



KANNAPOLIS CITY COUNCIL

MEETING AGENDA
Kannapolis City Hall
401 Laureate Way, Kannapolis NC
July 8, 2019
6:00 PM

Please turn off cell phones or place on silent mode.

CALL TO ORDER AND WELCOME

MOMENT OF SILENT PRAYER AND PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA - Motion to Adopt Agenda or make revisions

PROCLAMATIONS

1. July is National Parks and Recreation Month

RECOGNITIONS

1. Recognition for Buddy Amerson - Parks and Recreation Commission Board Member (Gary Mills, Director of Parks and Recreation)

APPROVAL/CORRECTION OF MINUTES

1. Closed Session Minutes May 07, 2019
2. Closed Session Minutes June 10, 2019

CONSENT AGENDA - Motion to Adopt Consent Agenda or make revisions

1. First Amendment to the Agreement for Joint Use of Facilities between the Kannapolis City Board of Education and City of Kannapolis (Gary Mills, Director of Parks and Recreation)
2. Kannapolis Parks and Recreation Risk Management Policy and Risk Management Plan and Procedures (Gary Mills, Director of Parks and Recreation)
3. Personnel Policy 400.01 - Position Classification Plan (Tina Cline, Human Resource Director)
4. Personnel Policy 400.02 - Compensation Plan (Tina Cline, Human Resource Director)
5. Irish Buffalo Creek Greenway Project NCDOT TIP #C-5161 (Wilmer Melton, III, Director of Public Works)
6. Interlocal Agreement for Mass Communication Services (Annette Privette-Keller, Director of Communications)

BUSINESS AGENDA

- A. Presentation 'Your Rowan-Be Original' Rowan County Board of Commissioner Chairman Greg Edds
- B. Presentation and approval of Eastside Park Master Plan (Gary Mills, Director of Parks and Recreation)
- C. Presentation and approval of Westside Park Masterplan (Gary Mills, Director of Parks and Recreation)
- D. Appointment to the Board of Adjustment (Zachary D. Gordon, AICP, Planning Director)
- E. Appointments to Planning and Zoning Commission (Zachary D. Gordon, AICP, Planning Director)

CITY MANAGER REPORT

CITY COUNCIL COMMENTS

CLOSED SESSION

GS. 143-318.11 (a) (3) to consult with an attorney in order to preserve the attorney client privilege and G.S. 143.318.11 (a) (4) for discussing matters relating to the location or expansion of industries or businesses in the area (Mayor Pro tem Haas)

Motion to Adjourn Meeting

UPCOMING SCHEDULE

July 22, 2019

August 12, 2019

August 26, 2019

ADA Notice and Hearing Impaired Provisions

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), anyone who requires auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of the City of Kannapolis, should contact the office of Tina H. Cline, Human Resource Director by phone at 704-920-4302 or email at tcline@kannapolisnc.gov as soon as possible, but no later than forty-eight (48) hours before the scheduled event.



Office of the Mayor
KANNAPOLIS, NORTH CAROLINA
P R O C L A M A T I O N

JULY IS PARKS AND RECREATION MONTH

WHEREAS, individuals and organized forms of recreation and the creative use of free time have gained growing importance in the lives of all Americans as they find more time for personal pursuits. That's why the National Recreation and Park Association have designated July as Parks and Recreation Month; and

WHEREAS, recreation encompasses a countless number of activities that result in satisfaction and family unity; and

WHEREAS, recreation promotes a zestful approach to life in general through the encouragement of a broad range of recreation activities that do not demand special instructions or special equipment; and

WHEREAS, recreation in its most far-reaching benefits can help combat problems of juvenile delinquency, drug abuse, disabling old age, and general depression by highlighting new avenues of interest to every individual in this community.

NOW THEREFORE BE IT RESOLVED that we, the City of Kannapolis, also proclaim **JULY** as Parks and Recreation month and encourage all citizens to celebrate by participating in their choice of pleasurable activities to find refreshment from their leisure.



IN WITNESS WHEREOF I have set my hand and caused the Great Seal of the City of Kannapolis to be affixed this 8th day of July 2019

Milton D. Hinnant



**City of Kannapolis
City Council Meeting
July 8, 2019
Staff Report**

TO: Mayor and City Council
FROM: Gary Mills, Director of Parks and Recreation
TITLE Recognition for Buddy Amerson - Parks and Recreation Commission Board Member

A. Action Requested by City Council

No Action. Recognition Only

B. Required Votes to Pass Required Action

Presentation Only, no action required

C. Background

Buddy Amerson was appointed by City Council on December 10, 2007 to serve as a member of the Kannapolis Parks and Recreation Commission. In accordance with the Boards and Commission Policy, Mr. Amerson has served for 12 consecutive years and is no longer eligible to serve on the Parks and Recreation Commission. Mr. Amerson will be presented with a plaque of appreciation for his 12 year tenure as a member of the Kannapolis Parks and Recreation Commission.

D. Fiscal Considerations

E. Policy Issues

F. Legal Issues

G. Alternative Courses of Action and Recommendation

ATTACHMENTS:

File Name

No Attachments Available



**City of Kannapolis
City Council Meeting
July 8, 2019
Staff Report**

TO: Mayor and City Council
FROM: Gary Mills, Director of Parks and Recreation
TITLE Amendment to Agreement for Joint Use of
Facilities

A. Action Requested by City Council

Motion to approve a First Amendment to the Agreement for Joint Use of Facilities between the Kannapolis City Board of Education and the City of Kannapolis

B. Required Votes to Pass Required Action

Majority present at meeting

C. Background

The Kannapolis City Council adopted the original joint use agreement for Kannapolis City Schools in December 2015 allowing the City to use the listed school facilities. The Parks and Recreation Department has been utilizing the school facilities for a number of programs and have recently been contacted by third parties to use the facilities. Per the agreement third parties are to go through the City for their reservations. Some minor confusion within the school system led us to revisit the agreement with the school system. After some discussion between the City Manager and the KCS Superintendent, it was agreed that the City would amend the agreement to include additional school facilities that we oversee and have the ability to use for additional programs.

Parks and Recreation staff met with the school system and a mutual list of facilities was agreed upon and are listed in the amendment. The City will begin managing/overseeing the use the listed facilities in the agreement after approval of City Council and the Kannapolis City Schools Board of Education.

Per the agreement, the City will be responsible for handling rentals of the listed school facilities by third parties after 6 p.m. and on weekends.

The City Attorney drafted the amendment to the original joint use of facilities agreement. The original agreement, the amendment to the agreement and the KCS usage rules are attached for review.

D. Fiscal Considerations

The City budgeted these estimated expenses for managing these facilities in this year's approved budget.

E. Policy Issues

None

F. Legal Issues

Amendment to existing joint use of facilities agreement.

G. Alternative Courses of Action and Recommendation

1. **Motion to approve a first amendment to Agreement for Joint Use of Facilities (Recommended)**
2. Take no action.
3. Dissolve agreement for joint use of facilities (would likely require a subsequent vote).
4. Table action to a future meeting

ATTACHMENTS:

File Name

- ❏ First_Amendment_To_Agreement_For_Joint_Use_of_Facilities_(Clty-Kannapolis_City_Board_of_Educaiton)_6-21-19.doc
- ❏ Joint_Use_Agreement_for_KCS.pdf
- ❏ KCS_Facility_Rules_and_Regulations_Updated_April2019_(2).pdf

Prepared by and return to: Walter M. Safrit, II, City Attorney, City of Kannapolis, 401 Laureate Way,
Kannapolis, North Carolina 28081

STATE OF NORTH CAROLINA

COUNTY OF CABARRUS

**FIRST AMENDMENT TO AGREEMENT
FOR JOINT USE OF FACILITIES**

THIS FIRST AMENDMENT TO AGREEMENT is made and entered into this the ____ day of June, 2019, by and between the City of Kannapolis, a North Carolina municipal corporation (“City”), and the Kannapolis City Board of Education, a body corporate pursuant to N. C. General Statutes Section 115C-40 (the “Board”). The City and the Board may be referred to individually as the “Party” or collectively as the “Parties”.

WITNESSETH:

WHEREAS, the Parties previously entered into an “Agreement for Joint Use of Facilities” on December 14, 2015, (the “Agreement”); and

WHEREAS, the Parties desire to amend certain provisions of the Agreement as provided herein.

NOW THEREFORE, upon valuable consideration, the receipt and sufficiency of which is acknowledged, the Parties agree to the following amendments to the Agreement:

1. Paragraph 1 is amended to provide that the School Facilities which are subject to the Agreement are as follows:

Forest Park Elementary Gymnasium
Forest Park Elementary Playground/Field/Open Space
Fred L. Wilson Elementary Gymnasium
Fred L. Wilson Elementary Playground/Field/Open Space
Shady Brook Elementary Gymnasium
Shady Brook Elementary Playground/Field/Open Space
Woodrow Wilson Elementary Multi-Purpose Room
Woodrow Wilson Elementary Playground/Field/Open Space
Jackson Park Elementary Multi-Purpose Room
Jackson Park Elementary Playground/Field/Open Space

JW Carver Elementary Gymnasium
JW Carver Elementary Playground/Field/Open Space
Kannapolis Middle School Gymnasium A (6th Grade Gym)
Kannapolis Middle School Gymnasium B (7th/8th Grade Gym)
Kannapolis Middle School Gymnasium B Auxiliary (7th/8th Grade Auxiliary Gym)
Kannapolis Middle School Softball Field (6th Grade)
Kannapolis Middle School Baseball Field (6th Grade)
Kannapolis Middle School Football Field/Track A (6th Grade)
Kannapolis Middle School Football Field/Track B (7th/8th Grade)
Kannapolis Middle School Tennis Courts
A.L. Brown High School Bullock Gymnasium
A.L. Brown High School Auxiliary Gymnasium
A.L. Brown High School Tennis Court
A.L. Brown High School Auxiliary Soccer Field (First St. Soccer Field)

2. Paragraph 17(j) "Rules and Regulations" is hereby amended to replace the Rules and Regulations revised January 2011 with the Rules and Regulations dated January 9, 2012, a copy of which is attached hereto and incorporated herein by reference.
3. Excepted as provided herein, all other terms, conditions and provisions of the Agreement shall remain in full force and effect, unchanged.

[THE REMAINING PORTION OF THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY]

IN WITNESS WHEREOF, and pursuant to the authority granted by duly recorded resolutions, the Parties executed this First Amendment to Agreement for Joint Use of Facilities effective as of the 15th day of July, 2019.

CITY OF KANNAPOLIS, NORTH CAROLINA

By: _____(SEAL)
Michael B. Legg, City Manager

ATTEST:

Bridgette Bell, MMC, NCCMC
City Clerk

KANNAPOLIS CITY BOARD OF EDUCATION

By: _____(SEAL)
Daron “Chip” Buckwell
Interim Superintendent

ATTEST:

Board Clerk

STATE OF NORTH CAROLINA

AGREEMENT FOR JOINT USE OF FACILITIES

CITY OF KANNAPOLIS

This AGREEMENT FOR JOINT USE OF FACILITIES (the "Agreement"), by and between the City of Kannapolis, a North Carolina municipal corporation (the "City"), and the Kannapolis City Board of Education, a body corporate pursuant to N.C Gen. Stat. § 115C-40 (the "Board"), is effective this the 14th day of December, 2015 (the "Effective Date"). For purposes of this Agreement, the City and the Board are each referred to as a "Party" and collectively as the "Parties".

WITNESSETH:

WHEREAS, the Board is the governing body for schools ("Schools") within its jurisdiction; and

WHEREAS, the Board owns, leases, or otherwise has access to various school ("School") properties, facilities, and related equipment, such as athletic fields, gymnasiums, and tennis courts (the "School Facilities"); and

WHEREAS, the Parties desire to enter into an inter-local cooperation agreement, as authorized by N.C. Gen. Stat. § 160A-461, for the purpose of providing adequate facilities to the residents of the City in a way that strengthens the community, optimizes public resources, effectively and efficiently manages the use of facilities, and establishes a coordinated facilities planning process;

NOW, THEREFORE, in consideration of the forgoing premises and other good and valuable consideration, the Parties agree as follows:

1. **Purpose of Agreement.** This Agreement seeks to provide a framework and administrative support for collaboration and decision making among school building staff, Board personnel, and the City. The Parties shall work cooperatively and in good faith to establish a Joint Use Schedule for each facility which shall be designed to avoid conflicts of use, maximize the use of public resources, and reflect the priorities set forth herein. The mutual goal of the Board and the City will be to maintain program continuity, giving adequate notification of scheduling changes or facility use to allow completion of a program cycle and, where necessary, to relocate programming. The School Facilities subject to the operation of this Agreement are as follows:

Forest Park Elementary gymnasium
Fred L. Wilson Elementary gymnasium
Shady Brook Elementary gymnasium
Kannapolis Middle School gymnasium
Kannapolis Intermediate School gymnasium
A.L. Brown High School gym annex
A.L. Brown tennis courts

2. **Priority of Use and Waiver of Fees.** The Board will make the School Facilities available for use by the City on a first priority basis and at no-cost after the scheduling requirements for the School's own programs have been met.

3. **Annual Pre-Planning Meeting.** The Parties agree to meet during July of each year to review schedules for the upcoming school year for all joint use activities, specifically including but not limited to use of athletic fields, gymnasiums, and auditoriums (a "Pre-Planning Meeting"). The Pre-Planning Meeting will include, at a minimum, the primary contacts for each entity.
4. **Annual Planning Process.** Following the Pre-Planning Meeting, joint use planning and decision making will occur each summer thereafter for the upcoming school year. The City will initiate the process assuming that all joint use programming scheduled the preceding year will be included in the schedule for the upcoming year unless otherwise negotiated. No later than the second week of July the City will deliver a Proposed Joint Use Schedule to the principal of each affected School. Upon receiving the Proposed Joint Use Schedule, each principal will identify which School activities will continue in the upcoming year and identify new School needs for use of City facilities for the upcoming year. The principal may either approve the City's Proposed Joint Use Schedule or, by the second week of August, contact the City representative to discuss changes or amendments. The City representative may either approve the School's proposed schedule of use or contact the School principal to discuss changes. Once both the School principal and the City representative have approved the Joint Use Schedule, the City representative will send a copy of the agreement to the School principal and file it with the central scheduling office of both agencies no later than the third week of August.
5. **Coordination of School Facilities (after hours).** The Parties agree that the City will serve as the centralized coordinator for all activities that take place at School Facilities on weekdays after 6pm and on the weekends. The City will collect any applicable fees from outside third party users pursuant to the Board's normal fee schedule. Fees collected by the City for operational and program expenses will be retained by City.
6. **Coordination of School Facilities (normal hours).** The Parties agree that the School principal will remain the contact and coordinator for all activities that take place at School Facilities on weekdays before 6 pm. Use of indoor School Facilities, whether during or after School regular hours, will be coordinated with each School principal.
7. **Personnel and Supervision.** City shall provide adequate personnel to supervise the activities that take place at the host School Facility. Each user shall follow all rules, regulations, and policies set forth by the Board, which shall be available for review at the user's request.
8. **Resolving Conflicts.** Efforts at resolution of space availability issues are first encouraged directly between School Facility based representatives. When the conflict involves more than one Board or City program, all parties will be informed and involved in resolving the conflict. The Board and the City will, whenever possible, identify options or ways to accommodate the interests of both entities. If agreement cannot be reached on a scheduling request, the issue will be referred to the Superintendent of the Board and the City Manager for resolution.
9. **Single Use Requests.** Written requests to use School Facilities, outside the annual scheduling confirmation process and the Joint Use Schedule, should be submitted to each Party. The requesting Party will verify in advance with the affected School principal that the School Facility is available at the date and time requested. The request will be granted only if the allotted time and space is available.

