

**TOWN OF WEDDINGTON
SPECIAL TOWN COUNCIL MEETING
2014 BOARD RETREAT
FEBRUARY 6 – 7, 2014 – 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 6 and 7, 2014, with Mayor Bill Deter presiding.

Present: Mayor Bill Deter, Mayor Pro Tem Don Titherington, Councilmembers Michael Smith, Pamela Hadley and Barbara Harrison, Planning Board Chairman Dorine Sharp, Vice-Chairman Rob Dow, Town Attorney Anthony Fox, Finance Officer Leslie Gaylord and Town Administrator Amy S. McCollum

Visitors: Bob Phillips, George Conner, Lanny Openshaw, Craig Hazeltine, Christina Frazzini, Michelle Nance, Jason Wager and Gene Melchior.

Item No. 1. Open the Meeting. Mayor Bill Deter called the February 6, 2014 Special Town Council Meeting/Retreat to order at 9:04 a.m. There was a quorum.

Item No. 2. Welcome and Introductions. Facilitators Michelle Nance and Jason Wager with COG introduced themselves to the group and gave instructions and went over ground rules for the retreat.

Item No. 3. Teambuilding Exercises. Ms. Nance and Mr. Wager led the group in teambuilding exercises. One of the exercises had the group develop future newspaper titles and items that they hoped Weddington would be known for in the future. Following are items that were noted from this exercise:

- Escape from Hustle/Bustle
- Re-Write Ordinances
- Create Sense of Community (Best of Class)
- Safe Environment (Public Safety)
- Open Spaces/Environment
- Most Desirable Place in Region
- Protect Farm Land
- Vibrant Town Center
- Friendly Neighbors
- Solid Infrastructure
- Managed Growth
- Protect Heritage
- Low Tax Rate Maintained
- Citizens Have Sense of Ownership of Government
- Continued School Excellence
- Rural Charm Maintained
- Maintain Visual Uniqueness through Ordinances
- Ease your Burdens of Life and Enhance your Joys of Living

Item No. 4. VFD Presentations.

A. Providence VFD. The group received the Primary Fire Districts Map and the Fire Suppression Contracts for Providence VFD, Stallings VFD and Wesley Chapel VFD and the Interlocal Agreement with Providence VFD. Councilwoman Pamela Hadley made everyone aware that the figures that were being presented were very preliminary.

Mr. Scott Robinson spoke for Providence VFD and introduced John Burgess and Steve Carow. He advised that it was Providence VFD's 60th year in operation. He gave the following PowerPoint Presentation to the Council (*Items bulleted were part of the actual presentation*):

PVFD Coverage Model

- Station staffed with four firefighter/EMTs 24 x 7 x 365 - Combination of volunteers and hourly/part-time/paid
- Respond to all structure related fire and fire alarm calls in the entire Town of Weddington as required by the NC Department of Insurance
- First responder to medical and non structure related calls for the majority of Weddington

Value to Weddington's Residents

- Highly cost effective, qualified, centrally located 24 x 7 staffed fire and fire response medical support station - Able to respond immediately
- Payroll alone for a department staffed with 4 full time professional firefighters 24 x 7 x 365 could easily exceed \$1,000,000

PVFD 2013/2014 Operations Budget

- Budgeted Expenses - \$704,431
 - Payroll - \$392,623
 - Engine and apparatus maintenance - \$81,200
 - PPE, equipment, radios, supplies, trees - \$88,600
 - Training - \$39,400
 - Insurance, taxes, administration, drug testing - \$64,000
 - Building maintenance and utilities - \$38,668
 - Excludes \$70K mortgage payment included in original budget request
- Estimated Income - \$665,280
 - Weddington - \$579,825
 - Union County - \$12,955
 - Mecklenburg County Fire - \$48,000
 - Mecklenburg EMS - \$12,500
 - Donations, tree sales, and tax refunds - \$12,000
- Revenue Shortfall - \$43,043
 - Manage discretionary expenditures and fund from reserves if required to sustain operational service level

PVFD 2014/2015 Operations Budget

- Preliminary Budgeted Expenses - \$718,040
 - Payroll - \$396,000
 - Payroll rate increase of 4% - \$15,840
 - Engine and apparatus maintenance - \$81,200
 - PPE, equipment, radios, supplies, trees - \$76,000
 - Training - \$26,500
 - Insurance, taxes, admin, drug testing, computers - \$81,500

- Building maintenance and utilities - \$41,000

Mayor Deter asked Mr. Robinson if the Healthcare Act will be applicable to them. Mr. Robinson advised that it was not going to impact them.

Mayor Deter requested that Providence VFD provide the Council the costs to their budget if the Healthcare Act becomes applicable to them.

