



MINUTES OF THE SPECIAL MEETING OF THE LAKE LURE TOWN COUNCIL HELD TUESDAY, DECEMBER 1, 2016, 9:00 A.M. AT TRYON EQUESTRIAN CENTER – LEGENDS CLUB

PRESENT: Mayor Bob Keith
Commissioner Mary Ann Silvey
Commissioner Bob Cameron
Commissioner John W. Moore
Commissioner Stephen M. Webber

TOWN STAFF PRESENT:

Ron Nalley, Town Manager
Sam Karr, Finance Director
Andi Calvert, Town Clerk
Dean Givens, Lake Operations Director
Sean Humphries, Police Chief
Melodie Potter, Parks and Rec Supervisor
Linda Ward, Customer Service Supervisor
Anita Taylor, Personnel Director/Dep. Town Clerk
Donnie McCraw, Hydro-Electric Plant Operator
Chuck Ammacher, Street Supervisor
Mark Pobanz, Water Supervisor
Ron Morgan, Fire Chief
Shannon Baldwin, Community Development Director

ABSENT: J. Christopher Callahan, Town Attorney

CALL TO ORDER

Mayor Bob Keith called the meeting to order at 9:05 a.m. and gave the invocation.

APPROVE THE AGENDA

Commissioner Stephen Webber made a motion to approve the agenda as presented. Commissioner Bob Cameron seconded and the motion carried 4-0.

THE FOUNDATION

The Board reviewed effective group process ground rules, Town Council's Rules of Procedure handbook, Board member areas of responsibility and discussed the accomplishments of the 2015-2016 fiscal year. Commissioner Stephen Webber suggested that council consider revising the policy concerning when meeting materials are sent out

prior to Town Council Meetings to allow additional time for reviewing meeting materials.

THE FRAMEWORK

Finance Director Sam Karr gave an overview of the Finance Department including the following topics:

- 2017-2022 Capital Improvements Plan
- 2017-2018 Annual Budget Highlights
- General Fund – Tax Base and Revenue Sources
- Water and Sewer Fund – Rates and Fees
- Hydroelectric Fund

Police Chief Sean Humphries and Fire Chief Ron Morgan gave an overview of the Police Department and Fire Department services and current year goals and objectives.

Council discussed a firefighter position that recently became vacant. Commissioner Stephen Webber made a motion to refill the vacant firefighter position. Commissioner Bob Cameron seconded and the motion carried 4-0.

Mark Pobanz, Chuck Ammacher, and Melodie Potter reviewed the Public Works and Parks and Recreation Department services.

Donnie McCraw and Dean Givens review the services of the Lake Operations and Hydroelectric Department.

Shannon Baldwin reviewed the services of the Community Development Department and Ron Nalley review the services of the Administrative Department.

Council discussed a desire to open up the Old Sand Branch Road to allow emergency traffic to access Rumbling Bald Resort.

Mayor Keith introduced Mike Modzelewski, Vice President of the Rumbling Bald Resort Board of Directors, Phil Reitano, Secretary of the Rumbling Bald Resort Board of Directors and James Cain, Managing Director, Rumbling Bald Resort Property Owners Association. Mr. Modzelewski gave a history of the Resort. Mayor Keith suggested that increased communication between Rumbling Bald Resort and the Resort may be beneficial.

Kathleen Osta of Vital Clarity gave an update and review of the Lake Lure Comprehensive Plan including Lake Lure's vision for 2020 and a Comprehensive Plan Calendar for 2017-2027.

David Hill of HR Essentials Consulting presented a draft pay plan and classification for the Town based on his recent study. Mr. Hill made the following recommendations based on the pay study:

- A. Adopt a Salary Administration Philosophy
Developing a Salary Administration Philosophy is similar to a Mission and Vision Statement.
It creates and supports a methodology of horizontal movement of employee compensation

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toward the Midpoint (Market Value) of an employee's salary range. A few examples would include:

- a. Performance Based Salary Adjustments
 - b. Professional Development (employee incentive adjustments for educational or Certification attainment)
 - c. Annual Salary Adjustments as a factor of length of employment (could be one-time with the adoption of the recommended salary schedule)
- B. Adopt the recommended Salary Schedule with salary grade differentials of 5% and ranges of 50%.
 - C. Salary Schedule adjustments should not coincide with employee compensation. If, in the next and following fiscal years, Lake Lure employees receive a Cost of Living Adjustment I recommend advancing employee salaries by the COLA amount but leave your salary schedule unchanged. Your newly adopted salary schedule will be competitive for the next 2 fiscal years and advancing employee salaries while leaving the salary schedule unchanged will help address salary compression between new employees and employees with greater lengths of service.
 - D. The Salary Schedule should only be amended when the entry level salaries (salary grade minimums) are no longer competitive.
 - E. The focus of salary administration should be on the mid-point (market value) of each pay grade with a compa-ratio established at, for example, .95 to 1.05 relative to the mid-point.
 - F. Employees whose salaries are greater than 1.1 should have future adjustments to base annual salary in the form of lump-sum payments.
 - G. Adoption of the recommended salary schedule requires the following title and salary grade changes:

<u>Current Classification</u>	<u>Recommended Classification</u>	<u>Current Salary Grade</u>	<u>Recommended Grade</u>
Accountant	Accountant	13	23
Asst Fire Chief / Emrg Mgmt Dir	Asst Fire Chief I Emrg Mgmt Dir	13	24
Community Development Director	Community Development Director	18	29
Customer Service/Billing Supv.	Customer Service/Billing Supv	10	20
Customer Service/Collection Clerk	Customer Service/Collection Clerk	6	16
Environ. Mgmt Officer	Environ Mgmt Officer	12	22
Finance Director	Finance Director	19	31
	Fire Captain		22
Fire Chief/Emrg Mgmt Director	Fire Chief/Emrg Mgmt Dir	18	29
	Fire Engineer		19
Firefighter	Firefighter	9	18
Fire Lieutenant	Fire Lieutenant	10	20
Human Resources Dir	Human Resources Dir	14	25
Hydro/WWTP Supv	Hydro Supv	11	21
Lake Operations Dir	Lake Operations Dir	17	27

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Maintenance Mechanic	Utility Maintenance Technician III	7	20
Parks & Rec Director	Utility Maintenance Technician II	10	19
Parks & Rec Maintenance Worker	Utility Maintenance Worker I	6	15
No Current Classification	Permitting Technician		17
Planner	Planner	15	23
Police Chief	Police Chief	19	30
Police Corporal	Police Corporal	10	20
No Current Classification	Police Lieutenant		24
Police Officer	Police Officer	9	19
Police Office Assistant	Police Administrative Assistant	6	18
Police Sergeant	Police Sergeant	12	22
Public Works Director	Public Works Director	18	29
Town Clerk	Town Clerk	13	24
Water System Supervisor	Water System Supervisor	11	23
Zoning Ad min/Code Enf Ofcr	Zoning Admin/Code Enforcement Ofcr	13	22

Percent increase for years in current job

Years of Service in Current Position	Percentage increase
0 but less than 3 years	0%
3 but less than 8 years	1%
8 but less than 15 years	2%
15 but less than 20 years	3%
20 or more years	4%

Council reviewed a proposed evaluation process for the Town Manager and discussed conducting an administrative organizational assessment study.

The board also discussed longevity and performance bonuses for town staff. Council agreed to continue discussion of bonuses at the December 9, 2016 regular Town Council Meeting.

The Board was given updates on the following projects:

- ABC Store Relocation Project
- Hydroelectric Dam Project
- Greenline Project
- Firing Range Remediation Project

THE FINALE

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The Board discussed established both town-wide and departmental goals for the next fiscal year and choose action items and objectives to help in the accomplishment of that goal. The following list of goals was established during the workshop:

Proposed 2017-2018 Department Goals and Objectives

Lake Lure Police Department

- Provide protest training for law enforcement officers.
- Evaluate Body Cam Policy.
- Work with Lake Lure Classical Academy (LLCA) and continue monitoring program.
- Work with LLCA and Lake Lure Fire Department to conduct an active shooter drill.
- Update and implement a reserve officer policy.
- Update Emergency Procedures Plan.

Lake Lure Fire Department

- Complete the scheduled ISO inspection.
- Expand the Emergency Medical Technician Intermediate Program by purchasing an EKG monitor to run 12 lead heart monitoring.
- Apply for NC Rescue Association Water Rescue team certification.
- Finalize Design and budget for addition to Fire Station to allow for adequate living facilities for firefighters.
- Add one full time firefighter position to provide adequate 24 hour staffing.
- Conduct a Fire Safety Workshop in which homeowners will receive information on preparing their homes to be defended from a Wildfire.
- Update Emergency Operations Plan.
- Update Emergency Action Plan for the Dam.
- Conduct training for firefighters and officers.