10. **Maintenance.** The Board shall maintain the School Facilities in a safe and attractive condition. City shall be responsible for restoring the School Facility back to its original condition after its use and will cooperate in expediting repair of damage which may occur as a result of scheduled programs.
11. **Restitution and Repairs.** It shall be the responsibility of the City to make restitution for the repair of damage to School Facilities and its equipment missing from the premises which may occur as a result of scheduled programs.
- a. **Inspection of Facilities** – The Board shall, through its designated representative, inspect all buildings and grounds area after each joint use. Inspection shall be directed toward identification of damage to the facilities, fields, and equipment or missing property that may have been caused by conduct of the City program.
 - b. **Reporting Method** – The Board shall notify the City of damage or loss no later than three (3) working days after the inspection. Such notification shall consist of sending a Notice, as provided in Section 16 hereinafter, to the City's designated representative identifying the facility, permit number, date of detection, name of inspector, area or areas involved, description of damage and estimated and/or fixed costs of repairs or property replacement.
 - c. **Repairs** – Except as otherwise mutually agreed, the City shall not cause repairs to be made to any building or item of equipment. The Board shall make such repairs within the estimated and/or fixed costs agreed upon. If it is mutually determined or if it is the result of problem-resolution under this Section that the City is responsible for the damage, then the City agrees to reimburse the Board at the estimated and/or fixed costs agreed upon.
 - d. **Reimbursement Procedure** – The Board shall invoice the City within seven (7) days of completion of repairs or replacement of missing property. The invoice shall itemize all work hours, equipment and materials with cost rates as applied to the repair work. If the repair is contracted, a copy of the contractor's itemized statement must be attached. Actual costs shall be invoiced if less than estimated and/or fixed costs. Reimbursement shall be made within 30 days from receipt of such invoice.
 - e. **Disagreements** – The City shall retain the right to disagree with any and all items of damage to buildings or equipment or missing property as identified by the Board provided this challenge is made within ten (10) working days after a first notification. Disagreements shall be made in writing to the Board and shall clearly identify the reasons for refusing responsibility for damages to the building or equipment. Failure to do so within the prescribed time period shall be considered as acceptance of responsibility by the City. Settlement of disagreements, after proper notification, shall be made by an on-site investigation involving both Parties or their designated representatives. In the event agreement cannot be reached, the matter shall be referred to the Superintendent and City Manager for review and consideration. The Board shall have the right to make immediate emergency repairs or replace missing property without voiding the City's right to disagree.
12. **Designees.** Any request, notification, or communication required or permitted by this Agreement may be made or received by the Party's respective designee(s); provided,

however, that the identification and contact information of such designee(s) is previously communicated to the other Party in writing. Without limiting the foregoing, the Director of the City Parks Department (the "Director") and the Superintendent's Designee of the Board (the "Superintendent") are hereby appointed as the designees of the City and the Board, respectively, for purposes of this Agreement.

13. **Term.** This Agreement shall commence on the Effective Date and continue for a period of ten (10) years thereafter.
14. **Termination.** Either Party may terminate this Agreement at any time, with or without cause, after providing the other with at least three hundred and sixty-five (365) days' prior written notice. Notwithstanding the foregoing, termination shall not materially impact City programs that, at the time notice of termination is given, have been approved for a scheduled use by the non-terminating Party.
15. **Insurance and Indemnification.** Both parties are insured or self-insured for liability. The City shall be responsible for any respective claims or suits arising out of its use of the School's Facility. To the fullest extent permitted by applicable law, each Party shall indemnify, defend, and hold the other, including its directors, officers, employees, agents, and representatives harmless from and against any and all damages, costs, liabilities, losses, injuries, and expenses (including without limitation, attorneys' fees) arising out of or in any way attributable to any accident or other occurrence on or about the School Facilities as the result of any use contemplated by this Agreement. However, this Section shall not apply to the intentional misconduct or gross negligence.
16. **Notices.** All notices, demands, and other communications made pursuant to this Agreement shall be in writing and given one of the following methods: (i) hand delivery; or (ii) by a nationally recognized overnight courier, with all fees prepaid. Notices must be addressed to the Parties at the address listed below. Notices are only effective if given pursuant to this Section.

To the City:
City Manager
City of Kannapolis
401 Laureate Way
Kannapolis, North Carolina 28081
Telephone: 704-920-4300

To the Board:
Superintendent
Kannapolis City Schools
100 Denver Street
Kannapolis, North Carolina 28083
Telephone: 704-938-1131

17. **Miscellaneous.**

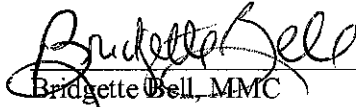
- a. **Materials.** The City shall furnish and supply all expendable materials necessary for carrying out their respective activities and events.
- b. **Signage.** The City shall install signs near the School Facilities as reasonably necessary to inform the public of the Rules and Regulations governing their use. The placement of such signs shall not interfere with the Board's use of any School Facility and the location thereof shall previously approved by the Board in writing. All signage installed by the City pursuant to this Section shall be paid for by the City.

- c. Disputes. In the event that a dispute arises during or in connection with the activities or events being conducted at the School Facilities, the dispute shall be submitted to the Parks Director or the Superintendent, and then to the City or the Board, if needed.
- d. Amendments. This Agreement may only be amended by the mutual written consent of the Parties.
- e. Severability. If any provision of this Agreement is held invalid or unenforceable for any reason, such invalidity or non-enforcement shall not affect the other provisions of this Agreement, and all other provisions shall, to the fullest extent permitted by applicable law, continue in full force and effect.
- f. Waiver. No term or condition of this Agreement shall be deemed to have been waived, except by written instrument of the Party charged with such waiver. No such waiver shall be deemed a continue waiver unless specifically stated therein, and each such waiver shall operate only as to the specific term and condition waived.
- g. Entire Agreement. This Agreement constitutes the final and complete agreement between the Parties with respect to the joint use of the School Facilities. All prior and contemporaneous negotiations and agreements between the Parties regarding the same are expressly merged into and superseded by this Agreement.
- h. Governing Terms. This Agreement shall be superseded by any applicable laws governing the joint use of North Carolina joint use facilities. If a conflict occurs between this Agreement and such laws, the terms and conditions of such laws shall govern.
- i. Survival. The following Sections shall survive the termination of this Agreement: Section 15 (Insurance and Indemnification).
- j. Rules and Regulations. City shall be responsible to make all School Facility users aware of the "Rules and Regulations Governing Use of Kannapolis City Schools Facilities" (the "Rules and Regulations") and shall enforce same, a copy being attached and incorporated herein. In the event of a conflict between the terms of this Agreement and the Rules and Regulations, the terms of this Agreement shall prevail.

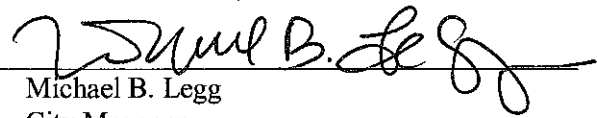
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IN WITNESS WHEREOF, and pursuant to the authority granted by duly recorded resolutions, the Parties executed this Agreement as of the Effective Date.

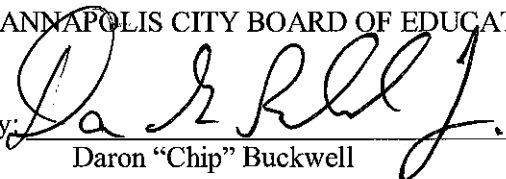
ATTEST:


Bridgette Bell, MMC
City Clerk

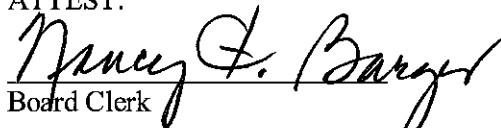
CITY OF KANNAPOLIS, NORTH CAROLINA

By: 
Michael B. Legg
City Manager

KANNAPOLIS CITY BOARD OF EDUCATION

By: 
Daron "Chip" Buckwell
Interim Superintendent

ATTEST:


Nancy F. Barger
Board Clerk



Kannapolis City Schools

100 DENVER STREET
KANNAPOLIS, NC 28083

Ph 704-938-1131 FAX: 704-932-4752

<http://www.kannapolis.k12.nc.us>

Dr. Pamela Cain
Superintendent
Pam.Cain@kcs.k12.nc.us

RULES AND REGULATIONS GOVERNING USE OF KANNAPOLIS CITY SCHOOLS FACILITIES

1. A school employee must be present when the building is in use, including during the loading and unloading of equipment. The employee is in charge of the building, and any complaints must first be made to him/her.
2. Kannapolis City Schools' policy prohibits all tobacco products anywhere on school property; therefore no smoking or other use of tobacco will be allowed inside or outside the building. Alcoholic beverages are also prohibited on campus.
3. There will be no marking of any KCS facility or equipment in a manner that might be offensive, and all marking, painting, or use of materials must be easily removable.
4. All props and equipment brought in are to be removed at the conclusion of the rental. No alterations are allowed to the existing set-up.
5. No vehicles are to be parked on walks or grass area. All precautions should be taken to protect shrubs and grounds. Violation of this rule will result in the loss of the renter's security deposit.
6. The renter will be held responsible for any damage directly attributable to his use or possession of these facilities. Any damage will result in the loss of the renter's security deposit. If the cost of repairing the damage is more than the security deposit, the renter will be charged the full amount of the repairs.
7. Any group that intends to sell non pre-packaged food, which includes pizza delivery, must get a temporary health department permit. Kannapolis City Schools will require proof of the permit before the event.
8. Kannapolis City Schools is not responsible for the loss of property or for any injuries that result from community use of our facilities.
9. Rental or other use of KCS facilities must be cleared through the office of the Superintendent of Kannapolis City Schools.
10. If additional school personnel are required for a rental, an additional fee will be charged.
11. Any violation of rules and regulations governing the use of the Kannapolis City Schools buildings will result in the loss of the renter's security deposit and may result in the immediate cancellation of the rental without refund.

I agree to abide by the terms as listed for all Kannapolis City School facility rules and regulations.

Signature _____ Date _____

Revised January 2011



Kannapolis City Schools

100 DENVER STREET
KANNAPOLIS, NC 28083

P:704-938-1131 FAX:704-932-4762

<http://www.kannapolis.k12.nc.us>

Dr. Daron "Chip" Buckwell
Superintendent
chip.buckwell@kcs.k12.nc.us

RULES AND REGULATIONS GOVERNING USE OF KANNAPOLIS CITY SCHOOLS FACILITIES

Adherence to the Kannapolis City Schools (KCS) facilities Rules and Regulations is strictly enforced. The renter will be held responsible for any damage directly attributable to his/her use or possession of these facilities. If the cost of repairing damage is more than the security deposit, the renter will be charged the full amount of repairs. Violations may result in the immediate cancellation of the rental without refund or in the forfeiture of the renter's security deposit.

1. Rental or other use of KCS facilities must be cleared through the office of the Superintendent of Kannapolis City Schools.
2. The person in charge of the event must be twenty-one (21) years of age or older.
3. All Rental Fees must be paid not less than seven (7) days in advance of the scheduled first day of use.
4. Check Processing Fee: The renter agrees to pay a fee of \$25 for any check returned from the bank.
5. If the school is closed due to inclement weather, the renter understands that the facility may not be available. KCS would refund any fees that have been paid or reschedule the event, based on availability. KCS is not responsible for any cost incurred by the renter due to the facility closing or the event being rescheduled.
6. A KCS employee must be present during all rental hours when the building is in use, including during the loading and unloading of equipment. The KCS employee is in charge of the building(s), and any requests or complaints must first be made first to him/her. If additional school personnel are required for a rental, an additional fee will be charged.
7. KCS' policy prohibits all tobacco and alcohol products anywhere on school property and campus. NO alcoholic beverages, smoking or other use of tobacco will be allowed inside or outside the building.
8. No vehicles are to be parked on walks or grass areas. All precautions should be taken to protect shrubs and grounds.
9. There will be no marking of any KCS facility or equipment in a manner that might be offensive, and all marking, painting, or use of materials must be removed by renter before vacating premises.
10. All props and equipment brought in are to be removed at the conclusion of the rental. No alterations, removal, stapling, tacking or damage are allowed to the existing facility set-up.

Initials _____



Kannapolis City Schools

100 DENVER STREET
KANNAPOLIS, NC 28083

P:704-938-1131 FAX:704-932-4762

<http://www.kannapolis.k12.nc.us>

Dr. Daron "Chip" Buckwell
Superintendent
chip.buckwell@kcs.k12.nc.us

11. The renter will be held responsible for any damage directly attributable to his use or possession of these facilities. If the cost of repairing the damage is more than the security deposit, the renter will be charged the full amount of the repair(s).
12. Any group that intends to sell non pre-packaged food, which includes pizza delivery, must get a temporary health department permit. Kannapolis City Schools will require proof of the permit before the event.
13. Kannapolis City Schools is not responsible for the loss of property or for any injuries that result from community use of our facilities.
14. If additional school personnel is required for a rental, an additional fee will be charged.
15. Kannapolis City Schools uses video surveillance cameras to protect and monitor all of its facilities. By agreeing to these rules and regulations, renters acknowledge that they are aware of the presence of video surveillance cameras. Upon request, and with the permission of the KCS employee in charge of the rental, renters may be provided with designated dressing areas that are not video monitored. However, if additional dressing space is needed beyond what is available in areas without video surveillance equipment, it will be the responsibility of the renter to provide screening to protect the privacy of those in dressing areas that are equipped with video monitoring.
16. Any violation of rules and regulations governing the use of the Kannapolis City Schools buildings will result in the loss of the renter's security deposit and may result in the immediate cancellation of the rental without refund.
17. The renter(s) agrees to obey the Kannapolis City School Board of Education Policy 7401, Community Use of School Facilities:

7401 Community Use of School Facilities

The Kannapolis City Board of Education endorses community use of school facilities for appropriate purposes, subject to the first priority use for school purposes. The Superintendent shall prepare and administer regulations and procedures necessary for the general use of school facilities including regulations to safeguard the investment made in public schools and to keep all school buildings and property in good repair. A fee schedule for facility use shall be prepared annually by the Superintendent and approved by the Board.