- Preliminary Planned Income - \$718,040
 - Weddington Request - \$630,613
 - Union County - \$10,427
 - Mecklenburg County Fire - \$48,000
 - Mecklenburg EMS - \$12,500
 - Donations, tree sales, and tax refunds - \$16,500
- Revenue Shortfall - \$0

Mr. Robinson advised that they may not know until June what Mecklenburg's income to Providence VFD will be and that the funding is year-to-year. He stated, "The revenue from Mecklenburg gives Providence some tax relief and Weddington and is not disruptive to services."

He discussed the retirement complex on Providence VFD that may add some additional work but will not come online until December.

Attorney Anthony Fox mentioned that volunteer fire departments are struggling throughout the State and questioned if there is anything from a legislative fix or from their fire associations that the VFD's are looking into.

Mr. Robinson advised that they have had conversations with local representatives and that there is some level of awareness but not a high priority. He felt that the current system broadly is not sustainable with the growth that is being experienced.

- \$100,000 set aside for new engine purchase in 2017 - Also submitting in Union County budget request
- Pursue grants and county funding for other smaller capital needs such as new air packs, heat imaging cameras, etc.
- Minimize use of reserves which are below \$250,000 target
- \$120,000 CD
- Net proceeds after renovation costs from sale of real property to Town is to be determined
- Firemen's Relief Fund is not available for capital or operational expenditures

Providence VFD advised that the Council could help advocate through Union County that all the Weddington Fire Departments get funding for some capital costs.

Potential Impact of Under Funding

- Reduced service level to the community
 - Equipment maintenance, readiness, and effectiveness - Using equipment after planned and/or effective life
 - Sub-optimal equipment inventory on trucks
 - Staff hiring, training and retention
 - Staffing quality and level

- Increase risk to health, life and property of Weddington's residents

Mayor Pro Tem Titherington questioned if Providence VFD currently had enough assets.

Mr. Robinson - Generally speaking I feel like we are pretty good. We do not have a ladder truck but there is one within the community system team.

Mr. Carow - For what we are covering now – we are in good shape. In the near future we will have to replace an engine. We have ladder trucks all around us. I do not see an immediate need for a ladder truck but we may need one in the future.

Mayor Deter - As the Town builds out and 800 homes come in – would we have the right equipment?

Mr. Carow – Yes, I would say we would.

Mr. Burgess - May would increase staffing or the need for a substation.

Building Renovation and Sale

- Walk through and inspection on Monday, February 10 and punch list items to be addressed in 5 to 10 days
- Conclude sale of real property to Town per the contract following completion of work

Mayor Pro Tem Titherington questioned the environmental risks and liability with acquiring the fire department and the above-ground diesel storage tanks were discussed.

Attorney Fox discussed that a Phase I study was completed and Mr. Robinson mentioned that if the Town wanted to do a Phase II Study that would be fine but there was nothing found during the Phase I study that would have warranted Phase II to be done.

Mayor Pro Tem Titherington wants the Phase I document reviewed and Attorney Fox will review the warranties and representations in the contract.

Further information requested

- Environmental Issues - consider Phase II Study and review contract relative to this concern
- Providence VFD to provide information on impact of Healthcare Act
- Finance Officer Gaylord requested final construction costs

B. Wesley Chapel VFD. Chief Steven McLendon gave a presentation to the Town Council.

He discussed the following items:

- Wesley Chapel VFD plays a similar role as Providence VFD in delivering emergency services however they are not the primary organization for the Town and the Town is not their primary funding source.
- If there is a change in the tax base for their area they would like updated figures from the Town.
- Last 12 months, they have had a combination/part time staffing system and they operate from two buildings.
- Entire district is 37 square miles.
- They have 72 members and are very fortunate to have a lot of volunteers. He advised that they have paid staff and volunteers to drive down costs. Their buildings are staffed in house 24 x 7 x

365 now which has not always been the case. He stated, "In looking to improve the service delivery to the Town, we changed that last year. Both facilities are staffed that way."

