



**MINUTES OF THE SPECIAL MEETING OF THE LAKE LURE TOWN COUNCIL
HELD TUESDAY, FEBRUARY 7, 2018, 9:00 A.M. AT TRYON EQUESTRIAN CENTER
– LEGENDS CLUB**

PRESENT: Mayor Kevin Cooley
Mayor Pro Tem John W. Moore
Commissioner Bob Cameron
Commissioner John Kilby
Commissioner Stephen M. Webber

TOWN STAFF PRESENT:

Ron Nalley, Town Manager
Sam Karr, Finance Director
Michelle Jolley, Interim Town Clerk
Dean Givens, Lake Operations Director
Sean Humphries, Police Chief
Melodie Potter, Parks and Rec Supervisor
Anita Taylor, Personnel Director/Dep. Town Clerk
Donnie McCraw, Hydro-Electric Plant Operator
David Arrowood, Public Works Director
Mark Pobanz, Water Supervisor
Ron Morgan, Fire Chief
Shannon Baldwin, Community Development Director

ABSENT: N/A

CALL TO ORDER

Mayor Kevin Cooley called the meeting to order at 9:04 a.m. and gave the invocation.

APPROVE THE AGENDA

Commissioner Bob Cameron made a motion to approve the agenda as presented.
Commissioner John Moore 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 2016-2017 fiscal year. Commissioner Stephen Webber noted the NC School of Government has released the Rules of Procedure 4th Edition handbooks and wanted to make sure the Town was following the proper procedures for orders of business. He recommended that when staff speaks at a council meeting, they are put towards the beginning of the agenda.

Mayor Kevin Cooley recommended a timeline of completion for the remainder of the fiscal year for goals that are currently underway. Commissioner Bob Cameron agreed and added that milestones would be helpful. Mayor Pro Tem John Moore asked for a monthly progress report and Town Manager Ron Nalley stated he could provide the Board with a summary of the staff meetings each month. Shannon Baldwin suggested using a standardized form for the project calendar.

When reviewing the previous goals, the Board requested seeing the newest version of the Emergency Action Plan. Fire Chief Ron Morgan noted he would provide it to everyone and stated he would have a revised plan ready for adoption by June 30th. Commissioner Bob Cameron suggested including a section in the Emergency Action Plan that talks about the Town's ability to obtain fuel during emergencies and providing electricity to the wells.

Commissioner Stephen Webber requested a quarterly report from the quarterly meetings with Rumbling Bald Resort. Mayor Kevin Cooley noted he would like another Commissioner to attend those meetings as well, and stated a summary of those meetings would be provided.

THE FRAMEWORK

Finance Director Sam Karr gave an overview of the financial highlights for next fiscal year including the following topics:

- 2018-2023 Capital Improvements Plan
- 2018-2019 Annual Budget Highlights
- General Fund – Tax Base and Revenue Sources
- Water and Sewer Fund – Rates and Fees
- Hydroelectric Fund

Commissioner Stephen Webber made a motion to approve up to \$1,000 for the seven year revenue and expenditure worksheet. Commissioner Bob Cameron seconded and the motion carried 4-0.

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Fire Chief Ron Morgan and Police Chief Sean Humphries gave an overview of the Fire Department and Police Department services and current year goals and objectives. Mayor Pro Tem John Moore suggested researching the development of a volunteer group made up of local citizens with some type of law enforcement background or experience to help with emergencies and perform volunteer work. Police Chief Sean Humphries felt this could be helpful and stated he would work with Communications Director Valerie Hoffman. Mayor Kevin Cooley recommended adding more signage and providing educational material to visitors regarding the Noise Ordinance. Police Chief Sean Humphries stated he would get with the Town Manager to discuss additional signage.

Public Works Director David Arrowood reviewed the Public Works, Parks and Recreation Department, and Dam/Hydroelectric services. Public Works Director David Arrowood noted he would be on the lake during the next week with Don Byers, with Byers Environmental, looking for leaks while the lake is down. Council felt this was of upmost importance and asked that leaks found in the lake be fixed immediately and asked that a report be provided at the next Town Council meeting. Commissioner Stephen Webber suggested as policy, anytime there is a change of flow of at least 100,000 gallons, an email be sent to Council.

Commissioner Stephen Webber made a motion to authorize a part-time employee with the Public Works Department to work full-time during the months of March through September, 2018 and to not exceed 1,000 hours. Commissioner Bob Cameron seconded and the motion carried 4-0.

Dean Givens reviewed the services of the Lake Operations Department.

Shannon Baldwin reviewed the services of the Community Development Department.

Golf Course Director Dale Minick reviewed the services of the Golf Course.

Ron Nalley review the services of the Administrative Department.