No liability shall attach to the Board, individually or collectively, for personal injury suffered by reason of community use of school property.

Legal Reference: G.S. 115C, Art. 13;-524

Adopted: July 28, 1993



**City of Kannapolis
City Council Meeting
July 8, 2019
Staff Report**

TO: Mayor and City Council
FROM: Gary Mills, Director of Parks and Recreation
TITLE Kannapolis Parks and Recreation Risk
Management Policy and Risk Management Plan
and Procedures

A. Action Requested by City Council

Motion to approve the revised Kannapolis Parks and Recreation Risk Management Policy and Risk Management Plan and Procedures

B. Required Votes to Pass Required Action

Majority present at meeting

C. Background

As part of our continuing effort to keep up our documentation for our national accreditation, it is important for us to review and update our Risk Management Policy as well as our Risk Management Plan and Procedures and have them approved by City Council.

The P&R Safety Committee met with the Risk Manager in May and reviewed the Policy as well as the Risk Management Plan and Procedures. The changes to the Risk Management Plan are highlighted in yellow. The only change to the policy was to add the signature lines for the Risk Manager and P&R Director.

The Risk Management Policy as well as the Risk Management Plan and Procedures are attached for review.

D. Fiscal Considerations

None

E. Policy Issues

Update Kannapolis P&R Risk Management Policy

F. Legal Issues

None

G. Alternative Courses of Action and Recommendation
--

1. **Motion to approve the revised Kannapolis Parks and Recreation Risk Management Policy and Risk Management Plan and Procedures (Recommended)**
2. Do not approve the revised Kannapolis Parks and Recreation Risk Management Policy and Parks and Recreation Risk Management Plan and Procedures
3. Table action to a future meeting

ATTACHMENTS:

File Name

- ☐ Parks__Recreation_Risk_Management_Policy.pdf
- ☐ 9.1.1_b._Kannapolis_PR_Risk_Management_Plan_and_Procedures_(2019_update).pdf



City of Kannapolis Parks and Recreation Department Risk Management Policy

Purpose:

To continuously improve the management of safety and risks at the Department.

Scope:

This policy applies to all full-time, part-time employees, and volunteers of the Department.

Policy Statement:

The Department is committed to an organizational culture that optimizes its ability to achieve agency objectives through appropriate management of safety and risk. Appropriate management of risk will maximize opportunities and safeguard the Department's:

- Park and Recreation Services Users, Employees, Volunteers and Partners
- Quality of the leisure experiences
- Assets and Resources
- Contractual and statutory obligations
- Suppliers and Vendors
- Image and reputation

Risk Management Responsibilities and Implementation:

The Director of Parks and Recreation has the authority to implement operational practices and procedures as stated in the Risk Management Plan and Procedures.

The Department's Management Team has the responsibility for the implementation of the operational plan and procedures and to provide the resources necessary to promote safety and to minimize risk and potential loss.

The Park Managers are responsible for the operational management of risk in all activities associated with their area of work. They shall ensure that their employees have the proper training and understanding of the Department's policies and procedures related to risk and safety.

All employees of the Department are responsible for operational management of safety and risk as related to the tools, equipment, vehicles, building facilities, employee behavior, and park property that have been assigned to them.

The Employee Risk and Safety Committee (2 Park Managers, 1 Grounds Manager, 1 FT Programming / Special Events staff, 3 FT Park Maintenance Techs, and 1 Operation Specialist) under the supervision and direction of the Risk Manager and the Director of Parks and Recreation are responsible for:

- Research
- Policy development
- Risk and safety training improvements
- Reviewing risk and safety incidents
- Data collection, analysis and recommendations related to risk and safety

The Risk Management Plan and Procedures:

The Plan and Procedures provide the Department staff with the guidance necessary to reduce the potential for loss due to risk or safety related incidents. The Plan is continuously updated as the Committee's work evolves. It is the responsibility of all management and supervisory employees to understand the policies and procedures related to risk and safety and implement and interpret the Plan for their employees.

Reviews and Updates:

The Risk Management Plan must be reviewed annually by the Committee. The Committee shall forward their recommendation(s) to the Director of Parks and Recreation for review, approval, and implementation.

Approved 06/03/2015(P&R Commission)

Approved 07/13/15(City Council)

Revised 2/19/18(Risk Manager)

Reviewed 5/16/19 (Risk Manager, Director of Parks and Recreation, and Employee Risk and Safety Committee)

Andy Yoos, Risk Manager

Gary Mills, Director of Parks and Recreation



Risk Management

Plan and Procedures

Approved 06/03/2015(P&R Commission)
Approved 07/13/15(City Council)
Revised 2/19/18(Risk Manager)
Reapproved

Risk Manager

Parks and Recreation Director

Kannapolis Parks & Recreation Department Risk Management Operational Plan

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Chapter 1

Department Risk Management Information

MISSION STATEMENT

The mission of the Kannapolis Parks and Recreation Department is to provide positive experiences through a variety of quality activities, facilities and services for the community.

VISION STATEMENT

The Kannapolis Parks and Recreation Department will strive for excellence in providing quality and diverse recreation and leisure opportunities that will enhance the health and well-being of our changing community.

CORE VALUES

Integrity - We value the need to be honest, truthful, fair, and trustworthy.

Excellence - We value the need to exceed expectations in maintaining and preserving all of our parks and facilities to the highest quality standards of safety, function and appearance.

Professional Workforce- We value our quality workforce by fostering a positive environment through learning, growth, and development of dedicated, highly motivated, and competent staff.

Conservation- We value efficient and effective management of our assets and stewardship of our parks and open space, to sustain them for future generations.

Health and Wellness- We value the need to provide recreational and educational opportunities that inherently improve health and well-being.

Social Equity- We value creating, enhancing, expanding and promoting equal opportunities for participation in and enjoyment of parks and recreation services for all individuals.

Collaboration- We value working in cooperation with all stakeholders including residents, area communities, public and private organizations, as well as interdepartmentally.

Department Risk Management Goals

1. Safety of employee's and visitors of the parks is the #1 goal.
2. The department's facility supervisors should conduct routine inspections on parks / facilities on a weekly basis to insure a safe environment.
3. Work in conjunction with the City of Kannapolis' Risk Management in the Human Resource Department to promote safety and reduce risk and liability.
4. Incorporate and enforce policies and procedures for the routine inspection of parks / facilities.
5. Keep abreast of standard inspection procedures and policies relating to OSHA regulations.

Staff Responsibilities

1. Assist City Risk Manager and department management in the implementation of safety programs and the enforcement of safety policies.
2. Assist in the training of employees and volunteers to increase safety awareness, as the utmost of importance.
3. To make sure all employees adhere to the Personal Protection Equipment Policy.
4. Report all safety violations immediately for correction.
5. Attend scheduled meetings to discuss safety issues in the department, offers suggestions for improving problems, and carry out the solutions to the problems.
6. To keep updated records of inspections, abatements, or problems existing within a facility/entity under your jurisdiction.
7. All staff receive initial training on PPE use and as new tasks are assigned.
8. Staff is responsible for notifying their supervisor when PPE equipment is lost, damaged, or needs to be replaced.

Chapter 2

Departmental Safety Procedures for Employees

General Safety Rules for Employees

1. Maintain and promote a safe and healthy working environment.
2. Attend monthly safety meetings.
3. Adhere to City safety standards.
4. Maintain safety status of equipment.
5. Assure necessary protection for all employees using equipment.
6. Conduct work in a safe manner and report any unsafe or hazardous conditions to a supervisor immediately.
7. Accident/incident reports should be sent to the Parks and Recreation Administrative Office within 12 hours of the accident.
8. Never operate a vehicle or piece of equipment without proper training.
9. Always follow the manufacturer's recommendations for safety and PPE when operating any tool or piece of equipment.

Buildings and Offices

1. Post an 8 x 10 inch floor plan in each facility with an evacuation route.
2. Keep all escape routes clear at all times. OSHA requirement!
3. Fire extinguishers should be properly located within facilities, inspected monthly, and should include updated inspection tags. Any defects noted should be immediately reported to General Services. If an extinguisher has been discharged it shall be replaced or recharged immediately.
4. Make sure all equipment is in proper working order in accordance with manufacturer's specifications before use.
5. Keep floors clean and dry. Maintenance should place warning signs when conditions are hazardous or unsafe.
6. Maintain an adequate number of trash receptacles dependent on expected trash volume.
7. Keep stairs well lighted, clear of materials, and clean. Provide adequate handrails.
8. Designate exit doors and signify with contrasting colored signage.
9. Last employee to leave at closing time is to make sure all doors and windows are locked and secure then set burglar alarms and exit the building (make sure door latches and is locked after exiting).

Educational Programs

1. All full-time employees are required to attend monthly training sessions.
2. Volunteers, part-time, and/or seasonal employees should be properly trained to a level of awareness to insure safety expectations.
3. All new employees should be versed as to city policies and safety expectations. Form should be signed and sent to Human Resources.
4. Address safety issues / violations in staff meetings.
5. All safety training shall be documented.

Facility Inspections (and terms of inspection)

1. Natural Gas Heating units (yearly)
2. Electric Heating units (yearly)
3. Fire alarms, fire extinguishers and smoke detectors (monthly)
4. Air filters on HVAC units (quarterly)
5. Emergency lights (weekly)
6. Door exit lights and signs (weekly)
7. Breaker boxes unobstructed (weekly)
8. Exterior lighting (weekly)
9. Storage accessibility
10. Panic Buttons at Village Park 2 and Safrit 1 (quarterly)

Inspections of Concession Areas

1. Have **Village Park** main concession stand inspected once a year by Health Department.
2. Ensure cleanliness of area, food containers.
3. Ensure proper refrigeration of perishable items.
4. Perform daily inspections to maintain quality operation and safe conditions.

Inspection of Splash Pad

1. Have splash pad inspected yearly (before opening for season) by Health Department.
2. Have staff conduct daily inspections checking valves, backwash filters, cleanliness, chemical balance, and other items deemed necessary by the Park Manager.
3. Conduct daily routine maintenance such as cleaning strainers, pump flow, and other items deemed necessary by the Park Manager.

Building Security

1. All buildings should have an opening and closing checklist of operations to ensure that buildings are secure. Last employee to leave at closing time is to make sure all doors and windows are locked and secure then set burglar alarms and exit the building.
2. Make sure exterior lighting is sufficient to deter intruders and vandals.
3. During operating hours, all restricted access doors should remain locked and should be entered by authorized personnel only.
4. If there is evidence of a forced entry situation, the police should be notified immediately and the integrity of the crime scene should be preserved.
5. Keys should only be distributed to authorized personnel. The Park Manager keeps a master list of keys and access regulations.
6. During occupancy, all doors marked as exits shall be unlocked without restrictive access.
7. If emergency assistance is needed and you cannot call the police but can call another employee use the code word ERIN. ERIN stands for **Emergency Response Is Needed**.

Hazardous Materials / Communications

1. All dangerous materials must be identified by proper signage and labels in plain view for all people to read. The signage should be located on doors and outside of the building for Fire Department identification.
2. Post all information about hazardous materials along with the proper labeling of all containers in the Safety Data Sheets (SDSs) (formerly MSDSs or Material Safety Data Sheets) Book and keep this book at the point of centralization in all facilities.
3. Store hazardous chemicals away from casual traffic and out of the reach of children.
4. Do not store hazardous chemicals near open flames or electrical panels.
5. Place warning signs during pesticide applications according to manufacture labels.

Footwear Policy

1. Sandals or other open-toe shoe styles are not permitted.
2. The Supervisor will determine the proper footwear required for the job tasks to be preformed.

Respiratory Protection

1. When spraying paint, using toxic liquids, handling toxic or caustic powdered chemicals or working in areas where there is an abnormal amount of dust, approved facemasks or respirators are available for employee's use and must be worn when doing this kind of work.
2. The Supervisor will provide adequate Respiratory Protection to all employees.
3. Employee must sign Respiratory Voluntary Use Agreement Form (page 30) and do a voluntary fit test.

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.
[63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998]

Head Protection

1. All employees whose duties put them at risk of being hit by falling or flying objects shall wear head protection while performing such duties. Head protection must also be worn when using a pole driver.
2. The Supervisor will provide all employees with adequate head protection.
3. Check expiration dates on head protection to insure conformity.

Safety Vests

1. All employees when exposed to traffic are required to wear a bright contrasting colored safety vest.
2. The Supervisor will provide all employees with vests as needed.
3. Check expiration dates on reflective clothing to insure conformity.

Eye Protection

1. Protection for the eyes must be properly worn by Department employees according to the manufacturer's recommendations to protect when performing tasks with physical or chemical hazards.
2. Employees will be supplied eye protection, which complies with applicable OSHA standards.
3. Some jobs require more protection than safety glasses. Examples of such tasks are operation of a grinder, welding and any chain saw work. These tasks require a full-face shield, which is also provided by the City.
4. The Supervisor will provide all employees with adequate eye protection.

Hearing Protection

1. Employees will be provided hearing protection in the form of earplugs or earmuffs or canal caps and receive training on how to properly use hearing protection.
2. Anytime employees are using or near motorized equipment, hearing protection is required.
3. The Supervisor will provide all employees with adequate hearing protection.
4. Affected employees will undergo audiometric testing annually to insure they are not experiencing a threshold change in hearing.

Fall Protection

1. Use of safety devices is required when the distance to the ground exceeds 4 feet.
2. A full body harness or safety belt with lanyard shall be worn and securely fixed to a stationary object when working in an elevated position including in the bucket truck.

Hand Protection

1. There are many tasks, which require the use of gloves. Protection from chemicals, sharp points or edges, hot surfaces, cutting or working with rough materials.
2. The Supervisor will provide each employee with adequate hand protection.
3. Hand protection is required when using a pole driver.

Confined Space Procedure

1. Before entering a confined area, loose fitting clothing should be removed and replaced with clothing that will not restrict movement.
2. The employee's supervisor should be notified of the location and nature of the work.
3. A hand-held 2-way radio (with an emergency button preferably) should be in the employee's immediate possession and designate a standby person to monitor the work and worker.
4. Occupants of the building or property should be notified prior to entering the confined space and a set time should be agreed upon for them to check on the employee.
5. All designated confined spaces will be properly labeled.

Many workplaces contain areas that are considered "confined spaces" because while they are not necessarily designed for people, they are large enough for workers to enter and perform certain jobs. A confined space also has limited or restricted means for entry or exit and is not designed for continuous occupancy. Confined spaces include, but are not limited to, tanks, vessels, silos, storage bins, hoppers, vaults, pits, manholes, tunnels, equipment housings, ductwork, pipelines, etc.