- How do you know if you are getting a good deal? How long does it take you to get there? How many personnel are you able to put on the scene of an incident? They provided the 90th percentile average on how fast Wesley Chapel VFD can get from Point A to Point B in their entire district not just Weddington. Last quarter during the day time hours (6 a.m. to 6 p.m.) was 6 minutes and 17 seconds and from 6 p.m. to 6 a.m. was 6 minutes and 55 seconds. Chief McLendon advised that there are some variables in those numbers due to how long it takes 911 to dispatch the call.
- Will provide the Town with annual report as soon as it is available.
- Generally they have approximately 18 personnel that respond to medical/traffic calls and 16 to respond to structure fires. Chief McLendon contributes these to the number of volunteers they have.
- Improvements – Mobile tablets in their trucks and they purchased radios (which are made by Motorola) to better communicate with each other at a cost of \$2,500 to \$6,500 per unit. Councilwoman Harrison advised that she will start working to see if she can help assist in getting more of these radios donated to the fire departments.
- They are currently identifying target areas and what apparatus needs to be dispatched based on the area. They take the ladder truck for any commercial or church calls. Wesley Chapel VFD does not need another ladder truck at this time. They have an agreement with the Pleasant Valley Fire Department to assist if a ladder truck is needed.

Councilwoman Hadley asked Chief McLendon to further discuss their service model. Chief McLendon advised that during the day they have four people at Station 31 and three people at Station 26 for a total of 7 part-time personnel. During the night time they have one paid staff at each location and then three volunteer positions at each station for an opportunity of eight personnel at night. Also in addition to that they have a program called "Volunteer on Call" for people that live in their district to contribute to those numbers.

Chief McLendon informed the Council that the tablets were not provided by Union County but that Union County petitioned the 911 Board to pay for the software and the individual departments paid for the tablets. Wesley Chapel VFD did not have to pay for the technology component of the program and these tablets are located on their primary engine and rescue vehicles at Station 31 and the primary engine and ladder vehicles at Station 26.

Councilwoman Harrison questioned if the calls were even between both stations. Chief McLendon advised that there was not a substantial difference; however, they have more traffic accidents than structure fires.

Mayor Deter asked if they felt that the Healthcare Act would have an impact on them. Chief McLendon answered that the North Carolina Firemen Association has lobbyists and that is what they concentrate on. The National Volunteer Fire Council put out a memo that came from the IRS that non profits and volunteer fire departments are not included in the act. He stated, "That could change. We have had those conversations with the County Manager as well regarding contingency funds. There is not a number set right now. It is on our radar. We have good national groups that are lobbying on behalf of us."

Chief McLendon discussed their Comprehensive Capital Improvement Plan and their rolling debt service model and that they were looking at replacing an engine that is 22 years old. Wesley Chapel VFD tries to keep their primary engines 7 to 10 years and then use as secondary vehicles for 5 to 7 more years.

Chief McLendon advised that their current tax rate for the area is 2.41 cents and they do not anticipate an increase. Their budget is due to Union County on March 30.

Councilwoman Hadley mentioned that she had seen a document showing Wesley Chapel VFD at 2.6 cents. Chief McLendon informed the Council that he has not seen that document.

Chief McLendon stated, "I would like to discuss our service district and how our revenues are factored. Two years ago the fire district lines were set by the Town and there were several renditions of the map. This area off of Forest Lawn was territory that was added onto our organization after the contract was signed and our initial contract did not include this area. Councilwoman Hadley asked if we would agree to cover this area because it was out of the response area for the other departments."

Councilwoman Hadley - We thought it would be better for your organization to cover it. None of the three territories is predicated on the taxable parcels within each territory.

Chief McLendon - We did take on the territory and agreed to wait to the next budget cycle to get payment for this area. We went through the budget cycle last year and asked about it. We are not receiving compensation for this area since it is in our mapping. My request is for the Town to go back and look at this area and we receive compensation for this moving forward. We are covering today and have been covering and it was never included in our funding. The area equates to approximately \$8,000. We took over the area July 1, 2012. There was no offer to receive additional funding and that we would have an opportunity to discuss compensation for that particular area. It was previously under Stalling's area. From day one I have always said that the closest fire station is still not responding to every area in Weddington. All the stations are staffed 24/7 now. The argument has always been that the closest may not be the fastest. How do you measure the fastest? You have three good fire departments that are covering the Town but they still are not the closest. I would request that some areas in the Town be revisited and discussed. I am going to advocate what is the best for the citizens and the closest fire department should respond because that was told to all the citizens and was the premise for the change.

Councilwoman Hadley felt that it would be helpful for the Council to be aware that the Town is divided into 8 zones and thought it would be useful to know how the stack plan works with how they run the two departments and discussed a situation that occurred in Cobblestone where Station 26 was called but Station 31 actually responded.

Chief McClendon advised that it was not an issue moving forward because they have changed their model. He stated, "I run my fire department around the need at the time and not on what may happen. I am sure we can show examples of where it has happened in other circumstances as well."

Councilwoman Hadley - I want to be confident that the stacking plan is being adhered to.