Lake Operations Department

- Install lift arms on boat ramps and implement a “clean boat” program.
- Offer public boater education classes.
- Install debris boom in the river.
- Sell Town boathouse property at the dam or re-purpose for deep water launch ramp.
- Construct new floating boat house at Lake Operations.
- Conduct at least two environmental education workshops for the public Recruit additional water quality monitoring volunteers.
- Recruit additional volunteers to assist with harassment of Canada geese.
- Update Emergency Procedures Plan.
- Conduct at least two environmental education workshops for the public.
- Explore possibilities of becoming a “Fire-wise Community.”

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- Submit blanket shoreline stabilization permit to state for 2017/18 lake drawdown.
- Finalize Design and budget for repair or replacement of the boardwalk.

Hydro Department

- Complete the approved capital projects that were delayed due to the generator repairs.
- Replace underwater cables on floodgates.
- Replace the motor on floodgate number one.
- Rebuild wicket gates on both generators.
- Repair brake and air systems so generators can be easily stopped after use.
- Rebuild governors on both generator units.
- Conduct a safety and structural analyzation of the dam.

Community Development

- Facilitate Construction of TOLL-CRV Commercial Corridor Connector: Once grants are secured, the construction phase will need to begin.
- Implement Wayfinding Master Plan.
- Repurpose Islands in Town Center.
- Oversee Site Study for Performing Arts Center.
- Develop and Adopt Streetscape Guidelines.
- Facilitate Vision Book to realize Town Center.
- Continue Digitizing Department Records.
- Update procedure for issuing Vacation Rental Operating Permits (VROP). Transition to an administrative process as opposed to a Board of Adjustment procedure.
- Research Liquor license issue.

Public Works

- Make additional public restroom facility available in Morse Park.
- Replace existing trash receptacles.
- Research acquisition of addition park land.
- Create additional picnic/event park.
- Buy soccer goals for the Morse Park ball field.
- Rejuvenate landscaping around the gazebo in Morse Park.
- Finalize Design and budget for repair or replacement of the boardwalk.
- Research the possibility of light guards on outside lighting
- Complete Sign Reflectivity Project.
- Develop a way to notify residents about the current paving schedule.
- Develop a sampling schedule for lead and copper in Chimney Rock.

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- Install parking blocks in the parking lot at Washburn Marina, the Welcome Center and Town Hall.
- Public Works staff attend additional work zone safety training.
- Identify possible solutions for Fire Fly Cove wells.
- Clean inside of 80k and 25k reservoirs.
- Purchase riding lawnmower for maintaining around reservoirs and well houses.
- Purchase a snowplow, toolboxes and safety lights for 2017 F-250 truck.
- Make changes to Powell Bill as needed.
- Remove Cypress Trees at the Waste Water Treatment Plant
- Research potential Buffalo Shoals Road Sewer project.

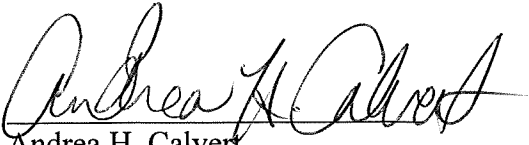
Administration/Gov. Body

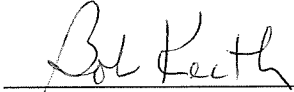
- Update the 2007-2027 Comprehensive Plan.
- Budget and put into place results of Pay Plan Study.
- Conduct a lake self-sufficiency study.
- Establish and implement a Vehicle Replacement Policy and policy for use of the Town logo.
- Establish a plan for creating the Westside Connector.
- Representative attend the Rumbling Bald Resort Quarterly Meeting on behalf of the Town.
- Research process for making available high speed internet connectivity.
- Perform employee evaluations.
- Evaluate the need for an accountant position and a Board Clerk position.
- Complete Town clerk certification.
- Resolve audio concerns in council chambers.

ADJOURN THE MEETING

With no further business, Commissioner Bob Cameron made a motion to adjourn the meeting. Commissioner Mary Ann Silvey seconded and the motion carried 4-0.

ATTEST:


Andrea H. Calvert,
Town Clerk


Mayor Bob Keith