Community Development Director Shannon Baldwin gave an update and review of the Lake Lure Comprehensive Plan including a Comprehensive Plan Update Project Calendar. The Project Calendar contains a total of 42 projects. Mr. Baldwin stated that the projects identified in the Project Calendar need to be reviewed and prioritized on an annual basis to meet the short, mid and long-term needs of the community. A scorecard has been created to track the progress on all projects in the Project Calendar. Mr. Baldwin noted the Town is only 10 months into the Project Calendar and that, to date, the Town has completed five projects or approximately 12% of the total 42 projects found in the Project Calendar.

Ron Nalley provided a review of the Concession Agreement for the operation of the Beach, Marina, and Tour Boats and explained that the Town solicited the help of a volunteer Steering Committee. George Wittmer, President of Lake Lure Tours, stated he was happy with the agreement. Commissioner Bob Cameron made a motion to accept the Concessions

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Agreement with some minor changes that were requested. Commissioner Stephen Webber seconded and the motion carried 4-0. Commissioner Stephen Webber then made a motion that the Steering Committee remain intact and develop milestones and goals over the next three years to provide to Town Council in preparation for their consideration of assuming operations during year four of the Agreement. Commissioner John Kilby seconded and the motion carried 4-0.

Dr. Dan Marks, Marks Enterprises, provided an update on the second Phase of the Dam Safety Evaluation and Structural Analysis Report. Dr. Marks provided the Board with four recommendations over a five year period as shown in his Summary of Conclusions and Recommendations Phase II 2017 Dam Safety Inspection Report. Dr. Marks estimated an additional lifespan of 50 years at the Dam, once necessary repairs are made. A summary of the report will be provided at the next regular Town Council meeting.

Jeffery Brown, Brown Engineering, presented the Greenline Alternative Study. Town Manager Ron Nalley stated he would provide Council with a copy of the Greenline Alternative Study presentation and would request the Utilities Advisory Board review and make a recommendation to Town Council regarding Mr. Brown's recommendations.

Commissioner Bob Cameron made a motion to authorize the Town Manager and Jeffery Brown to call and discuss with the State the potential change of scope and financing of an alternative project for the Town of Lake Lure. Mayor Pro Tem John Moore seconded and the motion carried 4-0.

Due to time constraints, discussion of Personnel and Employee Benefits was put on hold to be reviewed at a later time.

Upon review, the Board decided not to pursue an agreement for Lobbying Services with Hager Strategic Solutions.

The Board was given updates and discussed briefly the following projects:

- ABC Store Relocation Project - Community Development Director Shannon Baldwin was asked to become the Project Manager for the relocation of the ABC Store.
- Dredging Project
- Rumbling Bald Resort Service Analysis
- Rutherford County Tourism Strategic Plan
- Town Center Master Plan

Commissioner John Kilby asked to have staff receive an official statement from the North Carolina Wildlife Resources Commission and Department of Environment and Natural Resources as to why the lake is under Trout Moratorium guidelines when there are no trout in the lake. It was noted that dredging in the lake is not allowed during the period of March 1 through

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June 30 2018. The North Carolina Division of Energy Mineral and Land Resources under the Town's Mining Permit prohibits dredging during this time period while fish are spawning.

THE FINALE

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

Proposed 2018-2019 Department Goals and Objectives

Police Department

- Research the development of a Senior Police Officer Program.
- Fully develop a Recruitment Program in an effort to create interest in the Department.
- Complete training for all officers on the LINX System.
- Develop a Departmental Policy, Procedures and Training for administering Naloxone (Narcan) in accordance with State Law, to persons suffering from an Opiate/Opioid overdose.
- Begin training and switching over to the new 800 megahertz radios.
- Develop a Motorists Education Program in efforts to better educate motorists entering into the Town.

Lake Operations Department

- Update 911 Addressing on lake structures.
- Update lake structures database and research the possibility of digitizing the database.
- Evaluate the current Lake Level Policy and recommend any revisions.
- Update the Soil, Erosion and Sedimentation Control Ordinance.
- Write a specific series of Lake Management articles for the Mountain Breeze and Town newsletter.
- Create a Town Drone Policy and permitting process.
- Review and make any necessary adjustments to the commercial boat permit model.

Dam/Hydro Department

- Complete action items found in the State report.
- Make much needed repairs to the penstock.
- Repair the hoist at head gate to the penstock.
- Develop Project A Plan from Dr. Marks' recommendations from his report consisting of four phases over five years.
- Make year one phased improvements to the Dam as recommended by Dr. Marks.
- Repair and/or replace lake level monitoring systems for storm water control.