Items Requested:

- Clarification on WCVFD response model – response data by zone
- GIS Analysis regarding the areas in question by Chief McLendon
- Wesley Chapel VFD Mutual Aid Agreements
- Call Breakdown in the Town

C. Fire Service. Mayor Deter discussed a worksheet he developed showing the cost of fire service as the Town develops. The worksheet showed the current valuation and the actual expense of each fire department. The worksheet showed the percent of useable land, property valuation and assumed tax rate.

Mayor Deter advised that fire service causes major implications on expenses for the Town and asked what the solution was.

Items Discussed:

- Costs approximately 1.5 cents for operating expense of the Town and 3.7 cents for fire service – to break even the Town would have to raise taxes by 1.5 cents.
- The County was subsidizing fire service over a broader area.
- Finance Officer Gaylord advised that the Town is not dipping into reserves yet but projects to in the next 8 to 9 years.
- Property revaluation is scheduled for 2015
- Overarching Issue – Percent cost of budget for fire compared to general government
- Risk of State Collected Revenues changing
- Attorney Fox advised that there is a growing movement at scrutinizing a Town that does not provide a lot of services and fire would help the Town with that issue
- Public should know that fire costs this amount and general government another amount and let the public decide if they are willing to pay more to have a certain level of service
- Council discussed a tax increase in the future and if there was a consolidation opportunity between Providence VFD and Wesley Chapel VFD and would there be operational savings with equipment and staffing. Councilwoman Harrison questioned how consolidation would work when both departments service areas outside of Weddington.
- Councilmember Smith discussed his concerns with EMS.
- Council requested that staff research what the industry standard is for VFD services and benchmarks for volunteer fire departments.
- What size infrastructure and equipment would be needed when Town is fully built out? Can the two stations continue at the same level and handle Weddington built out? Councilwoman Hadley advised that the State has a distribution of equipment formula regarding that question.

Item No. 5. Budget Process and Review.

A. Budget Schedule. Finance Officer Gaylord reviewed the budget schedule with the Town Council. Mayor Pro Tem Titherington requested that Ms. Gaylord send out updates to the Council on budget changes or items relative to the upcoming budget to help shorten future meetings.

B. Five-Year Review of Fund Balance. Finance Officer Gaylord reviewed the five year fund balance worksheet with the Council. She advised that there are a lot of estimations and projections built into the budget that are subject to change and that Statutes require that the Town have a balanced budget; however, the Town can appropriate from Fund Balance.

Items Requested:

- Attorney Fox to give Ms. Gaylord an indication of what and when to budget for lawsuit
- Put on March Town Council Agenda to change the Fund Balance Allocations for Rea Road and the Library and to put towards the purchase of the Fire Department
- Planning Board Chairman Sharp will work with Ms. Gaylord on subdivision estimates for the upcoming budget
- Receive further clarification from Providence VFD on timing of capital purchases
- Review Fees Schedule Research completed by Chairman Sharp

C. Review Town Budget Categories. Finance Officer Gaylord reviewed the budget by line item and answered questions of the Town Council. She advised that she took the actual numbers as of January 31 and projected them to the end of June.

D. Budget “Wish List”. Council and Staff went through and provided items that they wanted considered for funding for the upcoming budget for Fiscal Year 2014-2015.

Items Discussed:

- Union County Sheriff’s Office will let Town know if there is an increase in deputy costs.
- Attorney Fox will give firm numbers on litigation and dates.
- Town Administrator McCollum will contact Union County regarding if there is an increase in funding for the Urban Forester and notify Council about when the contract would need to be terminated. Council did not want to pay any more than \$4,000 for this service.
- Purchase Plotter this Fiscal Year
- New Copier for Town Hall
- Painting of parking lot lines at Town Hall
- Councilwoman Harrison discussed proposed landscaping items and advised that they would be on the February Town Council Agenda for consideration.
- Get quotes for new desk for Tax Collector Kim Woods
- Councilwoman Harrison discussed funding for future Town events and reviewed her business plans with the Council.
- Council felt that Powell Bill Funding based on discussions from Senator Tommy Tucker at the January Meeting would be around less than three years.
- Update fire budgets to requested amounts
- Town Administrator McCollum will add the fire department building to Town’s insurance.
- Attorney Fox will develop lease agreement in conjunction with the Town taking ownership of the fire station and any maintenance issues would be addressed in the lease.
- Council was comfortable with Providence VFD allowing the public to use the meeting room on site and charging for that use.
- Town Administrator is able to spend up to \$500.00 without Council approval. Council requests that the Administrator inform Council of items purchased.
- Councilwoman Hadley gave a brief update on maintenance items that have taken place for the Town Hall over the past two years.
- Councilwoman Hadley discussed proposed electrical work that is on the February Town Council agenda for consideration. She also discussed items that she plans to handle under the maintenance budget for this fiscal year (painting of inside of Town Hall, whitewash of the house, blinds for upstairs window and Council chairs). She advised that she is still researching lighting for the Town monuments and having a mural painting on the mantel in the Council Chambers.
- Councilmember Smith will research what type of lighting can be installed around the roundabout.
- Vice-Chairman Dow discussed landscaping and supplementing what was done by NCDOT on Providence Road. Planting trees would create a huge visual affect on what Weddington looks like now and in the future. Planning Board will look into buffering requirements for new developments with more mature plantings.
- Add street trees on Providence as property develops. Attorney Fox discussed liability issues associated with plantings within the right-of-way.
- Finance Officer Gaylord asked that the Council let her know if they wanted additional budget scenarios with a tax increase.
- Mayor Pro Tem Titherington questioned if there was a way to get a possible increase in taxes through a referendum.
- Big driver of taxes is public safety and what level citizens want.
- Council discussed sending a survey regarding the costs of public safety and levels of service.

