from lower turnover, higher productivity and less missed work, as well as lower medical claims.

Employee Appreciation and events:

Team Building events are under way in each dept. and each team. Each has chosen a fun team building event and some have already experienced a great time together. Looking forward to hearing all of the reports (and hopefully seeing some great pictures).

March 3rd was National Employee Appreciation Day. To recognize our staff, coffee and Dunkin Donuts and treats were delivered to each team on Sunday May 3 and Monday May 4th by the H.R. team.

Plans are underway for the annual employee spring Picnic on Friday May 10th at the HUT.

As usual, we also recognized achievements and special events in our employees' lives in the Pine Needle employee newsletter Winter edition.

Performance Management:

Mid-year performance check-ins between staff and their supervisors are complete.

Other:

Employees, human resources and payroll staff have all navigated the transition of our retirement plans servicer to a new platform/website. We also began investigating additional features of our payroll software that have never been implemented that could benefit us or our employees.

* pics from a prior year's Safety Awards banquet with the Commissior of Labor ...



Parks & Recreation-GOLD
4th consecutive year



Public Works-GOLD
2nd consecutive year



Police - SILVER
2nd consecutive year



Administration-GOLD
8th consecutive year

Department Update



To: Town Council

From: Travis Morgan

Date: 03/19/2024

Re: Town Planning Updates

PLANNING:

Miller Farm: Reviewing to home elevations

10601 Centrum: Captain D’s is closed and there will be another incoming restaurant.

East Hwy 51. Some commercial signage is being removed in advance of upcoming NCDOT HWY 51 improvement project.

CODE ENFORCEMENT:

<p>Accessory Structures: 111 Marine Lowe’s</p> <p>Prohibited Parking: Lowe’s 100 College 906 Lakeview</p> <p>Grass: 704 S Polk 404 Main 450 Cranford 408 James 420 Park Av 918 Lakeview 809 Cone 122 Olive 9931 Lee 11301 Treebark 10731 Park Rd</p>	<p>Community Appearance/Junk Vehicle: 310 Main 9931 Lee 10223 McIntyre Ridge</p> <p>Signs: 234 Eden 618 N Polk 800 N Polk 9635 Industrial 201 Towne Centre Blvd 12821 Meadow Creek 311 S Polk 123 Main 8925 P-M 10601 Centrum 10215 McIntyre 103 10215 McIntyre 107 Charleston Row 10496 Park Rd 9920 P-M</p>	<p>Parking on the lawn: 317 Mallard 10409 Osprey 701 Johnston Dr</p> <p>Temp Permit: 9101 P-M B</p> <p>Site Plan: Lowe’s x2</p> <p>Dumpster: 105 S Polk 8720 P-M</p> <p>Minimum Housing: 408 Fisher</p>
---	---	--

April

2024

A small town with big ideas!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 Ed's Birthday	6
7	8	9 Council Mtg 6:30	10	11	12	13
14	15	16	17	18	19	20
21	22 Work Session 6:00	23	24	25 Budget Mtg 6:00 pm	26	27
28	29 Council Retreat	30 Budget Mtg 6:00 pm				

Town Hall
505 Main Street
Pineville, NC 28134

