



## BOARD OF ALDERMEN WORK SESSION

Thursday, May 04, 2023 at 5:30 PM

Landis Board Room

### MINUTES

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**PLEASE SILENCE ALL CELL PHONES**

**Present:** Mayor Meredith Bare Smith, Alderman Darrell Overcash, Alderwoman Katie Sells

**Absent:** Mayor Pro-Tem Ashley Stewart, Alderman Tony Corriher

**Staff Present:** Interim Town Manager Michael Ambrose, Human Resources Director/Town Clerk Madison Stegall, Town Attorney Rick Locklear

#### 1. INTRODUCTION:

##### 1.1 Call Meeting to Order

Mayor Smith called the meeting to order at 5:32 PM.

##### 1.2 Welcome

Mayor Smith welcomed those in attendance.

##### 1.3 Adoption of Agenda

**ACTION: A MOTION WAS MADE TO ADOPT THE AGENDA AS PRESENTED.**

Moved by Darrell Overcash, seconded by Katie Sells

Motion Passed: 2-0

Voting For: Darrell Overcash, Katie Sells

#### 2. CONSIDERATIONS:

##### 2.1 Consideration of Discussion of the Agenda Packet for May 8, 2023, Regular Scheduled Meeting in Order to Provide Opportunities for Board Members to Study Issues, Gather and Analyze Information, and Clarify Direction for Staff.

4/8/23 Agenda Items Discussed: (The Agenda for 4/8/2023 was discussed sequentially, only items that were deliberated will be mentioned below.)

#### **4.1 Consider Wholesale Sewer Sales Agreement Between City of Kannapolis and Town of Landis**

Interim Town Manager Ambrose introduced the Board to Wilmer Melton, Assistant City Manager of Kannapolis, and to Alex Anderson, Director of Water Resources of Kannapolis.

Mr. Melton explained the details of the Interlocal Agreement and expressed that the Agreement would only accept sewer from the existing Irish Creek Subdivision and will be sufficiently allocated for the full buildout of the existing 70 lots. Mr. Melton also explained that Landis would be responsible for payment of the WSACC system development fees, and suggested we follow the Kannapolis model of requiring the builders to pay this fee.

#### **4.2 Consider Approval of Relocation of the Town Hall Generator/Budget Amendment #23 – ARPA Project 11**

Interim Town Manager Ambrose explained to the Board that the Town has not yet received a quote from Dominion Energy to know how much it would cost to hook up the generator to their gas meter. Mr. Ambrose communicated that he would send that information to the Board as soon as he received it.

#### **7.1 Consider Moving ARPA Funds to the General Fund**

Interim Town Manager Ambrose explained to the Board that the Town of Landis currently has \$549,374.74 remaining in the American Rescue Plan Act Fund. The Town has been encouraged by the North Carolina League of Municipalities to move all funds to the General Fund under “Administration Salaries” line item, and then move the same amount of funds from the “Administration Salaries” line item to a General Fund “ARPA” line item. This will ease the federal reporting for Town Staff and relieve the Mayor and Board of Alderman of the strict federal deadlines of December 31, 2024, for allocation of funds, and December 31, 2026, for expending of all funds. The ordinance being proposed to the Mayor and Board of Alderman, will still require Town Staff to have the approval from the Board of Alderman to expend ANY funds from the “General ARP Fund” line item.

#### **7.2 Consider Approval for Hosting OneBlood Blood Drive June 15th for Employees and Citizens and Consider Employee Incentive of 4-Vacation Hours to Donate Blood.**

Interim Town Manager Ambrose explained to the Board that OneBlood of the Carolinas has reached out in hopes to participate in another blood drive with the Town of Landis since the previous one on June 14th, 2022, was so successful. Oneblood will bring their mobile blood donation bus so that donors can donate on-site, in the bus, while they are here. The plan is to have the bus park at Town Hall. Any Town employee, working or not, is invited and encouraged to donate. Respective scheduling can be arranged to ensure coverage within departments to allow all employees to take advantage of this potentially lifesaving donation. This event will also be open to the public and will be advertised locally on social media to encourage participation. Oneblood will give each donor a \$20 e-gift card and a water bottle after donation. Additionally, staff would like to offer an incentive of 4-vacation hours to those that donate as previously done for the 2022 blood drive.