E. Staff Changes and Planning Board Salaries. Town Administrator McCollum discussed changes in staff responsibility to the Council. She requested that the Town Council authorize Tonya Goodson to take on the role as Clerk to the Planning Board/Board of Adjustment and Historic Preservation Commission which may increase her hours by 3 to 5 hours a week. Also she requested that Kim Woods be allowed to take on more of the responsibility of permits which would take some of the burden off of the Town Planner. This change could possibly increase her hours as well by an additional three hours a week. She informed Council that staff would be reviewing the resumes received for the Town Planner position and would start scheduling interviews by the end of the month. Another area discussed was the need for assistance with code enforcement violations within the Town. Council authorized staff to research options to handle this area and to consider the following possibilities: Contracting through COG and hiring a part-time code enforcement officer. Council asked that enforcement policy/steps be drafted to handle violations based on complaints instead of targeting certain areas in the Town.

Councilwoman Harrison provided a job description for a Historian for the Town. She discussed this position with the Council and advised that she envisioned the position working 15 hours a month. Council discussed options of separating the Historic Preservation Commission from the Planning Board.

Councilwoman Hadley discussed with the Council the recent salary changes for Mayor and Council and provided a worksheet detailing salaries for towns the size of Weddington. She also discussed the Planning Board's salaries and discussed data she had received from other municipalities. Councilwoman Hadley advised that she was not offering an opinion but wanted to make the Council aware of the information. Chairman Sharp discussed with the Council the duties of the Planning Board and that they served on three separate committees.

Item No. 6. NCDOT Issues.

A. Road Improvement Updates. Councilwoman Harrison updated Council on roadway projects through 2040 and the only item for Weddington is the widening of Highway 84.

Items discussed:

- Developers to put in improvements as subdivisions are built.
- Concern regarding the lack of funding and widening of Providence Road to New Town Road.
- Planning Board will review Town's ordinance language regarding when a Traffic Impact Analysis is required and if that needs to be amended.
- Councilmember Smith will get crash data for Providence Road through New Town Road.
- Vice-Chairman Dow questioned if a permitted subdivision is planned and they have done everything that the ordinance requires, can the Town request additional items for the benefit of the Town and citizens such as road improvements above and beyond what NCDOT requires. Attorney Fox advised that the Town could take the position that it has adopted a higher standard than what NCDOT requires and is not accepting responsibility but making the road conditions safer.

B. NCDOT Policy Change on Subdivision Roads. Council reviewed the recent NCDOT policy change relative to the maintenance of subdivision roads. Town Planner Jordan Cook provided a worksheet outlining that there are an existing 5.94 miles of roadways that are caught in the transition of this change. Town Administrator McCollum advised that she believed that Devonridge on the list was gated and possibly should not be included. Council asked that staff review the list to make sure that it is accurate. Mayor Deter advised that he had sent a letter to Representative Horn and Senator Tucker asking for their assistance with these roads that were caught in the transition. Councilwoman Harrison mentioned that Representative Horn has offered to meet with her on this issue. Once the list is verified, Councilwoman

Harrison will meet with Representative Horn and Mayor Deter will draft letter to NCDOT requesting their assistance.

C. Proposed Ordinance Amendments. Chairman Sharp informed the Council that she has drafted text amendments relative to the recent NCDOT change in policy and has forwarded to Town Planner Cook and Attorney Fox. She advised that one component of the amendment requires handling of the maintenance of subdivisions streets by the Homeowners Association and that they must be built to NCDOT standards. The group discussed how this change was going to be documented on the final plat to notify prospective buyers. Council discussed that certain traffic/automobile laws could still be enforced on private streets within a subdivision such as DUI, speeding and reckless/careless driving.