Chain Saw Safety

1. Clear away dirt, debris, small tree limbs and rocks from the saw's chain path. Look for nails, spikes or other metal in the tree before cutting.
2. Shut off the saw or engage its chain brake when carrying the saw on rough or uneven terrain.
3. Keep your hands on the saw's handles, and maintain secure footing while operating the saw.
4. Proper personal protective equipment must be worn when operating the saw, which includes hand, foot, leg, eye, face, hearing and head protection.
5. Do not wear loose-fitting clothing.
6. Be careful that the trunk or tree limbs will not bind against the saw.
7. Watch for branches under tension, they may spring out when cut.
8. Gasoline-powered chain saws must be equipped with a protective device that minimizes chain saw kickback.
9. Be cautious of saw kick-back. To avoid kick-back, do not saw with the tip. If equipped, keep tip guard in place.
10. Always consult the manufacturer's recommendations for safety and PPE.

Chapter 3

Emergency Procedures for Facilities

General Facility Emergency Guidelines

1. Stay calm.
2. In an emergency situation, use your best judgement of the situation. If a situation requires immediate assistance, dial 9-9-1-1 (from Village Park landlines) and 9-1-1 from all other phones.
3. If the situation is minor in nature, notify a supervisor immediately.
4. First aid kits are required in every facility and should be located in a centralized area, inspected periodically and properly stocked for inventory.
5. Do not use anything other than water and sterile dressing on an open wound.
6. For any accident involving injury, an accident/incident report must be completed immediately and submitted to a supervisor and the City Risk Manager within 24 hours of the accident (12 hours to Parks and Recreation Administrative Office).
7. If the injury is to a staff member, please notify the City's Risk Manager within 24 hours. If the staff injury results in hospitalization or death, contact Risk Manager immediately.
8. If police assistance is needed at Village Park Main Concession Stand or Office area push the panic alarm located under the main concession counter and/or front desk - ONLY PUSH IN AN EMERGENCY!!!
9. If police assistance is needed and you cannot call the police but can call another employee use the code word ERIN. ERIN stands for **E**mergency **R**esponse **I**s **N**eeded.

Overcrowding

1. The Fire Marshall sets a maximum attendance figure for each room within a facility in accordance with the Building Code. The facility's supervisor shall enforce this maximum number.
2. This capacity shall be posted in every room.
3. The number of occupants shall not exceed the deemed capacity.

A. Facility Capacity Table

Capacity and Setup Table						
	Square Footage	Theater # of people	Banquet # of people	Classroom # of people	Reception # of people	Pre-Set # of people
CITY HALL & POLICE HEADQUARTERS						
Laureate Center – Section I	1,590	100	50	50	150	n/a
Laureate Center – Section II	2,120	160	80	85	250	n/a
Laureate Center – Section III	1,590	100	50	50	150	n/a
Laureate Center – Section I & II	3,710	280	150	130	500	n/a
Laureate Center – Section II & III	3,710	280	150	130	500	n/a
Laureate Center – Section I, II, & III	5,300	450	260	215	700	n/a
Kitchen	n/a	n/a	n/a	n/a	n/a	n/a
Council Conference	570	n/a	n/a	n/a	n/a	48
The Gallery	2,960	164	90	128	350	n/a
Terrace – Section I	250	18	10	6	25	n/a
Terrace – Section II	500	42	30	15	75	n/a
Terrace – Section I & II	750	63	40	21	100	n/a
ADDITIONAL FACILITIES						
Train Station Multi-Purpose	2,130	168	80	72	300	n/a
Village Park Multi-Purpose	1,400	120	60	54	175	n/a
Village Park Patio	Open	n/a	n/a	n/a	n/a	n/a
Public Works Training Room	1,088	84	40	36	200	n/a
Veterans Park Gazebo	Open	n/a	n/a	n/a	n/a	n/a
Dale Earnhardt Plaza	Open	n/a	n/a	n/a	n/a	n/a
West Avenue Reading Room	1,606	n/a	n/a	n/a	n/a	n/a
West Avenue Event Lawn	2,425	n/a	n/a	n/a	n/a	n/a
West Avenue Gateway Space	5,000	n/a	n/a	n/a	n/a	n/a
West Avenue Platform	Open	n/a	n/a	n/a	n/a	n/a

Evacuation in Accordance to Disasters

1. When made aware of a disastrous situation, all employees must follow the correct safety protocol:

Tornado: Occupants will be directed to the lowest point within the facility if time does not permit evacuation. All power in the building shall be turned off if time permits.

Fire/Gas Leak: All occupants of the building must immediately leave the building or premises through the closest exit and shall report to the assigned pre-determined evacuation point in the parking lot. At this point, each employee must check in with his/her supervisor.

Earthquakes: Occupants will be directed to the lowest point within the facility if time does not permit evacuation. All power in the building shall be turned off if time permits.

Flooding: Occupants will be directed to the highest point within the facility if time does not permit evacuation. All power in the building shall be turned off if time permits.

2. Once a disaster has passed, employees need to evacuate the building through the nearest exit.
3. Do not re-enter a building until it has been cleared by public safety personnel.

Storm and Severe Weather Procedures

STORM WARNINGS

Minors should never be sent home on their own (walking) in storm warnings. Programs should be cancelled at the Recreation Coordinator's discretion when a storm warning is in effect or during a severe storm watch. See that parents are notified if a program is cancelled. The safety of participants is of the utmost importance.

Rules of Thumb during Tornado Conditions:

1. The southeast corner of a structure is generally the worst place due to the intensity of the winds.
2. Any object can become a deadly missile during a tornado.
3. Do not send children home during a tornado warning.
4. Avoid glass areas - especially windows and doors on outside areas; avoid large roof spans.
5. Avoid long halls - they tend to serve as wind tunnels. Especially long and straight hallways.
6. Those in charge of a group must try to keep others as calm as possible.
7. It is recommended that someone be designated as a group leader -- someone who is able to make quick, reasonable decisions.
8. Participants should be sitting face to the wall with head down, knees up, and arms protecting body and head.

General operating procedures:

1. Notification of **watch** (thunderstorm or tornado):
Continue normal activity but watch for threatening conditions and listen to radio for latest Weather Service Warnings.
2. Notification of **warning** (thunderstorm or tornado):

Take immediate action to direct participants and staff to a safe place. Follow specific plan for your facility.

Do not send participants who are minors home at any time until contact is made with a parent or guardian

Chapter 4

Park Safety and Equipment Inspections

Park/Playground Inspections

1. Parks / Playgrounds shall be inspected by a certified playground inspector monthly and documented under the supervision of the Department's Safety Coordinator. More frequent inspections based on season and usage can take place by the order of the Safety Coordinator.
2. Parks / Playgrounds need to be inspected by staff before any programs occur. These inspections are more general in nature. Any hazards identified should be reported to the Safety Coordinator immediately.
3. Inspections shall include but are not limited to signage, trails, bridges, greenways, electrical sources, structures, lakes, open space, and trees.

Maintenance/Mowing Equipment

1. Mowing equipment should be operated in a safe manner and according to the manufacturer's specifications at all times.
2. Mowing of parks shall be completed during low use times and not in a way that would endanger any park user by the mowing apparatus itself or any object that may be thrown from the mowing apparatus.
3. In the case of mowing rights-of-way, proper warning signals such as cones, flashing lights, and/or a flagman need to be used.
4. The following items on the mower should be checked before each days use:
 - Engine oil and fuel
 - Mowing blades
 - Clean air filters
 - Coolant levels
 - Tires
 - Cooling fan or radiator screen
5. Equipment should be thoroughly cleaned after a day's usage.
6. Report any repairs needed to machinery to supervisor immediately and follow lockout / tag out procedures(see chapter 9 for procedures).
7. Proper personal protective equipment shall be worn when performing these tasks such as eye and ear protection according to the manufacture's recommendations.

Chapter 5

Motor Vehicle Operation and Accident Reporting

Motor Vehicle Operation

1. Only city employees possessing the proper licensing (regular NC state license or commercial license with proper endorsements) can operate City of Kannapolis vehicles. The Director of Parks & Recreation must approve any non-employee needing to drive a city vehicle.
2. Operators of vehicles will be responsible for obeying the motor vehicle laws of the state and all policies specified within the City of Kannapolis's driving code for city vehicles.
3. If you are driving an oversized City vehicle, it is required that you use a spotter when backing the vehicle if a spotter is available.
4. City Vehicle Use policy states all occupants of city vehicle or equipment use seatbelts at all times and the driver is responsible for enforcing seat belts usage by all occupants and shall report any failure to comply with the employee's supervisor.

Vehicular Accident Policy

1. Get medical attention for all injured parties.
2. Notify a Supervisor, Police Department and the Risk Manager immediately.
3. Stay on the scene and do not move the vehicle until permitted to do so by a Police Officer or the Risk Manager.
4. When the on the scene investigation is over, take the vehicle to dealership or body shop for proper inspections for necessary repairs.
5. See Risk Manager to fill out all the required forms and fill out accident/incident form regarding the incident.

Chapter 6

First Aid and Injury Procedures

Who Should Administer First Aid

1. The first employee on the scene of an emergency is the first link to help the injured party and is responsible for knowing the correct plan of action needed.
2. Do not attempt to give first aid to a victim if they do not wish it.
3. Do not attempt to issue first aid to a victim if you are not certified to do so.
4. If able, let the victims attend to their own first aid.
5. 911 should be called for professional assistance.
6. The Good Samaritan Law of North Carolina offers legal protection to rescuers acting in good faith and who are not guilty of gross negligence or willful misconduct.

Kits and Supplies

1. First aid kits and appropriate minor emergency supplies shall be kept on hand at every site and in each vehicle.
2. The site supervisor is responsible for checking the kit frequently to make sure it is properly supplied.
3. Under no circumstances should there be medication of any kind in the kit, just basic items such as protective gloves, band aids, gauze wraps, and tape.
4. AED devices are located at:
Village Park main office
Bakers Creek main office
Safrit Park maintenance building

Injury Reports

1. An accident/incident report must be filled out (within 12 hours) for all injuries occurring under Kannapolis Parks & Recreation jurisdiction.
2. The report must be filed with your supervisor, the Parks & Recreation Department, and the City's Risk Manager.
3. Report any injury that occurs, on the train and/or carousel, and requires more than basic first aid to the NC Department of Labor.

Accident Investigation

1. Conduct accident investigations on all accidents as soon and as safely as possible.
2. You should be able to determine why/how the accident occurred, where they occurred, and be able to determine what precautions are necessary to avoid future accidents of a similar nature.
3. Photographs, sketches, and written statements are all helpful tools to accident investigations.

Employee Injury Reporting Process/ Workers Compensation

1. Report all on the job injuries to your Supervisor and Risk Manager within 24 hours.
2. If injury is an emergency call 911. If injury is not an emergency, but requires medical attention get an authorization for treatment from a supervisor or Human Resources and go to designated provider; **Carolinas HealthCare System Urgent Care – Cabarrus, 1090 NE Gateway Ct NE #202, Concord, NC 28025.**

Chapter 7

Visitor Safety

As a Parks & Recreation entity, it is our duty to provide areas, facilities, and programs which are adept to users, at the same time ensuring a safe environment. It is a given fact that when people play, the risk of injury increases and a lot of times is unavoidable. While all accidents and injuries cannot be prevented, Kannapolis Parks & Recreation Department can minimize accident potential through design, construction, maintenance, routine inspection, and overall awareness of its employees.

Kannapolis Parks & Recreation's plan that covers visitor safety follows the same guidelines as the one put in place to secure the safety of its employees. The main component to our visitor safety plan is a proactive maintenance plan, as opposed to reactive. Kannapolis Parks & Recreation's proven system of frequent inspections of all areas, facilities, and parks enables trained staff to identify and immediately correct problems while they are minor. If a major problem is found, a HAZARD ALERT is rendered and absolute immediate attention is given to securing the area, and correcting the problem.

Chapter 8

Ladder Safety

GENERAL LADDER SAFETY

- Face the ladder and use both hands to grip the side rails while ascending or descending.
- Only one person at a time should stand on portable ladders.
- Carry tools on a tool belt. Haul materials up on a line, rather than carrying them.
- Do not exceed the maximum safe height limit (fourth rung from the top on extension ladders; second step from the top on stepladders).
- Wipe off greasy or muddy shoes, as much as possible, before using the ladder.

COMMON SENSE LADDER SAFETY LIMITS

- Be sure that a stepladder is fully open and locked before you use it.
- Do not leave placed ladders unattended. They may be a hazard for others.
- Keep ladders clean and free of grease.
- Use extra caution while climbing during windy weather conditions.
- Never use a defective ladder.
- Do not drop or throw ladders.
- Do not use make-shift ladders.
- Do not splice short ladders together to make long ladders.
- Use portable ladders with reinforced rails, only with the metal reinforcements on the underside.
- Make sure portable ladders have nonslip feet.
- Handle ladders with care. Do not drop or misuse them

Chapter 9

Lock Out / Tag Out Procedures

General

The following simple lockout procedure is provided to assist employers in developing their procedures so they meet the requirements of this standard. When the energy isolating devices are not lockable, tag out may be used, provided the employer complies with the provisions of the standard which require additional training and more rigorous periodic inspections. When tag out is used and the energy isolating devices are lockable, the employer must provide full employee protection (see paragraph (c)(3)) and additional training and more rigorous periodic inspections are required. For more complex systems, more comprehensive procedures may need to be developed, documented, and utilized.

Lockout Procedure

Purpose

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energizing or start-up of the machine or equipment or release of stored energy could cause injury.

Compliance with This Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

Sequence of Lockout

(1) Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

(2) The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

(3) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

(4) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

(5) Lock out the energy isolating device(s) with assigned individual lock(s).

(6) Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

(7) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

(8) The machine or equipment is now locked out.

Restoring Equipment to Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

- (1) Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- (2) Check the work area to ensure that all employees have been safely positioned or removed from the area.
- (3) Verify that the controls are in neutral.
- (4) Remove the lockout devices and reenergize the machine or equipment.

Note: The removal of some forms of blocking may require re-energizing of the machine before safe removal.

- (5) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Voluntary Respirator Use

Respirators are an effective method of protection against designated hazards when properly selected and worn but respirators are only effective against the specified hazards presented (i.e. organic vapor, particulate dust, acid gas, etc.). Respirators provide no assistance when used in conditions that are oxygen deficient or in conditions that are Immediately Dangerous to life and Health (IDLH). If a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker.

Additionally the user understands that added burden is placed on the respiratory system due to the fact that the user is pulling the air through filter media which collects the contaminants of concern while purifying the air. Users with reduced or weakened respiratory capacity should seek medical approval prior to commencing respirator use.

