

**MINUTE BOOK 26, PAGE 122
CITY OF STATESVILLE PRE-AGENDA MEETING – August 01, 2016
CITY HALL – 227 S. CENTER STREET, STATESVILLE, NC – 6:00 P.M.
STATESVILLE, NORTH CAROLINA**

Mayor Costi Kutteh presiding:

Council Present: J. Johnson, Morgan, Williams, M. Johnson, West, Watt, Schlesinger

Council Absent: Phifer

Staff Present: Pressley, Fugett, Gaines, Davis, Smyth, Currier, Ferguson, Watts, Barone, Gregory, Harrell, Slocum, Shelton, Ashley, Staley, Allen, Onley, Styers, Souther

Media Present Nina Mastandrea-Statesville Record & Landmark, Amy Fuhrman-Statesville Free News

Others Marin Tomlin-DSDC

I Call to Order

Mayor Kutteh called the meeting to order and advised there will be an Executive Session following the pre-agenda meeting to discuss a land acquisition matter and a personnel matter.

II Invocation (Only at Council Meeting)

III Pledge of Allegiance (Only at Council Meeting)

IV Consent Agenda – Mayor Kutteh briefly reviewed the Consent Agenda items.

- A. Consider approving the June 20, 2016 and July 18, 2016 Pre-Agenda and Council meeting minutes.**
- B. Consider approving 2nd reading of an ordinance to condemn the structure located at 1008 4th St. as unfit for human occupancy.**
- C. Consider approving 2nd reading of an ordinance to condemn the structure located at 1100 4th St. as unfit for human occupancy.**
- D. Consider approving 2nd reading of an ordinance to condemn the structure located at 1324 4th Street as unfit for human occupancy.**
- E. Consider approving a Resolution of Intent to permanently close a 10' alley adjacent to Harrill Street.**

Mayor Kutteh stated that Iredell County is petitioning to close the 10' alley adjacent to Harrill Street that runs along the back of Ronald Milam's property located at 303 Davie Avenue. Iredell County and Ronald Milam are the adjoining property owners along this section. Staff understands that Iredell County will be expanding the jail in the near future; therefore the site will be reconfigured. Currently, the alley serves as a driveway to an existing parking lot adjacent to the jail facility. There are no City utility conflicts.

REGULAR AGENDA

V Update from Jim Prosser regarding the Vance Hotel project.

No discussion

VI Conduct a public hearing and consider approving an economic incentive to an existing Statesville based industry known as "Project Sparrow".

No discussion

VII Conduct a public hearing and consider approving an economic incentive to an existing Statesville based industry known as "Project Nike".

No discussion

- VIII Conduct a public hearing and consider approving first reading of an ordinance to annex the Venture Properties VII, LLC property (Publix) located at 134 Venture Lane.**

No discussion

- IX Conduct a public hearing and consider approving site plan (Quasi-Judicial) P16-10 for Publix Market located at 134 Venture Lane; Tax Maps 4745-37-2962, 4745-28-8173, 4745-38-3075 & 4745-37-1794.**

No discussion

- X Consider re-appointing John Marshall and Rebecca Jones to the Downtown Design Review Committee.**

Mayor Kutteh verified that staff has not received any new applications for these appointments.

Council members agreed by consensus to move this item to the Consent Agenda.

- XI Consider approving the Lake Norman Regional Transportation Commission Memorandum of Understanding (MOU) and Budget Amendment #03.**

Mayor Kutteh stated that on June 6, 2016 Council approved joining the Lake Norman Regional Transportation Commission along with Iredell County, the Town of Mooresville, the Town of Troutman and the Town of Davidson. The annual membership was not to exceed \$10,000. The annual membership fee for the City of Statesville has been set at \$10,000.

Council members agreed by consensus to move this item to the Consent Agenda.

- XII Consider approving a re-classification of the City Manager's clerical position from Administrative Secretary to Deputy City Clerk.**

Lynn Smyth stated the City Manager's clerical position has transitioned through time for various reasons. Initially, the City Clerk worked in the Manager's office and was the Manager's clerical support. As the work load grew, it became increasingly difficult for one person to meet the manager's needs and keep current on Clerk functions. Minutes for various Boards and Commissions were being done by departmental secretaries and/or volunteers for some Boards. With this method, the timeliness and consistency of minutes were problematic. At that time (early 2000's), the Planning Department had two clerical positions, an Office Manager and an Administrative Secretary. The decision was made to transfer the Administrative Secretary position from the Planning Department to the Manager's office and at that time, the responsibility for all Board/Commission meeting minutes was transferred to the Clerk's office. This was a significant increase in workload for the Clerk and would keep that position out of the office much more frequently attending various meetings, hence the need for the clerical position to cover the Manager's office and to assume clerical duties for the Manager, and provide some support for the Clerk. During this time, the position of Asst. City Manager has served as deputy clerk.

In addition to Council, the Clerk attends meetings and prepares minutes for seven other Boards and Commissions. There have been significant increases in requests for public information research as well as internal requests for information searches. There is growing pressure for public access to ever increasing volumes of information. The Clerk's office serves as the primary point of contact for these type requests and acts as the official keeper of records. It is becoming more important to have trained, qualified back up staff for the position of Clerk that understands the confidential requirements of much of the Clerk's function while also complying with the rights of the public for access to open information that is well organized and easily accessible.

With this reclassification, the Administrative Secretary position will assume the additional duties outlined in the attached job description and become the designated Deputy City Clerk, removing that responsibility from the current Assistant City Manager position. The position will provide clerical support to both the City Manager and the City Clerk helping to assure that minutes for all meetings are timely, consistent and readily available to the

public. As you are aware, this position is currently vacant due to the retirement of the most recent Administrative Secretary.