D. Other Transportation Issues. Council discussed the disconnect between the Town, County, State and Schools when making decisions and not consulting each other and the impacts to each other. Council discussed developing strategies on how better to communicate. Council asked that once a subdivision is approved or received does the data go to Union County or Union County Public Schools and asked that this be added into some type of process for the Town.

Item No. 7. Continue Meeting. Facilitator Nance did a brief wrap up of the agenda for the day and Mayor Deter thanked everyone for their participation. Mayor Pro Tem Titherington moved to recess the meeting until February 7 at 9:00 a.m. All were in favor, with votes recorded as follows:

AYES:	Councilmembers Hadley, Harrison, Smith and Mayor Pro Tem Titherington
NAYS:	None

The meeting recessed at 5:06 p.m.

Item No. 8. Reopen the Meeting. Mayor Deter opened the continued Town Council Retreat on February 7, 2014 at 9:06 a.m. There was a quorum.

Item No. 9. Technology Updates. Mr. Kevin Eves with VC3 gave a brief presentation to the Town Council. He discussed the recent change by the Town in moving the Town's workstations and servers to their datacenter which provided the following: Minimized need for Town technology assets, infrastructure will always be up-to-date without upgrade costs and gained teleworking and disaster recovery options.

Mr. Eves discussed the following items for consideration in the FY 2014-2015 budget:

- Network switch in the amount of \$1,000. Current switch is being loaned to the Town by VC3.
- Replace phone system – Upfront costs of \$1,000 with monthly savings of \$75 - \$100.
- Purchase new laptop for Town Administrator - \$1,200.00 - Town Administrator's laptop to be transferred to deputies
- New Town website - \$5,000 to \$11,000 based on option selected

Council discussed the possible desire to video the Council meetings and to stream them during the meeting. Councilwoman Hadley and Town Administrator McCollum will work to get pricing on this request.

Mr. Eves will send information to the Council on help in opening PDFs from their Ipads.

Item No. 10. Planning and Zoning.

A. Uses Approved Under Residential Zoning. Council reviewed the approved uses under residential zoning and the reason this item was on the agenda was questions and concerns that surrounded the approval of the wedding and banquet facility and what should be allowed in a residential area. Chairman Sharp and Vice-Chairman Dow asked the Council if they wanted any changes to the list and that there have been lengthy discussions in the past of what is commercial.

Items discussed:

- Mayor Pro Tem Titherington discussed the vision of the Town.
- Council agreed to leave country club in the text and take out fraternal and service organizations.
- If the ordinance does not permit a desired use, the developer could request a text amendment to add the use.
- Preference of Council was to keep residential uses tight and in line with the Town's vision and requested that the Planning Board review the definitions of the items listed and review the list to make adjustments based on the Town's vision to remain a residential community.
- Evaluate what other Town's charge for rezonings and to review the Town's Fees Schedule.

B. R-CD Subdivisions. Mayor Deter discussed a worksheet he developed discussing different lot size and open space options for R-CD Conservation Subdivisions. He advised that he had spoken with Randall Arendt who assisted the Town previously with conservation subdivisions.

Items discussed:

- Are 12,000 square foot lots too small? Should minimum lot size be raised to 16,000 square feet?
- Does a sliding scale provide developers more or less flexibility?
- Revise minimum lot size to accommodate for side loaded garages.
- The smaller lot may not allow the space to build the product that the developer wants to build – topography also plays a part in that decision.
- Town wants to motivate the builder to save as much open space with larger lots and with as much viewshed as possible.
- Chairman Sharp reviewed current conservation subdivision regulations.
- Council discussed increasing the viewshed buffer.
- If you get too specific with regulations you may lose flexibility.
- Vice-Chairman Dow discussed the history of conservation subdivisions when they were first a permitted use and not conditional zoning and discussed what flexibility the Council would have if it was a permitted use.
- How much does the Council want to encourage conservation subdivisions because under the conditional zoning process it takes longer and may be more expensive to the developer?
- Chairman Sharp asked the Council if they wanted to leave conservation subdivisions as conditional zoning versus going back to permitted and discussed two options for changes in conservation subdivisions. One being raising the minimum lot size to 16,000 square feet to allow flexibility in lot layout and another option of a minimum lot size of 24,000 square feet with 35% open space.
- Councilwoman Harrison advised that she would like to see an example of how these types of conservation subdivisions would look.

C. Zoning Compliance. The Council discussed areas of code enforcement that needed addressing such as signage, abandoned vehicles, garbage etc. Council directed staff earlier in the meeting to pursue researching a contract with COG, part-time code enforcement person and to develop a system on how to handle code enforcement issues and to handle as complaint driven versus being proactive.