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Community Development

- Secure Clerk support for Community Development boards and committees.
- Secure field communication for department personnel.
- Complete one project from the Comprehensive Plan Update schedule – Complete a Vision Book used to solicit investment and implement the Town Center Master Plan Amendment scheduled to be completed in June 2018.
- Complete one project from the Town – TDA Town Center Master Plan Amendment underway – The project will be determined after the plan amendment is adopted this fiscal year. It is scheduled to be completed no later than June 2018.
- Complete digitizing departmental records.
- Complete three Zoning Regulation amendments – Permitted Uses in Commercial Districts; down lighting for commercial property; and vehicle signs of a political nature.
- Complete the ABC Store relocation project.

Public Works

- Retain additional help in order to complete special projects and day-to-day services.
- Initiate a street-by-street Maintenance Work Program.
- Work with a North Carolina Department of Transportation on determining extent of maintenance and snow removal responsibilities.
- Hire a part-time position for the Public Works Department.

Water Dept.

- Resolve the well operation matter with the Firefly Cove water system.
- Research changing over manual read water meters to an electronic meter read system.
- Research advantages and disadvantages of purchasing bulk water from Polk County versus upgrading and operating a town run system.
- Conduct research for expanding water service to the East side of the Town.

Commission

- Review the Greenline Alternatives Study provided by Brown Engineering.
- Review and make any necessary amendments as suggested by the newly released 4th Edition Rules of Procedure Book
- Standardize process for providing progress reports with milestones for the Board.
- Consider the hiring of a full-time Parks and Recreation Director.

Golf Course

- Set a date for a Foot Golf tournament.
- Finish the third bunker on hole #8, the two bunkers on hole #5 and the two bunkers on hole #4.
- Repair the bridge entrances and exits on hole #7 and the crossing on hole #4.
- Complete the work replacing the culvert on hole #4.

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- Review and develop new lease agreement for the Lake Lure Municipal Golf Course.

Beach and Marina

- Successfully negotiate a Concession Agreement and implement any new provisions or parameters associated with the new Agreement.
- Achieve sustainable revenue growth for the operation of the beach and tour boat services.
- Develop one new event at the Beach during the off or shoulder season.
- Extend the hours of the Beach during the off or shoulder season.
- Complete the small area planning process through the Rutherford County Tourism Development Authority and begin efforts to produce a strategic “base hit” in improving this area.

Parks and Recreation Department

- Upgrade town entrance with landscaping prior to the World Equestrian Games.
- Hold two road-side trash pickups on Hwy. 9 & Hwy. 64/74 in preparation for the World Equestrian Games.
- Plant and maintain hanging baskets in Town Center for World Equestrian Games.
- Complete a Small Area Site Plan for active recreation possibilities at the Golf Course and surrounding town owned properties.
- Develop a small area recreational plan for the Boys Camp Road property.

Administration Department

- Create standard conditional offers of employment for public safety employees.
- Create standard personnel forms for personnel file changes, personnel actions, and pay plan adjustments.
- Establish a pay policy for standby status.
- Establish a longevity pay plan.
- Dispose of or update filing of material in Records Room in keeping with the Municipal Records Retention and Disposition Schedule.
- Complete finance report, expense reports and balancing of bank statements monthly.
- Complete full process of account payables and credit receipt reconciliations within one week.
- Update the Sewer Use and Extension Ordinance.
- Establish Policy that prohibits issuing residential rate boat permits in the case of delinquent taxes.
- Research costs of developing an online Water and Sewer Connection Permit application.

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Fire Department

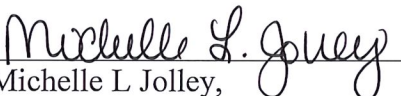
- Update the Fire Department's Standard Operating Guidelines.
- Complete a new employee training manual.
- Complete the delayed building maintenance and repairs to the Fire Station including outside weather proofing and roof repairs.
- Organize a planning group of Lake Lure emergency responders for the 2018 World Equestrian Games.
- Offer advanced fire suppression training for members.
- Promote firefighter career opportunities within the community in an attempt to attract local citizens as future Lake Lure firefighters.

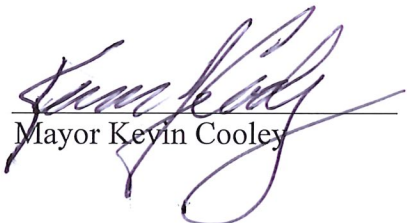
ADJOURN THE MEETING

Commissioner Stephen Webber discussed finding a new location for the next Board Retreat.

With no further business, Commissioner Bob Cameron made a motion to adjourn the meeting at 3:57 p.m. Commissioner John Kilby seconded and the motion carried 4-0.

ATTEST:


Michelle L. Jolley,
Interim Town Clerk


Mayor Kevin Cooley