Council members agreed by consensus to move this item to the Consent Agenda.

XIII Consider approving Special Appropriations allocations.

Lynn Smyth distributed additional information for this item.

XIV Consider approving a request from the DSDC Promotions Committee that the City of Statesville be an official co-sponsor of the 2016 Hops & Harmony Craft Brew Fest, providing in-kind services as listed below.

Marin Tomlin explained that this event will be similar to the wine tasting event. Fifteen to twenty craft breweries are expected to participate. This will be a ticketed event held downtown on October 1st from 12:00 p.m. to 5:00 p.m.

XV Consider approving a Resolution to donate surplus radio equipment from the Police Department to Mitchell Community College.

Council members agreed by consensus to move this item to the Consent Agenda.

XVI Consider approving a request from the Downtown Statesville Development Corporation to close selected streets in downtown Statesville on Saturday, October 1, 2016 between 8:00 a.m. and 7:30 p.m. to host the new Hops & Harmony Craft Brew Fest on this date. In addition, it is requested that a temporary towing enforcement of vehicles that are in the street closure area be in effect during the listed times.

No discussion

XVII Consider approving a motion to close West Broad Street from Kelly Street to Mulberry Street, from 9:00 a.m. to 3:00 p.m., on October 15, 2016 in order to accommodate the first "Howl O' Ween Pooch Parade", sponsored by Preservation Statesville.

Assistant Police Chief Mike Watts stated the event will host numerous events/activities and vendors along with judging of the dog costumes. The event will begin with a dog costume parade which will begin on the west side of Broad Street. The parade will travel on the north side walk and travel west toward Mitchell Community College. Preservation Statesville requests that West Broad Street from Kelly Street to Mulberry Street be closed so as not to pose a safety concern for the motoring public and event participants. Traffic will be temporarily diverted with appropriate signage that will cause minimal inconvenience to the general public. All appropriate emergency service personnel (Fire, EMS, and Police) will be made aware of the temporary closure in advance of the event. Businesses in the affected area will be notified of the event date and the street closure request.

XVIII Consider approving the first reading of an ordinance to establish a no parking zone on the east side of South Mulberry St between Walnut St and West Broad St.

Captain Tom Souther stated that with over 3,000 students registering for classes each year at Mitchell College there has been an increase in pedestrian traffic. There is currently a proposal to create a three way stop at the intersection of West Broad Street, and Mulberry Street. The elimination of the parking area on South Mulberry Street will allow for better visibility for vehicular traffic attempting to make a left hand turn onto South Mulberry Street, from West Broad Street, thus creating a safety hazard for drivers who have divided attention with oncoming traffic as well as pedestrians crossing the street. It will also allow for pedestrians to clearly see traffic coming north bound on South Mulberry Street prior to them attempting to cross the street. This section of roadway is on the western edge of the newly constructed Downtown Street Scape where Mitchell College Student Services Center is located. This building hosts its own parking area in and around the side of the building. By removing the 6 parking spaces this creates better sight visibility as well as it allows for safer traffic flow in both directions. The Traffic Safety Director has found that the average vehicle measures 7.5 to 8 feet in width, driver

side mirror to passenger side mirror. This configuration alone facilitates the hazard of north and southbound traffic crossing over the center of the roadway in order to avoid parked vehicles. These hazards will be removed by the passing of this ordinance.

XIX Consider approving first reading of an ordinance to establish a three way stop intersection at North Mulberry Street, South Mulberry Street and West Broad Street.

Captain Tom Souther stated that with over 3,000 students registering for classes over the past two years at Mitchell Community College, there is an increase in pedestrian traffic near the intersection of Mulberry and West Broad Streets. This intersection is located at the western end of our newly constructed Downtown Streetscape. This request ties in with our Existing Land Use (ELU-2) recommendation from the Statesville Downtown & NC 115 Master Plan recognizing that Mitchell Community College is an important institution of higher learning within our downtown and that students, faculty and staff provide a customer base which is not currently fully realized. Traffic stopped on West Broad Street at the intersection of Mulberry Street now has divided attention requiring drivers to either look left or right for moving traffic while also watching for pedestrians that have the right of way. By making this a three way stop, traffic will be stopped in all directions therefore enhancing the focus on pedestrian safety. Staff also asks that Council consider erecting Pedestrian Crossing signs at entry points each direction to match existing downtown pedestrian signs.

Council member M. Johnson said he is concerned about putting a 3-way stop here. He asked that a traffic count be done after school starts and also for the City Arborist to check about trimming the trees back at this location. Souther advised that he did research the accident records for the last three years in this location and that there were no accidents, but he has personally seen several near misses.

After considerable discussion Council members agreed to remove this item from the agenda for further research.

Council member M. Johnson made a motion to move to Executive Session in accordance with N.C.G.S. 143-318.11(a)(6) to discuss a Personnel matter, N.C.G.S. 143-318.11(a)(5) to discuss a property acquisition matter, and N.C.G.S. 143-318.11(a)(3) to preserve the attorney-client privilege for all, seconded by Council member Morgan. The motion carried unanimously.

Upon return to open session Mayor Kutteh advised that a Personnel and a property acquisition matter was discussed and no action was taken.

Council member West made a motion to adjourn, seconded by Council member Williams. The motion carried unanimously.

Attest:


Brenda Fugett, City Clerk




Constantine H. Kutteh, Mayor