Sometimes, workers seek a greater degree of protection than is required by the U.S. Occupational Safety and Health Administration (OSHA), in these cases respirator use is encouraged, even when exposures are below regulatory thresholds to provide an additional level of comfort and protection for workers.

While the employer does not discourage the Voluntary Use of respiratory protection, the employer does not supply such Personal Protective Equipment and assumes no liability related to its use or misuse. The employee needs to understand certain precautions need to be taken to ensure sure that the respirator itself does not present a hazard.

At a minimum the employee should do the following:

- Only wear approved respirators.
- Read all instructions provided by the manufacturer on use, maintenance, cleaning and care and warnings regarding the respirators limitations.
- Do not wear your respirator into areas containing contaminants for which your respirator is not designed to protect against For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Respiratory Voluntary Use Agreement Form

Employee Name: _____

Department: _____ Employee #: _____

I have read and understood the information provided above regarding voluntary respirator use.

Employee Signature: _____ Date: _____



**City of Kannapolis
City Council Meeting
July 8, 2019
Staff Report**

TO: Mayor and City Council
FROM: Tina Cline, Human Resource Director
TITLE Personnel Policy 400.01 - Position Classification Plan

A. Action Requested by City Council

Make a motion to amend Personnel Policy 400.01 - Position Classification Plan to incorporate salary study recommendations into the position classification schedule to be effective July 3, 2019.

B. Required Votes to Pass Required Action

Majority present at meeting

C. Background

Staff completed a salary study and presented the study findings and recommendations to City Council. The study recommendations include reallocating more than 40 classifications to new pay ranges.

D. Fiscal Considerations

Funding to implement the salary study recommendations is included in the recently adopted FY 2020 budget.

E. Policy Issues

Amendments to Personnel Policy 400.01 - Position Classification Plan require approval by City Council.

F. Legal Issues

None

G. Alternative Courses of Action and Recommendation
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1. **Motion to amend the Personnel Policy 400.01 - Position Classification Plan (Recommended)**
2. Do not approve amendment.
3. Table action to a future meeting

ATTACHMENTS:

File Name

- ▣ TABLE_1_-_Proposed_Classification_Schedule_Changes(2).pdf

TABLE 1

**CLASSIFICATION PLAN
PROPOSED CHANGES TO BE EFFECTIVE JULY 3, 2019**

NOTE: Changes to actual individual salary/rate of pay are specifically contingent upon the employee's date of hire and current pay as it relates to the minimum, midpoint, and maximum of the range.

JOB CLASS CODE	CURRENT JOB CLASSIFICATION	NEW JOB CLASSIFICATION	CURRENT GRADE	NEW GRADE
1230	Accountant I	No Change	71	72
1210	Accounting Technician I	No Change	65	65
1220	Accounting Technician II	No Change	67	67
1020	Administrative Assistant	No Change	66	66
1755	Assistant Fire Chief	No Change	82	82
1500	Assistant Public Works Director	No Change	80	82
1161	Assistant to the City Manager	New Job Classification		82
1740	Battalion Chief	No Change	76	76
1350	Billing and Collections Supervisor	No Change	72	72
1265	Budget Analyst	No Change	75	75
5220	Building Engineer I	Building Maintenance Technician I	60	62
5215	Building Engineer II	Building Maintenance Technician II	62	63
5210	Building Engineer III	Building Maintenance Technician III	64	64
5205	Building Engineer IV	Building Maintenance Technician IV	66	66
1890	Chief of Police	No Change	86	87
1120	City Clerk	No Change	73	74
1493	City Engineer	No Change	84	85
1491	Civil Engineer I	No Change	76	76
1492	Civil Engineer II	No Change	79	79
1200	Clerk I	Eliminate Job Classification		
4030	Code Enforcement Officer	No Change	69	69
1155	Communications & Marketing Director	Communications Director	78	81
	Communications Multimedia Specialist	No Change	74	74
1110	Communications Specialist	No Change	70	70
1130	Community Development Program Administrator	No Change	75	77
1900	Concession Worker	No Change	55	55
1422	Construction Maintenance Technician	No Change	68	68
1400	Construction Maintenance Worker I	No Change	64	64
1405	Construction Maintenance Worker II	No Change	65	65
1425	Crew Chief	No Change	70	70
1430	Crew Supervisor	No Change	72	72
1330	Customer Care Representative	No Change	65	65
1300	Customer Service Representative	No Change	63	63
1830	DARE Officer	No Change	69	70
1885	Deputy Chief of Police	No Change	82	83
1160	Deputy City Manager	No Change	88	89
1270	Deputy Finance Director	No Change	80	80
1140	Director of Customer Service & Revenue Collections	Eliminate Job Classification		
1150	Director of Economic & Community Development	No Change	78	81
1750	Division Chief	No Change	79	79
1490	Engineering Technician	No Change	72	72
1817	Evidence/Property Control Technician	No Change	69	69
1010/1100	Executive Office Assistant	Senior Administrative Support Specialist	64	64
5200	Facility Manager	No Change	70	75
1280	Finance Director	No Change	85	86
1730	Fire & Life Safety Educator	No Change	72	73
1735	Fire Captain	No Change	74	74
1760	Fire Chief	No Change	86	87

JOB CLASS CODE	CURRENT JOB CLASSIFICATION	NEW JOB CLASSIFICATION	CURRENT GRADE	NEW GRADE
1720	Fire Engineer	No Change	70	70
1725	Fire Inspector I	Eliminate Job Classification		
1726	Fire Inspector II	Eliminate Job Classification		
1727	Fire Inspector III	Fire Inspector	73	73
1728	Fire Marshal	No Change	76	76
1705/1700	Firefighter/ Firefighter P/T	No Change	67	68
5000	General Services Director	No Change	78	81
4015	Gis Specialist	No Change	74	74
5420	Grounds Engineer I	Eliminate Job Classification		
5415	Grounds Engineer II	Eliminate Job Classification		
5410	Grounds Engineer III	Eliminate Job Classification		
5405	Grounds Engineer IV	Eliminate Job Classification		
5400	Grounds Manager	No Change	70	70
1408	Heavy Equipment Operator	No Change	66	66
1610	Human Resource Analyst	No Change	72	73
1620	Human Resource Director	No Change	84	84
1600	Human Resource Technician	No Change	69	70
1738	Logistics Manager	No Change	76	76
1445	Meter Service Technician	No Change	65	65
1495	Operations Manager	No Change	75	75
1905	Park Attendant	No Change	57	57
1910	Park Maintenance Technician I	No Change	60	62
1920	Park Maintenance Technician II	No Change	62	63
1925	Park Maintenance Technician III	No Change	64	64
1926	Park Maintenance Technician IV	No Change	66	66
1935	Park Manager I	No Change	67	68
1940	Park Manager II	No Change	69	70
1915	Park Operations Specialist	No Change	60	60
1955	Parks & Recreation Director	No Change	83	83
4020	Planner	No Change	72	72
1435	Planner/Scheduler	No Change	72	72
4000	Planning Director	No Change	85	85
4025	Planning Technician	No Change	69	69
1880	Police Captain	No Change	79	80
1850	Police Detective	Investigator	69	70
1870	Police Lieutenant	No Change	75	76
1820	Police Officer	No Change	69	70
1816	Police Planner/Accreditation Manager	No Change	70	71
5225	Porter	Eliminate Job Classification		
1505	Public Works Director	No Change	85	86
1250	Purchasing Agent	No Change	73	73
1715	Quality Assurance Coordinator	No Change	69	69
1805	Records Supervisor	No Change	69	69
1800	Records Clerk	No Change	63	64
1930	Recreation Program Assistant	No Change	64	64
1950	Recreation Programmer/Special Events Coordinator	No Change	71	71
1710	Reserve Firefighter	No Change	65	65
1345	Revenue Collection Specialist	No Change	67	67
1615	Risk Manager	No Change	75	76
1840	School Resource Officer	No Change	69	70
1260/1262	Senior Accountant / Sr Accountant P/T	No Change	73	73
1310	Senior Customer Service Representative	No Change	64	64
1494	Senior Engineer Technician	No Change	77	77
1000	Senior Office Assistant	Administrative Support Specialist	62	63
4010	Senior Planner	No Change	77	77
1340	Senior Utility Billing Specialist	No Change	67	67
1860	Sergeant	No Change	73	74
1811	Telecommunications Center Manager	No Change	73	73

JOB CLASS CODE	CURRENT JOB CLASSIFICATION	NEW JOB CLASSIFICATION	CURRENT GRADE	NEW GRADE
1810	Telecommunicator	No Change	65	67
1815	Telecommunicator Shift Supervisor	No Change	69	69
1865	Training Coordinator (sworn)	No Change	69	70
1737	Training Manager	No Change	76	77
1320	Utility Billing Specialist	No Change	65	65
1450	Warehouse Assistant	No Change	64	65
1455	Warehouse Manager	No Change	70	70
1460	Water Quality Technician	No Change	67	67
1465	Water Treatment Plant Maintenance Worker	No Change	67	67
1485	Water Treatment Plant Manager	No Change	77	78
1470	Water Treatment Plant Operator I	No Change	67	68
1475	Water Treatment Plant Operator II	No Change	69	70
1480	Water Treatment Plant Supervisor	No Change	73	73

Not Assigned to a Pay Grade

Administrative Intern - Flat rate position
 City Attorney - Contract Position
 City Manager - Contract Position
 Finance Management Fellowship - Flat rate position
 Scorekeeper - Flat rate position
 Umpire - Flat rate position



**City of Kannapolis
City Council Meeting
July 8, 2019
Staff Report**

TO: Mayor and City Council
FROM: Tina Cline, Human Resource Director
TITLE Personnel Policy 400.02 - Compensation Plan

A. Action Requested by City Council

Motion to approve amendments to Personnel Policy 400.02 - Compensation Plan in order to implement the salary study recommendations as recommended by the City Manager in the adopted FY 2020 budget.

B. Required Votes to Pass Required Action

C. Background

Staff completed a salary study and presented to City Council the findings and recommendations to ensure salaries remain competitive. Funding to implement the recommendations is included in the recently adopted FY 2020 budget.

The salary study implementation plan as previously presented to City Council is as follows:

1. If the job classification remains assigned to its current pay grade, the employee (those hired prior to 7/3/2019) remains at the current pay grade and receives a 2% market increase in pay.
2. If the job classification is reallocated to a new pay grade, the employee will move to the new pay grade and receive:
 - a. No market increase for employees hired on 7/3/2019 or later.
 - b. If employed less than one year (hire date is prior to 7/3/2019) the greater of:
 - i. an increase to the minimum of the new pay grade, or
 - ii. 2% increase in pay.
 - c. If employed one or more years, the greater of:
 - i. an increase to the minimum of the new pay grade,
 - ii. Up to 4% increase in pay up to the midpoint of the new range, or
 - iii. a 2% increase in pay.

- d. Employees at the maximum of the range will receive a 2% increase in pay and will be allowed to exceed the maximum of the range as a result of market study implementation until such time as their salary falls within the range (subject to Council approval of the policy amendment).
3. Police Officers will receive a 5% salary incentive while assigned as an Investigator. This is to address the market rate for Investigators which was determined to be 5% greater than other sworn positions.
4. The pay grade for Construction Maintenance Worker I and II will not change; however, to address the current high demand for entry level construction maintenance workers, employees assigned to these job classifications with a hire date that is prior to 7/3/2019 will receive a 4% market increase in pay.
5. Seasonal workers assigned to flat rate job classifications are not impacted by the salary study.

D. Fiscal Considerations

Funding to implement the salary study recommendations is included in the recently adopted FY 2020 budget.

E. Policy Issues

Because the recommended implementation strategy differs from that of current policy, amendments to policy 400.02 are necessary to affect the proposed salary changes.

F. Legal Issues

Amendments to Personnel Policy 400.02 require City Council approval.

G. Alternative Courses of Action and Recommendation

1. Motion to approve Personnel Policy 400.02 - Compensation Plan (Recommended)
2. No not approve amendments
3. Table action to a future meeting

ATTACHMENTS:

File Name

400.02_-_compensation_plan_-_proposed_amendments.doc



CITY OF KANNAPOLIS
PERSONNEL
POLICIES AND PROCEDURES

SUBJECT: Compensation Plan

POLICY NO: 400.02

EFFECTIVE DATE: 01/01/93

REVIEW DATE: 07/03/2019

APPROVED: _____
CITY MANAGER

AMENDMENT DATE(S): 06/22/94
07/02/2008
07/03/2019

SUBJECT: COMPENSATION PLAN

PURPOSE: To establish policy and procedures for compensating City employees.

STATEMENT OF POLICY:

It is the policy of the City and the purpose of this plan to establish a compensation system that will allow the City to effectively compete for qualified personnel and to ensure that salaries are equitable and commensurate with the duties performed by each employee.

The compensation plan shall consist of a salary schedule containing a series of salary ranges, each range having a minimum, midpoint, and maximum that may be achieved by pay increases based on annual performance reviews. The plan shall be adopted by the City Council and shall apply to all employees.

MAINTENANCE

The Personnel Office shall be responsible for the continuous maintenance and administration of the City's Compensation Plan. The review will include an analysis of prevailing rates of pay for similar positions in comparable labor markets, organizations, cost-of-living factors, budgetary considerations, and other related factors. On the basis of this information, the City Manager shall recommend to the City Council changes to keep the plan current, uniform and equitable. Such changes shall be approved by the City Manager and shall then be submitted in the annual budget to the City Council.

DEFINITIONS

Salary Effective Date	The date of the most recent date of hire, classification change from part time to full time, promotion or demotion. The salary effective date is the date used for performance evaluations.
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Salary Range:

Range Minimum	The minimum salary amount assigned to a pay grade.
Development Range	A range from the minimum salary amount to a point on the range that is 15% above the minimum of the range.
Merit Range	A point on the range that is fifteen percent (15%) above the range minimum and extends to the maximum of the range. Employees whose pay is within the merit range have the necessary work experience, job knowledge, skills and abilities that allows the

employee to perform with limited supervision or job direction.

Range Midpoint A median point on the range.

Range Maximum The maximum salary amount assigned to a pay grade.

Performance Rating:

Performance Rating A numerical score that defines the overall level of job performance. Individual performance ratings are assigned to specific areas of performance and averaged for an overall performance rating. Specific work dimensions evaluated include, but are not limited to, the application of technical knowledge, skills and abilities; working relationships with supervisor, co-workers, and other departments; time management and adherence to work rules; observance and application of safe work practices; ability to work with the public; completion of other work objectives and performance goals.

Below Standard Performance is inconsistent and one or more job requirements are not met. Work tasks are not performed or must be repeated due to low quality. Remedial attention and close supervision are required.

Standard Performance satisfactorily meets the job requirements and occasionally exceeds some of them. Employee accomplishes duties in a reasonable and consistent manner under normal supervision. If there are occasional lapses in performance, they do not create any substantial problems. This rating recognizes accomplishment and achievement and represents the performance the City expects.