### **7.3 Consider Planning Board Nominations**

Mayor Smith explained to the Board that there was 1 seat open on the Planning Board, and as of this meeting, Planning Board Chairman Ryan Nelms only had successful contact with Roxanne Barnes. Alderman Overcash expressed that Debra Cox was interested in becoming a member of the Planning Board. Mayor Smith inquired about how the Board wanted to proceed with voting on a Planning Board member since there are no longer alternate seats for the Planning Board and they would only need to select 1 person. Alderwoman Sells suggests that the Board vote on each individual.

### **7.4 Consider Adding D.C. Frances Linn Park to Wayfinding Signs and Consider Changing the Location of the Farmers Market to North Central Avenue.**

Interim Town Manager Ambrose explained to the Board that the changing of the farmers market to North Central Avenue would in hopes bring more visibility and draw more people into this space. Additionally, when the D.C. Frances Linn Park is complete, the farmers market will be inside the park. Mayor Smith added that the Wayfinding signs would also need to be updated to reflect this change.

### **7.5 Consider Approval of Accepting the Parkdale Mills Parking Lot Adjacent to Town Hall as a Donation.**

Mayor Smith and Interim Town Manager Ambrose contacted Parkdale Mills about the future for the parking lot adjacent to Town Hall. Parkdale Mills parking lot sits on two parcels adjacent to Town Hall (Tax Map#106 186 and 106 087). Parkdale Mills Corporate Team graciously advised us they would donate the parking lot to the Town with a \$300,000 dollar valuation. The Town will be responsible for the surveying of the land, and any appraisals needed. The Town Attorney advised staff the valuation of the property could be lifted to \$300,000 dollars, if approved by the Mayor and Board of Alderman.

### **7.6 Consider Approval of Reclassifying Town Clerk Position to Utility Billing Attendant/Deputy Town Clerk**

Interim Town Manager Ambrose explained to the Board that The Town is in need of a Utility Billing Attendant to help with the daily responsibilities in Utility Services. Mr. Ambrose recommended the Board to reclassify the Town Clerk position to fill these needs. Mr. Ambrose further explained that Madison Stegall was appointed to the position of HR Officer/Town Clerk and that this would be a reclassification of her old position. This position will be responsible for utility billing services and be responsible for the Planning Board/Board of Adjustments meetings, records, and minutes. Staff recommend changing this position to pay class 14 (minimum: \$37,505 - maximum: \$56,258) with a starting wage of the minimum.

### **7.7 Consider Approval of Purchasing Spare Sewer Pumps to Ensure Compliance with State Regulations.**

Interim Manager Ambrose explained to the Board that this \$15,000 is already in our budget and no budget amendment is needed, but there was no arrangement in the budget to be able to purchase these pumps without Board approval. These pumps will ensure we are in regulation with the state of NC, and we currently do not have any spares in the event something was to happen. Mr. Ambrose explains that if this purchase is approved during the Boards Regular Scheduled meeting, the Town would be able to acquire them within 2 weeks.

Interim Town Manager Ambrose expressed to the Board that Gasboy is now up and running, and they will receive their 1<sup>st</sup> full month report in June.

Mayor Smith asks for clarification on some of the Code Enforcement projects, and Interim Manager Ambrose assured the Board he was meeting with Mr. Ganus to discuss this concern.

Interim Town Manager Ambrose also explained that this month was the initial transition into using the new Clerk software Civicplus.

### **3. CLOSING:**

#### **3.1 Motion to Adjourn**

**ACTION: A MOTION WAS MADE TO ADJOURN THE MEETING AT 5:58 PM.**

Moved by Darrell Overcash, seconded by Katie Sells

Motion Passed: 2-0

Voting For: Darrell Overcash, Katie Sells

Respectfully Submitted,

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Madison T. Stegall, Town Clerk