Chairman Sharp asked that staff send out on a yearly basis letters to gated communities reminding them to have their gates tested and information sent to the Town.

Chairman Sharp will review the Town's ordinances to see if there are other mandated enforcement items in the ordinances.

D. Annexation Agreement. Town Administrator McCollum advised the Council that the Annexation Agreement with Stallings, Marvin and Charlotte will expire in 2014. Attorney Fox reviewed the purpose of annexation agreements with the Council and felt that there was value to having the agreement. Attorney Fox will work with the staff at Charlotte to finalize a document to bring before the Council.

Item No. 11. Union County Public Schools/Growth Management.

A. Town's Role. Council discussed that there are three Weddington neighborhoods that will be affected by the proposed school redistricting.

Attorney Fox discussed that the Town has the ability to adopt ordinances and regulations to protect the health, safety and welfare of its citizens but it is not interpreted to include schools. He advised that the General Assembly granted the power to the State and County to fund schools.

Attorney Fox discussed Adequate Public Facilities Ordinances and what the Town has the authority to do under the statutes and advised that direct funding of the schools is not allowed and anything that the Town would provide at the schools would have to be open to the public.

Items discussed:

- There are models where subdivisions include a school site which is an offering by the developer.
- School Boards have the right to redraw boundary lines.
- Improve information exchange between the Town and the School Board regarding growth.
- Councilmember Smith expressed that he would like a letter or some type of statement drafted and sent to the public because there is a lot of frustration regarding the redistricting. Attorney Fox advised that the Town could draft a resolution or letter informing the public of the Town's limitations but expressing empathy regarding the situation.
- Weddington's stance on low density residential development.
- Regional issue and concerns with zoning regulations of surrounding communities.

Council agreed for Mayor Deter to draft a letter to be circulated to Town Council for their approval and sent out via all Town communications.

B. Growth Management Tools. Attorney Fox reviewed different growth management tools (APFO, Exactions, and Fees in Lieu) with the Town Council and the process and reasons that the Town could implement a moratorium.

Items discussed:

- What impact could the Town make regarding roads, water/sewer and schools?
- Vice-Chairman Dow expressed that he would like for the Town to start looking at ways to increase buffering from the road to enhance the way the Town is going to look once built out.
- The Council made a list of issues/concerns within the Town: Subdivision streets, thoroughfare improvements, speeding, increased volume impacts – speed limit issues, coordinated discussion and planning with neighboring communities, well/water issue – getting clarity on what options are available for water line extensions and commercial development pressure at major intersections.

- Council questioned what subdivisions in Weddington are on wells.
- May need to extend engineer review to other areas in the ordinance.

Item No. 12. Public Safety.

A. Radar Unit. Councilmember Smith reviewed the two types of radar units the Town has for the deputies to use – one is pole mounted and the other is a radar trailer. He advised that they show speeds and traffic counts and every two weeks they are moved to another location if there is no pending request from a neighborhood. The pole mounted trailer is to be used on the main roads and the radar trailer in the subdivisions. Councilwoman Harrison discussed that she would like the data that is collected from the radar units to be collected and shared. Council agreed to leave the purchase of an additional pole mounted radar unit in the budget to be discussed if an additional one needs to be purchased.

B. Deputies Office. Councilmember Smith discussed that he would like to install combination locks on the deputies' office due to sensitive material that they have posted. He would like for the door connected to the Council Chambers to be locked all the time and the door connected to the work room to be locked during meetings, events, etc.

Items discussed:

- Members discussed whether a combination fire cabinet would serve to protect the information. It was advised that the material needed to be more visible for all deputies to review.
- Council asked that the Fire Marshal be contacted to see if they have any concerns with the locks on the doors.
- Councilwoman Hadley discussed that staff is outgrowing Town Hall and that the deputies had very little privacy when conducting interviews and mentioned that there was a possibility of the deputies having a space at Providence VFD and advised that she would be happy to pursue if the Council wanted her to. Councilwoman Hadley talked about the relationship between the fire department and the deputies and areas that the deputies could assist the firemen with such as traffic, etc. Councilman Smith discussed that if the deputies were at the fire station that we would then lose the relationship between them and the Town Administrator and that he did speak with the Captain and he wanted them to remain at the Town Hall to help maintain the line of communication.
- Councilwoman Harrison expressed that she felt safe with the deputies being at Town Hall.
- Mayor Deter discussed whether there was any advantage of them being stationed closer to the major roads.
- Councilman Smith mentioned an idea he had of remodeling the garage as an office for the deputies. Councilwoman Hadley and Councilman Smith will work to get estimates on what it would cost to change the garage into the deputies' office. Council asked that the historic and ADA requirements be considered during this process.