Above Standard Performance meets and frequently exceeds the requirements identified for the job. Supervision is required only for special or unusual assignments or problems.

Excellent Performance meets and consistently exceeds the requirements identified for the job. Work is performed at a sustained high level of proficiency. The employee also expands the scope of tasks and responsibilities resulting in increased productivity for the work unit. The employee accomplishes the most difficult and complex assignment with minimal supervision and maximum quality. Specific examples of such performance are readily available.

USE OF SALARY RANGES

New Employees:

Employees shall be employed at the minimum rate of their assigned salary range. The minimum rate for each class is based upon the assumption that a new employee meets the minimum qualifications. Exceptions may be granted upon the recommendation of the Director of Human Resources with approval of the City Manager in the following cases:

- (a) If it becomes necessary to appoint a new employee of lesser qualifications, he should be appointed as a trainee for six months at the minimum of the range that is one pay grade below the minimum rate for the class. Trainees should be reviewed at the end of six months to determine if they are qualified to assume full responsibilities for the position.
- (b) If a new employee more than meets the minimum qualifications and will not accept appointment at the minimum rate of the class, they may be appointed up to 15% above the minimum of the range or in unusual cases at a higher level of pay commensurate with the employee's qualifications. Final approval of these exceptions rests with the City Manager. In addition every effort should first be made to recruit a qualified employee who will accept appointment at the minimum rate of the class.

Salary Increases:

Salary increases may be provided as performance increases, administrative increases or general increases. Pay adjustments are effective the first day of the pay period following the salary effective date. These increases are subject to funding by the City Council in the annual budget or in amendments to the budget except for those that lie within the discretionary authority of the City Manager.

(a) Performance Increases

Increases shall be granted on the basis of performance only. A performance increase must be based upon improved job performance, achievement of performance work objectives and goals, contribution to the department, and not upon length of service. The employee's performance evaluation must be at least standard to exceptional to advance from the minimum of the range to the maximum of the range. All employees will be evaluated on their salary effective date to determine eligibility for a performance increase in pay. Funding for performance increases is contingent upon council approval.

(c) Administrative Increases

The City Manager may, upon continuing, long-term exceptionally meritorious service performed by any City employee, authorize an additional salary increase within the range of the employee's

class during the year when recommended in writing and with justification, by the department head and Director of Human Resources. An administrative increase may not exceed one percent (1%) of the employee's base salary.

(d) **Market Range Adjustments**

The City Council shall, based on the recommendation of the Director of Human Resources and the City Manager, adjust base salary amounts and/or the minimums and maximums of the ranges in recognition of the need for an annual market adjustment or when other conditions exist which warrant a general salary adjustment.

Market adjustments to the range will be considered annually and rounded down to the nearest one half percent of the economic indicators used.

Other market adjustments to an employee's base salary shall be based on the results of salary analysis. The percentage increase in pay shall be at the recommendation of the City Manager and approval of City Council.

The Recommended market rate adjustments shall be applied to regular employees along with their annual performance increase and shall be based upon performance.

Re-evaluation:

When City Council approves a change in salary range for a class of positions, the salaries of the employees whose positions are allocated to that class shall be affected as follows:

In the event that the salary range of any position is re-evaluated and results in an increased salary range for the position, the regular employee shall retain his/her current salary or assume the entry level step of the new range plus one percent of the minimum of the range for each year of service in the classification, whichever is greater.

(a) Allocated to Higher Pay Grade

When a class of positions is assigned to a higher salary range, employees in those positions shall receive a percentage increase as recommended by the City Manager based on salary study results or an increase to the entry level of the new salary grade, whichever is greater to maintain market competitiveness.

(b) Allocated to a Lower Pay Grade

When a class of positions is assigned to a lower salary range, employees will move to the new salary grade and will retain their current rate of pay.

Pay Rates Exceeding Range Maximum:

An employee's base pay rate may exceed the maximum of the range as the result of a market

adjustment to base salaries or reallocation of a his/her job classification to a lower pay grade or job classification.

(a) Market Rate Adjustment

An employee's salary may exceed the maximum by the amount of the recommended and approved percentage market rate adjustment. The employee's salary may exceed the maximum of the range until general schedule adjustments or range revisions bring it back within the lower range.

(b) Reallocation to a Lower Pay Range

Any employee whose pay rate exceeds the maximum prescribed for his/her classification as a result of or a reallocation of his/her position to a lower classification when there have been no recent, dramatic changes in assigned duties and responsibilities will not be reduced in pay. This does not apply to demotions.

Employees whose base pay exceeds the maximum of the range ~~the employee~~ will not be eligible for future salary increases until he/she occupies a position for which the salary range maximum is more than the pay rate he/she currently receives.

DATE: _____ APPROVAL:

See Related Policies

200.09	Types of Employment
<u>400.021</u>	<u>Merit Incentive Pay</u>
400.05	Demotions
400.08	Promotions
400.06	Longevity Pay
400.09	Reclassification
400.10	Transfers



**City of Kannapolis
City Council Meeting
July 8, 2019
Staff Report**

TO: Mayor and City Council
FROM: Wilmer Melton, III - Director of Public Works
TITLE Irish Buffalo Creek Greenway Project NCDOT
TIP #C-5161

A. Action Requested by City Council

1. Motion to award the Irish Buffalo Creek Greenway Project to the second lowest responsible bidder, J.D. Goodrum, in the amount of \$3,936,451.92 plus 5% contingency for a total project cost of \$4,133,274.52 and authorize the City Manager to execute contract, contingent upon NCDOT concurrence of award.
2. Motion to approve the amended Project Ordinance for the Irish Buffalo Creek Greenway.

B. Required Votes to Pass Required Action

Majority present at meeting

C. Background

The Irish Buffalo Creek Greenway Project consists of the construction of 2.7 miles of 10-foot wide paved greenway trail work including, but not limited to clearing, demolition, staking, layout, earthwork, erosion control, storm drainage, pre-fabricated pedestrian bridge construction, asphalt and concrete paving, site furnishings, signage, landscaping, and ancillary site work. All rights-of-ways and permits have been obtained for this Project. Bids were received and publicly opened at 2:00 p.m. on June 5, 2019. The bids received are as follows:

<u>Contractor</u>	<u>Total Bid Amount</u>
Eaglewood, Inc.	\$3,550,490.26
J.D. Goodrum	\$3,936,451.92
Faulconer Construction Co.	\$4,366,106.97

On Thursday, June 27th, NCDOT Division 10 notified us that they do not concur with the City's intent to award the construction contract for C-5161 Irish Buffalo Creek Greenway to Eaglewood, Inc. They stated that "after reviewing the documentation provided by the bidder, the Division has found that the Good Faith Effort was not met. It is understood that the bidder may have made mistakes in the bid package but to accept

documents showing that mistakes were made in the bidding effort does not meet Good Faith Efforts. To accept these documents after the fact could set up the State and City for liability issues and could result in loss of funds for the project as a whole.”

Following NCDOT's failure to concur to award to Eaglewood, Inc., it is staff's recommendation that we award to the second lowest bidder – JD Goodrum in the amount of \$ 4,133,274.52. The second lowest bidder, JD Goodrum, is \$405,259.75 higher than the original low bidder Eaglewood, Inc. that was disqualified.

D. Fiscal Considerations

The City was awarded federal CMAQ funding for this Project in the amount of \$2,576,000 to perform engineering, environmental, and construction of 2.7 miles of greenway from Orphanage Road to Rogers Lake Road. The estimated cost to complete construction and CEI is \$4,589,177.68. The balance of our federal funding is \$2,344,000.

Therefore, the City's portion to complete the Project is \$2,245,177.68. Kellswater Subdivision donated the land and will be providing the City \$545,202.05 which includes 5% contingency towards the Project cost as a part of their development agreement for Phase III of the Subdivision. Funding for this Project will be paid through debt proceeds.

E. Policy Issues

None

F. Legal Issues

None

G. Alternative Courses of Action and Recommendation

1. **Approve the project award to the second lowest bidder, JD Goodrum, in the amount of \$3,936,451.92 plus 5% contingency for a total project cost of \$4,133,274.52 and authorize the City Manager to execute contract, contingent upon NCDOT concurrence of award; and Approve the amended Project Ordinance for the Irish Buffalo Creek Greenway. (Recommended)**
2. Reject the bid and delay the project. The City could lose CMAQ funding for this Project based on the current deadlines in the Municipal Agreement with NCDOT.
3. Take no action.
4. Table action to a future meeting.

ATTACHMENTS:

File Name

- ❑ 2019_06-05_C-5161_IBCG_CERT_BID_TAB.pdf
- ❑ Irish_Buffalo_Creek_Greenway_Map_C-5161.pdf
- ❑ Irish-Buffalo_Creek_Greenway_Amendment__4_July_2019.pdf



ENGINEER'S CERTIFIED BID TABULATION

BID DATE: 2:00 PM, JUNE 5, 2019

BID LOCATION: KANNAPOLIS CITY HALL, 401 LAUREATE WAY, KANNAPOLIS, OAK CONFERENCE ROOM

PROJECT: C-5161 IRISH BUFFALO CREEK GREENWAY

ITEM	DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE		FAULCONER CONST. CO		EAGLEWOOD, INC.		J.D. GOODRUM	
				UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	MOBILIZATION	1	LS	\$ 150,000.00	\$ 150,000.00	\$ 70,850.00	\$ 70,850.00	\$ 135,500.59	\$ 135,500.59	\$ 157,100.00	\$ 157,100.00
2	CONSTRUCTION SURVEY	1	LS	\$ 35,000.00	\$ 35,000.00	\$ 75,430.00	\$ 75,430.00	\$ 48,608.78	\$ 48,608.78	\$ 41,850.00	\$ 41,850.00
3	TEMPORARY BRIDGE AT 32+67	1	LS	\$ 35,000.00	\$ 35,000.00	\$ 65,000.00	\$ 65,000.00	\$ 66,205.50	\$ 66,205.50	\$ 155,000.00	\$ 155,000.00
4	TEMPORARY FILL AT GAS MAIN CROSSINGS	350	CY	\$ 40.00	\$ 14,000.00	\$ 15.00	\$ 5,250.00	\$ 17.42	\$ 6,097.00	\$ 50.00	\$ 17,500.00
5	CLEARING AND GRUBBING	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 95,000.00	\$ 95,000.00	\$ 33,683.50	\$ 33,683.50	\$ 186,924.00	\$ 186,924.00
6	TREE REMOVAL, UNCLASSIFIED	7.20	AC	\$ 7,500.00	\$ 54,000.00	\$ 6,500.00	\$ 46,800.00	\$ 10,445.37	\$ 75,206.66	\$ 9,000.00	\$ 64,800.00
7	MISCELLANEOUS DEMOLITION	1	LS	\$ 2,500.00	\$ 2,500.00	\$ 20,000.00	\$ 20,000.00	\$ 2,903.75	\$ 2,903.75	\$ 1,750.00	\$ 1,750.00
8	TEMPORARY CONSTRUCTION FENCE	150	LF	\$ 2.00	\$ 300.00	\$ 5.65	\$ 847.50	\$ 11.62	\$ 1,743.00	\$ 10.00	\$ 1,500.00
9	15" REINFORCED CONCRETE CULVERT PIPE	476	LF	\$ 50.00	\$ 23,800.00	\$ 43.00	\$ 20,468.00	\$ 54.01	\$ 25,708.76	\$ 46.57	\$ 22,167.32
10	15" PRECAST CONCRETE ENDWALL	31	EA	\$ 1,200.00	\$ 37,200.00	\$ 1,450.00	\$ 44,950.00	\$ 1,138.27	\$ 35,286.37	\$ 1,200.00	\$ 37,200.00
11	18" REINFORCED CONCRETE CULVERT PIPE	172	LF	\$ 55.00	\$ 9,460.00	\$ 53.00	\$ 9,116.00	\$ 58.08	\$ 9,989.76	\$ 54.45	\$ 9,365.40
12	18" PRECAST CONCRETE ENDWALL	12	EA	\$ 1,600.00	\$ 19,200.00	\$ 1,450.00	\$ 17,400.00	\$ 1,144.08	\$ 13,728.96	\$ 925.00	\$ 11,100.00
13	24" REINFORCED CONCRETE CULVERT PIPE	220	LE	\$ 65.00	\$ 14,300.00	\$ 65.00	\$ 14,300.00	\$ 72.01	\$ 15,842.20	\$ 69.00	\$ 15,180.00
14	24" PRECAST CONCRETE ENDWALL	12	EA	\$ 2,000.00	\$ 24,000.00	\$ 1,950.00	\$ 23,400.00	\$ 1,469.30	\$ 17,631.60	\$ 1,371.00	\$ 16,452.00
15	24" CAST-IN-PLACE DOUBLE ENDWALL	2	EA	\$ 3,500.00	\$ 7,000.00	\$ 5,200.00	\$ 10,400.00	\$ 5,807.50	\$ 11,615.00	\$ 3,500.00	\$ 7,000.00
16	30" REINFORCED CONCRETE CULVERT PIPE	24	LF	\$ 85.00	\$ 2,040.00	\$ 89.00	\$ 2,136.00	\$ 112.67	\$ 2,704.08	\$ 86.50	\$ 2,076.00
17	30" PRECAST CONCRETE ENDWALL	2	EA	\$ 2,800.00	\$ 5,600.00	\$ 2,750.00	\$ 5,500.00	\$ 2,003.59	\$ 4,007.18	\$ 1,782.00	\$ 3,564.00
18	36" REINFORCED CONCRETE CULVERT PIPE	120	LF	\$ 87.00	\$ 10,440.00	\$ 110.00	\$ 13,200.00	\$ 119.63	\$ 14,355.60	\$ 113.00	\$ 13,560.00
19	36" PRECAST CONCRETE ENDWALL	4	EA	\$ 3,200.00	\$ 12,800.00	\$ 2,750.00	\$ 11,000.00	\$ 2,032.63	\$ 8,130.52	\$ 6,500.00	\$ 26,000.00
20	36" CAST-IN-PLACE DOUBLE ENDWALL	2	EA	\$ 4,000.00	\$ 8,000.00	\$ 11,200.00	\$ 22,400.00	\$ 6,852.85	\$ 13,705.70	\$ 5,500.00	\$ 11,000.00
21	48" CAST-IN-PLACE CONCRETE ENDWALL	2	EA	\$ 5,000.00	\$ 10,000.00	\$ 12,200.00	\$ 24,400.00	\$ 7,840.13	\$ 15,680.26	\$ 6,500.00	\$ 13,000.00
22	STONE PIPE BEDDING	300	TN	\$ 35.00	\$ 10,500.00	\$ 49.00	\$ 14,700.00	\$ 52.27	\$ 15,681.00	\$ 32.60	\$ 9,780.00
23	DROP INLET	1	EA	\$ 1,800.00	\$ 1,800.00	\$ 3,000.00	\$ 3,000.00	\$ 2,990.86	\$ 2,990.86	\$ 2,061.00	\$ 2,061.00
24	JUNCTION BOX	1	EA	\$ 3,500.00	\$ 3,500.00	\$ 3,300.00	\$ 3,300.00	\$ 3,194.13	\$ 3,194.13	\$ 2,313.00	\$ 2,313.00
25	STONE FOR EROSION CONTROL, CLASS A	130	TN	\$ 55.00	\$ 7,150.00	\$ 49.00	\$ 6,370.00	\$ 58.08	\$ 7,550.40	\$ 50.00	\$ 6,500.00
26	SILT FENCE	28,900	LF	\$ 3.50	\$ 101,150.00	\$ 2.75	\$ 79,475.00	\$ 2.44	\$ 70,516.00	\$ 1.75	\$ 50,575.00
27	SPECIAL SEDIMENT CONTROL FENCE	30	EA	\$ 350.00	\$ 10,500.00	\$ 232.00	\$ 6,960.00	\$ 261.34	\$ 7,840.20	\$ 75.00	\$ 2,250.00
28	RIPRAP, CLASS B	318	TN	\$ 70.00	\$ 22,260.00	\$ 70.00	\$ 22,260.00	\$ 63.88	\$ 20,313.84	\$ 43.50	\$ 13,833.00
29	RIPRAP, CLASS I	140	TN	\$ 80.00	\$ 11,200.00	\$ 72.00	\$ 10,080.00	\$ 63.88	\$ 8,943.20	\$ 43.50	\$ 6,090.00
30	RIPRAP CLASS B, BANK STABILIZATION	197	TN	\$ 125.00	\$ 24,625.00	\$ 120.00	\$ 23,640.00	\$ 63.88	\$ 12,584.36	\$ 43.50	\$ 8,569.50
31	GEOTEXTILE FOR DRAINAGE	1,366	SY	\$ 3.00	\$ 4,098.00	\$ 2.80	\$ 3,824.80	\$ 3.48	\$ 4,753.68	\$ 1.99	\$ 2,718.34
32	MATTING FOR EROSION CONTROL, SINGLE STRAW NET	18,750	SY	\$ 4.50	\$ 84,375.00	\$ 2.30	\$ 43,125.00	\$ 1.75	\$ 32,812.50	\$ 1.70	\$ 31,875.00
33	MATTING FOR EROSION CONTROL, PERMANENT NETTING	2,300	SY	\$ 12.00	\$ 27,600.00	\$ 9.50	\$ 21,850.00	\$ 3.48	\$ 8,004.00	\$ 4.10	\$ 9,430.00
34	SEDIMENT CONTROL STONE, STANDARD SIZE 5 OR 57	50	TN	\$ 55.00	\$ 2,750.00	\$ 66.00	\$ 3,300.00	\$ 58.08	\$ 2,904.00	\$ 47.00	\$ 2,350.00
35	STONE FOR EROSION CONTROL, CLASS B	285	TN	\$ 65.00	\$ 18,525.00	\$ 74.00	\$ 21,090.00	\$ 63.88	\$ 18,205.80	\$ 43.50	\$ 12,397.50
36	SILT EXCAVATION	170	CY	\$ 50.00	\$ 8,500.00	\$ 42.00	\$ 7,140.00	\$ 17.42	\$ 2,961.40	\$ 9.00	\$ 1,530.00
37	LIVE STAKE BANK STABILIZATION	135	SY	\$ 25.00	\$ 3,375.00	\$ 60.00	\$ 8,100.00	\$ 12.08	\$ 1,630.80	\$ 28.00	\$ 3,780.00
38	COMPREHENSIVE GRADING	1	LS	\$ 165,000.00	\$ 165,000.00	\$ 875,000.00	\$ 875,000.00	\$ 461,547.16	\$ 461,547.16	\$ 703,153.00	\$ 703,153.00
39	UNDERCUT & HAUL OF UNSUITABLE MATERIAL	14,540	CY	\$ 27.00	\$ 392,580.00	\$ 20.00	\$ 290,800.00	\$ 18.58	\$ 270,153.20	\$ 23.00	\$ 334,420.00
40	BORROW MATERIAL	14,540	CY	\$ 27.00	\$ 392,580.00	\$ 30.00	\$ 436,200.00	\$ 12.78	\$ 185,821.20	\$ 26.00	\$ 378,040.00
41	AGGREGATE BASE COURSE	6,500	TN	\$ 40.00	\$ 260,000.00	\$ 34.00	\$ 221,000.00	\$ 34.85	\$ 226,525.00	\$ 38.00	\$ 247,000.00
42	FINE GRADING OF DITCHES	22,663	LS	\$ 2.00	\$ 45,326.00	\$ 2.85	\$ 64,589.55	\$ 2.91	\$ 65,949.33	\$ 2.10	\$ 47,592.30
43	FINE GRADE & CONDITION BASE COURSE	15.8	1000 SY	\$ 750.00	\$ 11,850.00	\$ 1.90	\$ 30.02	\$ 1,161.50	\$ 18,351.70	\$ 2,500.00	\$ 39,500.00
44	CHANNEL EXCAVATION & BACKFILL	60	LF	\$ 175.00	\$ 10,500.00	\$ 85.00	\$ 5,100.00	\$ 98.73	\$ 5,923.80	\$ 141.00	\$ 8,460.00
45	NON-WOVEN GEOTEXTILE FOR SOIL SEPARATION	23,696	SY	\$ 3.50	\$ 82,936.00	\$ 2.30	\$ 54,500.80	\$ 2.44	\$ 57,818.24	\$ 1.86	\$ 44,074.56
46	GEOSYNTHETIC GRID	260	SY	\$ 6.00	\$ 1,560.00	\$ 3.15	\$ 819.00	\$ 6.21	\$ 1,614.60	\$ 5.50	\$ 1,430.00
47	BRIDGE ABUTMENT EXCAVATION & BACKFILL	6	EA	\$ 10,000.00	\$ 60,000.00	\$ 4,500.00	\$ 27,000.00	\$ 3,484.50	\$ 20,907.00	\$ 1,077.00	\$ 6,462.00
48	ASPHALT SURFACE COURSE, TYPE S9.5B	1465	TN	\$ 130.00	\$ 190,450.00	\$ 182.00	\$ 266,630.00	\$ 151.00	\$ 221,215.00	\$ 144.00	\$ 210,960.00
49	6" CONCRETE PAVEMENT	128	SY	\$ 90.00	\$ 11,520.00	\$ 70.00	\$ 8,960.00	\$ 97.57	\$ 12,488.96	\$ 84.00	\$ 10,752.00
50	4" CONCRETE PAVEMENT	95	SF	\$ 6.00	\$ 570.00	\$ 6.44	\$ 611.80	\$ 9.29	\$ 882.55	\$ 8.00	\$ 760.00

51	CONCRETE CURB AND GUTTER	72	LF	\$ 35.00	\$ 2,520.00	\$ 28.00	\$ 2,016.00	\$ 58.08	\$ 4,181.76	\$ 50.00	\$ 3,600.00
52	TEMPORARY SEED	13.83	AC	\$ 2,000.00	\$ 27,660.00	\$ 2,050.00	\$ 28,351.50	\$ 1,451.88	\$ 20,079.50	\$ 1,500.00	\$ 20,745.00
53	PERMANENT SEED - MIX 1	13.83	AC	\$ 2,500.00	\$ 34,575.00	\$ 4,800.00	\$ 66,384.00	\$ 5,633.28	\$ 77,908.26	\$ 4,200.00	\$ 58,086.00
54	PILE DRIVING EQUIPMENT SET UP PER ABUTMENT	6	EA	\$ 18,000.00	\$ 108,000.00	\$ 36,250.00	\$ 217,500.00	\$ 3,484.50	\$ 20,907.00	\$ 28,400.00	\$ 170,400.00
55	STEEL PILES	2,820	LF	\$ 75.00	\$ 211,500.00	\$ 30.00	\$ 84,600.00	\$ 118.47	\$ 334,085.40	\$ 24.00	\$ 67,680.00
56	BRIDGE ABUTMENTS	6	EA	\$ 30,000.00	\$ 180,000.00	\$ 38,000.00	\$ 228,000.00	\$ 34,612.70	\$ 207,676.20	\$ 18,738.00	\$ 112,428.00
57	70' PREFABRICATED BRIDGE	1	EA	\$ 140,000.00	\$ 140,000.00	\$ 98,000.00	\$ 98,000.00	\$ 73,706.59	\$ 73,706.59	\$ 71,330.00	\$ 71,330.00
58	65' PREFABRICATED BRIDGE	1	EA	\$ 130,000.00	\$ 130,000.00	\$ 94,000.00	\$ 94,000.00	\$ 70,015.45	\$ 70,015.45	\$ 68,300.00	\$ 68,300.00
59	40' PREFACBRICATED BRIDGE	1	EA	\$ 75,000.00	\$ 75,000.00	\$ 58,000.00	\$ 58,000.00	\$ 46,265.45	\$ 46,265.45	\$ 42,500.00	\$ 42,500.00
60	STRUCTURAL PLATE ARCH	32	LF	\$ 250.00	\$ 8,000.00	\$ 2,275.00	\$ 72,800.00	\$ 1,444.19	\$ 46,214.08	\$ 1,093.75	\$ 35,000.00
61	DIAMOND RAIL FENCE	720	LF	\$ 28.00	\$ 20,160.00	\$ 46.00	\$ 33,120.00	\$ 39.49	\$ 28,432.80	\$ 34.00	\$ 24,480.00
62	VINYL COATED CHAIN LINK FENCE	73	LF	\$ 32.00	\$ 2,336.00	\$ 24.00	\$ 1,752.00	\$ 36.01	\$ 2,628.73	\$ 31.00	\$ 2,263.00
63	SERVICE GATE FOR CHAIN LINK FENCE	1	EA	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 1,451.88	\$ 1,451.88	\$ 1,250.00	\$ 1,250.00
64	SWING GATE	3	EA	\$ 1,000.00	\$ 3,000.00	\$ 1,000.00	\$ 3,000.00	\$ 987.28	\$ 2,961.84	\$ 850.00	\$ 2,550.00
65	PROJECT SIGN	2	EA	\$ 800.00	\$ 1,600.00	\$ 1,500.00	\$ 3,000.00	\$ 1,393.80	\$ 2,787.60	\$ 1,200.00	\$ 2,400.00
66	PERMANENT PIPE BOLLARD	6	EA	\$ 550.00	\$ 3,300.00	\$ 1,000.00	\$ 6,000.00	\$ 580.75	\$ 3,484.50	\$ 650.00	\$ 3,900.00
67	DROP DOWN BOLLARD	9	EA	\$ 1,050.00	\$ 9,450.00	\$ 1,200.00	\$ 10,800.00	\$ 1,393.80	\$ 12,544.20	\$ 725.00	\$ 6,525.00
68	ROAD SIGN	18	EA	\$ 700.00	\$ 12,600.00	\$ 350.00	\$ 6,300.00	\$ 290.38	\$ 5,226.84	\$ 350.00	\$ 6,300.00
69	PAINT PAVEMENT LINES	310	LF	\$ 3.50	\$ 1,085.00	\$ 8.00	\$ 2,480.00	\$ 3.48	\$ 1,078.80	\$ 2.50	\$ 775.00
70	PAINT PAVEMENT MARKING SYMBOLS	4	EA	\$ 250.00	\$ 1,000.00	\$ 350.00	\$ 1,400.00	\$ 116.15	\$ 464.60	\$ 60.00	\$ 240.00
71	TREES & PLANTINGS	1	LS	\$ 8,000.00	\$ 8,000.00	\$ 10,500.00	\$ 10,500.00	\$ 10,171.52	\$ 10,171.52	\$ 50,000.00	\$ 50,000.00
72	PARK BENCHES	7	EA	\$ 1,500.00	\$ 10,500.00	\$ 2,100.00	\$ 14,700.00	\$ 871.13	\$ 6,097.91	\$ 1,600.00	\$ 11,200.00
73	TRASH CANS	4	EA	\$ 800.00	\$ 3,200.00	\$ 1,100.00	\$ 4,400.00	\$ 522.68	\$ 2,090.72	\$ 1,600.00	\$ 6,400.00
74	PET WASTE STATIONS	3	EA	\$ 900.00	\$ 2,700.00	\$ 1,500.00	\$ 4,500.00	\$ 290.38	\$ 871.14	\$ 2,800.00	\$ 8,400.00
75	UNDERCUT & HAUL OF DAMAGE PAVEMENT MATERIAL	960	TN	\$ 35.00	\$ 33,600.00	\$ 36.00	\$ 34,560.00	\$ 58.08	\$ 55,756.80	\$ 28.25	\$ 27,120.00
76	REPAIR/REPLACE AGGREGATE BASE COURSE	560	TN	\$ 40.00	\$ 22,400.00	\$ 54.00	\$ 30,240.00	\$ 70.85	\$ 39,676.00	\$ 43.50	\$ 24,360.00
77	ASPHALT REPAIR PATCH, TYPE I19.0C	400	TN	\$ 175.00	\$ 70,000.00	\$ 134.00	\$ 53,600.00	\$ 185.84	\$ 74,336.00	\$ 106.50	\$ 42,600.00
78	ASPHALT SURFACE COURSE FOR ROAD REPAIR, TYPE S9.5B	470	TN	\$ 130.00	\$ 61,100.00	\$ 140.00	\$ 65,800.00	\$ 151.00	\$ 70,970.00	\$ 112.50	\$ 52,875.00

SUBTOTAL	\$ 3,636,206.00	\$ 4,366,106.97	\$ 3,550,490.26	\$ 3,936,451.92
5% CONTINGENCY	\$ 181,810.30	\$ 218,305.35	\$ 177,524.51	\$ 196,822.60
TOTAL ESTIMATED COST	\$ 3,818,016.30	\$ 4,584,412.32	\$ 3,728,014.77	\$ 4,133,274.52
VARIANCE FROM ENGINEER'S ESTIMATE		20.07%	-2.36%	8.26%



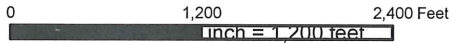
Irish Buffalo Greenway = 2.18 miles
 Oakwood Connector = 0.35 Miles
 Total Greenway = 2.53 Miles

Source: Esri, DigitalGlobe, GeoEye, i-cubed, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



Irish Buffalo Greenway

Kannapolis\Projects\11501 General Consulting\Irish buffalo.mxd



N **DISCLAIMER:** This map is prepared from recorded deeds, plats, tax maps, surveys, planimetric maps, and other public records and data from various federal, state, and local agencies. Maps and associated information must be accepted and used by the recipient with the understanding that the primary information sources should be consulted for verification of the information contained on these maps. As such, the City of Kannapolis provides no warranties, expressed or implied, concerning the accuracy, completeness or reliability, or suitability of this data. Furthermore, the City of Kannapolis assumes no liability whatsoever associated with the use or misuse of such data.