C. Contract Review and Forecast, Performance Metrics. Mayor Deter advised that the Council had received the response time measurements from Wesley Chapel VFD and asked to get Providence VFD and Stallings VFD numbers as well. Mayor Deter questioned if there was a metric for response times for the deputies and does the Town need to adjust their schedules based on when things are happening.

Council asked that the Public Safety Committee research the metrics (response times/times of calls) for the Weddington Deputies to evaluate if schedule changes or additional staff is needed.

D. CERT. Public Safety Chairman Gene Melchior reviewed the concept of a Citizen Emergency Response Team (CERT). He advised that the ideal team would consist of 20 to 30 volunteers that would assist fire and police with basic first aid, traffic, clearing roads, administrative support, etc. He informed

the Council that a notice was sent out seeking individuals that were interested but the response was very small. He stated, "Costs would include training manuals, CPR training, equipment, etc. – approximately \$1,000 to \$2,000. We do have some equipment along with a trailer. Providence VFD has agreed to have this fall under their umbrella and under their insurance and will assist with training. We hope that all three fire departments would be involved in some of the training. The key is keeping the volunteers engaged."

Council asked that the Public Safety Committee send out another notice asking for volunteers and to reach out to neighboring towns to see if they are interested in working together.

E. Public Safety Committee. The Council asked that the Public Safety Committee work on the following items throughout the year:

- Investigate fire whistle as early warning signal
- Research appropriate lighting around the roundabout and work with NCDOT on regulations
- Work with NCDOT on additional signage at the roundabout
- Note certain areas in the Town that may need a street light and the policy from the electric company on costs and installation
- Contribute a story to newsletter each quarter
- Volunteer at Town Events
- Work with Deputies on Radar Schedule
- Have NCDOT review the 35 MPH speed limit on Providence Road

Item No. 13. Miscellaneous Items.

A. Grants. Council directed staff to work on getting pricing on what an outside agency would charge the Town to research grants. Council asked that training dates for future grants be sent to the volunteer fire departments.

B. Use of Town Attorney. Town Attorney Fox reviewed the policy implemented by the Town authorizing each Council person up to two hours of work product/time per month from the Town Attorney and anything over that amount would have to be approved by Town Council. He discussed that he advises the Town on legal matters and generally represents the body/entity but in doing his job he has and does speak with each Council person individually and keeps those conversations confidential. Attorney Fox felt that arrangement has worked well in the past.

Council and Staff discussed that conversations between them should not be considered confidential. Attorney Fox felt comfortable with confidentiality between himself and each councilperson but not between staff.

Councilwoman Hadley discussed that she felt the Council needed to gain consensus on items before having the Town Attorney, Planning Board or staff work on different items or projects that will take a great deal of time. She also discussed that it is helpful to run questions by the Town Administrator so that she can ask the Town Attorney at one time instead of everyone individually calling the Town Attorney. Councilwoman Hadley also expressed that it was the Town Attorney's responsibility and due diligence to ask for Town Council's consensus as well on different items that he is asked to work on.

C. New Process for Permits. Town Administrator McCollum asked for Council's consensus on drafting a new policy relative to the process to receive a permit from the Town. Council agreed for staff to write a policy that any permits received on Monday by 1:00 would be available on Wednesday at 9:00 and permits received on Wednesday by 1 would be available by Friday at 9, etc.

D. Business Licenses. Councilwoman Harrison questioned whether the Council was interested in pursuing business licenses for the Town. There was discussion that the legislature may try to eliminate business licenses and that it may not generate enough revenue for the Town to pursue. Councilwoman Harrison expressed that she felt it was a way to keep track of the businesses in the Town.

E. Paper Town and Future Services. Councilwoman Harrison discussed recent comments made by Senator Tommy Tucker about paper towns and questioned whether the Council wanted to consider any future services. Attorney Fox advised that the Town does exist at the pleasure of the General Assembly and advised that you currently cannot incorporate unless you have four municipal services. Attorney Fox felt that he could argue that the Town provides administration, planning/zoning, deputies and possibly fire.

Item No. 14. Adjournment. Council discussed how they thought the retreat went and Mayor Pro Tem Titherington felt that the Town should consider doing another one day retreat in six months.

Councilwoman Harrison moved to adjourn the February Retreat. All were in favor, with votes recorded as follows:

AYES:	Councilmembers Smith, Hadley, Harrison and Mayor Pro Tem Titherington
NAYS:	None

The meeting adjourned at 3:35 p.m.

Bill Deter, Mayor

Amy S. McCollum, Town Clerk