CITY OF KANNAPOLIS, NORTH CAROLINA
ORDINANCE AMENDING THE IRISH BUFFALO CREEK GREENWAY
CAPITAL PROJECT ORDINANCE
Amendment #20 - 01

BE IT ORDAINED by the City Council of the City of Kannapolis, North Carolina meeting in open session this 8th day of July, 2019, that the following amendment to the Irish Buffalo Creek Greenway Capital Project Ordinance for the City of Kannapolis, North Carolina is hereby adopted:

FUND 220: IRISH BUFFALO CREEK GREENWAY

SECTION I: Increase Fund Revenue Estimate as follows:

Increase funds from Miscellaneous (22000-37000)	\$ 140,231
Increase funds from Debt Proceeds (22000-39000)	\$ 215,947

SECTION II: Increase Fund Expenditures as follows:

Capital Outlay (22000-59600)	\$ 356,178
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This Ordinance is approved and adopted this 8th day of July, 2019.

Milton D. Hinnant, Mayor

ATTEST:

Bridgette Bell, MMC, NCCMC
City Clerk



**City of Kannapolis
City Council Meeting
July 8, 2019
Staff Report**

TO: Mayor and City Council
FROM: Annette Privette-Keller, Director of Communications
TITLE Interlocal Agreement for Mass Communication Services

A. Action Requested by City Council

Motion to approve the Interlocal Agreement for Mass Communication Services.

B. Required Votes to Pass Required Action

Majority present at meeting

C. Background

Cabarrus County, Concord, Kannapolis, Harrisburg, Midland and Mt. Pleasant began reviewing mass communication software services in December. Through this collaborative effort we have selected a new service that can be shared by all jurisdictions, provides enhanced functionality and costs less than our current service. Cabarrus County will serve as the lead agency for this initiative.

Through this interlocal agreement all jurisdictions will have access to the service and share the costs based on the population of each municipality.

Currently, Cabarrus County serves as the lead agency for mass communication services (Reverse 911). Previously, we had a contract with Blackboard. The new contract will be with Everbridge. This company is used by most major metro regions in the country, has more capabilities and is more affordable.

D. Fiscal Considerations

The cost is \$9,1113.13 annually and is included in the approved FY 2020 budget.

E. Policy Issues

None.

F. Legal Issues

None.

G. Alternative Courses of Action and Recommendation
--

1. **Motion to approve the Interlocal Agreement for Mass Communication Services (Recommended)**
2. Take no action.
3. Table to a future meeting.

ATTACHMENTS:

File Name

 06_01_19_Everbridge_Interlocal_Agreement.pdf

A STATE OF NORTH CAROLINA
COUNTY OF CABARRUS

**INTERLOCAL AGREEMENT
FOR
MASS COMMUNICATION SERVICES**

This INTERLOCAL AGREEMENT ("Agreement"), permitted by N.C. Gen. Stat. §160A-460 et
, is made effective as of _____, 2019 by and between CABARRUS COUNTY
("County") and the CITY/TOWN OF _____, North Carolina ("City/Town").

WHEREAS, County intends to establish a county wide notification system which will include a
contract with Everbridge for mass notification services and

WHEREAS, County will pay Everbridge on an annual basis for the services and

WHEREAS, City/Town have agreed to reimburse the County on an annual basis to assist in the
cost of mass notification services for emergency notifications and civic engagement.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein,
the parties agree as follows:

1. **Purpose:** The purpose of this agreement is to define certain financial and operational responsibilities of the parties concerning the provision of a county wide notification system; to improve emergency notifications to the public within the different emergency response jurisdictions; and to provide enhanced communications for civic outreach and engagement.
2. **License Requirements and Ownership:** County will execute an annual services contract with Everbridge with an option to renew on annual basis. County will be the sole party to the contract and shall be responsible for ensuring the contract terms are fulfilled.
3. **Compensation:** County will pay to Everbridge \$47,595.52 for the first year of services with an annual option to renew services at \$43,995.52 for three years.
4. **Reimbursement:** Calculated based on population. For equity of use, populations of unincorporated Cabarrus County and the City of Concord are added together and divided by two to determine percentage for cost allocation.

Year 1

Jurisdiction	Population	Con Cab Adjustment	Percentage	Year 1 Cost	Shared Cost
Mt. Pleasant	1911	1911	0.0093	47,595.52	\$443.24
Midland	3892	3892	0.0190	47,595.52	\$902.72
Harrisburg	16877	16877	0.0822	47,595.52	\$3,914.49
Kannapolis	37401	37401	0.1823	47,595.52	\$8,674.88
Concord	90827	72562	0.3536	47,595.52	\$16,830.21
Cabarrus Unincorporated	54296	72561	0.3536	47,595.52	\$16,829.98
	205204	205204	1.0000	47,595.52	\$47,595.52

Optional Year 2-4

Jurisdiction	Population	Con Cab Adjustment	Percentage	Year 2-4 Cost	Shared Cost
Mt. Pleasant	1911	1911	0.0093	43,995.52	\$409.72
Midland	3892	3892	0.0190	43,995.52	\$834.44
Harrisburg	16877	16877	0.0822	43,995.52	\$3,618.41
Kannapolis	37401	37401	0.1823	43,995.52	\$8,018.73
Concord	90827	72562	0.3536	43,995.52	\$15,557.22
Cabarrus Unincorporated	54296	72561	0.3536	43,995.52	\$15,557.00
	205204	205204	1.0000	43,995.52	\$43,995.52

5. **Termination of Agreement:** Convenience - Any party may terminate this agreement by providing notice prior to March 1st of each year to all other parties to this agreement. Such termination will become effective on July 1st of that year. No further obligations or liabilities shall be imposed upon the withdrawing party after termination for convenience.
6. **Indemnification:** Each party agrees to indemnify and hold harmless the other party from any damage, claim, loss or expense (including attorney's fees) arising from the acts or omissions of the indemnifying party relating to the duties or obligations of that party required by this Agreement, to the extent permitted by law.
7. **Term:** The initial term of this Agreement shall extend from the date this Agreement is signed and end July 1, 2020 and unless terminated in accordance with Section 5, shall automatically renew annually on July 1st for three years.
8. **Miscellaneous:**
 - a. This document contains the entire understanding of the parties with reference to shared Everbridge mass notification services. Any modification of this Agreement must be in writing and executed by both parties.
 - b. This Agreement is governed by the laws of the State of North Carolina.

IN WITNESS, the parties have executed this Agreement effective the day and year first written above, as indicated below.

CITY/TOWN OF _____

CABARRUS COUNTY

By: _____
Mayor

By: _____
Chair, Board of Commissioners

ATTEST:
By: _____
City/Town Clerk

ATTEST:
By: _____
Clerk to the Board

Date of Execution: _____

Date of Execution: _____

Approved as to Form

Approved as to Form

By: _____
City/Town Attorney

By: _____
County Attorney

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

By: _____
City/Town Finance Director

By: _____
County Finance Director

Date: _____

Date: _____



**City of Kannapolis
City Council Meeting
July 8, 2019
Staff Report**

TO: Mayor and City Council
FROM: Mike Legg, City Manager
TITLE Rowan County Presentation 'Your Rowan-Be Original'

A. Action Requested by City Council

Presentation only

B. Required Votes to Pass Required Action

Requires 2/3's vote or 5 votes

C. Background

Rowan County Commissioner Chair Greg Edds, will present information on a new marking initiative for Rowan County. He will be joined by a representative from the Miller Davis Agency who is working on the project for the Rowan County Commissioners.

D. Fiscal Considerations

None

E. Policy Issues

None

F. Legal Issues

None

G. Alternative Courses of Action and Recommendation

Presentation Only

ATTACHMENTS:

File Name

No Attachments Available



**City of Kannapolis
City Council Meeting
July 8, 2019
Staff Report**

TO: Mayor and City Council
FROM: Gary Mills, Director of Parks and Recreation
TITLE Presentation and Approval of the Eastside Park Masterplan

A. Action Requested by City Council

Motion to approve the Eastside Park Master Plan.

B. Required Votes to Pass Required Action

Majority present at meeting

C. Background

We have been working the last 8 months on the Master Plan for the Eastside Park. Council approved funding for the Master Plan in the FY19 budget and we are bringing them to City Council for approval.

The Eastside Park is to be developed on the 33 acre tract on Midlake Avenue that the City acquired a couple years ago. As demand from residents on the eastside for a park continued, the City decided to move forward with the development of the plan for this future park site.

The City held two public meetings and also requested feedback via an online survey. In addition to the recent public feedback, we also utilized the approved Citywide P&R Master Plan recommendations to develop the following plan for the property.

It is the intent of the City to apply for a Parks and Recreation Trust Fund grant (PARTF) at some point in the near future to provide additional funding assistance for development of the project. In order to have the project/application score well, we must have a site specific master plan developed and approved by City Council. The P&R Commission reviewed the site plans and master plans at their two previous meetings and unanimously approved the site plan and Master Plan for the Eastside Park.

Click on this link to view the Eastside Park Masterplan: **Kannapolis Eastside Park Master Plan**

D. Fiscal Considerations

None

E. Policy Issues

None

F. Legal Issues

None

G. Alternative Courses of Action and Recommendation

1. **Motion to approve Eastside Park Master Plan (Recommended)**
2. Do not approve Eastside Park Master Plan and send back for further revisions
3. Table action to a future meeting

ATTACHMENTS:

File Name

No Attachments Available



**City of Kannapolis
City Council Meeting
July 8, 2019
Staff Report**

TO: Mayor and City Council
FROM: Gary Mills, Director of Parks and Recreation
TITLE Presentation and Approval of the Westside Park Master Plan

A. Action Requested by City Council

Motion to approve the Westside Park Master Plan.

B. Required Votes to Pass Required Action

Majority present at meeting

C. Background

Staff has been working the last 8 months on the Master Plan for the Westside Park. City Council approved funding for the Master Plan in the FY19 budget and staff is now bringing it to City Council for approval.

The Westside Park is to be developed on approximately 45 acres just north of Hwy 73. The City has acquired multiple parcels in this area for development of the Westside Park as well as for the Rocky River Greenway (part of the Carolina Thread Trail). There is one more tract to acquire from Christ the King High School to make the plan complete. We have already obtained the appraisal for the property and will be working with them soon to complete the acquisition phase.

As demand from residents on the westside of the City for a park and athletic fields continued, the City decided to move forward with the development of the Master Plan for this future park site.

The City held two public meetings and requested feedback via an online survey. In addition to the recent public feedback, we also utilized the approved Citywide P&R Master Plan recommendations to develop the following plan for the property.

It is the intent of the City to apply for a Parks and Recreation Trust Fund grant (PARTF) at some point in the future to provide additional funding assistance for development of the project. In order to have the project/application score well, we must have a site

specific Master Plan developed and approved by City Council. The P&R Commission reviewed the site plan and Master Plan at their two previous meetings and unanimously approved the site plan and Master Plan for the Westside Park.

Click on this link to view the Westside Park Master Plan: **Kannapolis Westside Park Master Plan**

D. Fiscal Considerations

None

E. Policy Issues

None

F. Legal Issues

None

G. Alternative Courses of Action and Recommendation
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- 1. **Motion to approve Westside Park Master Plan (Recommended)**
- 2. Do not approve Westside Park Master Plan and send back for further revisions
- 3. Table action to a future meeting

ATTACHMENTS:

File Name

No Attachments Available



**City of Kannapolis
City Council Meeting
July 8, 2019
Staff Report**

TO: Mayor and City Council
FROM: Zachary D. Gordon, AICP, Planning Director
TITLE Board of Adjustment Appointment

A. Action Requested by City Council

Motion to re-appoint Board of Adjustment member Joann Crosby to additional 3-year term on the Board of Adjustment

B. Required Votes to Pass Required Action

C. Background

The Board of Adjustment consists of six (6) members, one Extra-territorial Jurisdiction (ETJ) representative from Rowan County, and two (2) alternate members. The terms for Board members are staggered with one (1) regular term expired on June 30, 2019.

Board member Joann Crosby has served one (1) 3-year term and has indicated a willingness to serve a second term and the Board of Adjustment has unanimously endorsed her re-appointment.

D. Fiscal Considerations

None

E. Policy Issues

None

F. Legal Issues

None

G. Alternative Courses of Action and Recommendation

1. **Re-appoint Joann Crosby to a second 3-year term on the Board of Adjustment, with an expiration date of June 30, 2022 (Recommended).**
2. Not re-appoint Board member and solicit applications for new members.

3. Appoint someone of Council's choosing.
4. Table action to a future meeting

Planning staff is recommending re-appointment of Board of Adjustment member Joann Crosby to a second 3-year term, with an expiration date of June 30, 2022.

ATTACHMENTS:

File Name

- ▢ BOA_MEMBER_LIST_2018-2019_web_version.pdf
- ▢ Applications_on_File_07-03-2019.pdf

Kannapolis Board of Adjustment

July 2018- June 2019

<u>CHAIRMAN</u> Jonathan Farmer 5309 Randolph Road Kannapolis, NC 28081	(H) None (W) 704-699-6613 Email: jonathanfarmer1985@gmail.com Expires: 6/30/2020 Term: 3 rd
<u>Vice-Chairman</u> James Palmer 2375 Curecanti Court Kannapolis, NC 28083	(H) 704-787-1973 (W) 704-938-1512 Email: james@yourpbd.com Term Expires: 06/30/2021 Term: 3 rd
Andrew Baker 220 York Avenue Kannapolis, NC 28083	(H) & (W) 704-652-1730 Email: awb127@yahoo.com Term Expires: 6/30/2020 Term: 3 rd
Colby Meadows 608 Walter Street Kannapolis NC 28083	(H) 704-933-2046 Email: emeadows84@yahoo.com Term Expires: 06/30/2021 Term: 3 rd
JoAnn Crosby 322 Wisteria Lane Kannapolis, NC 28083	(C) 704-562-7101 Email: jocrosby123@twc.com Term Expires: 06/30/2019 Term: 1 st
Ryan French 1905 Pennsylvania Ave Kannapolis, NC 28083	(C) 252-521-7967 Email: RyanLee_French@yahoo.com Term Expires: 06/30/2021 Term: 1 st
<u>Alternate:</u> Jeff Parker 1630 Eastwood Dr. Kannapolis, NC 28083	(H) 704-933-5518 (C) 704-467-1471 Email: wa1wxi@carolina.rr.com Term Expires: 6/30/2021 Term: 1 st
<u>Alternate:</u> M. Ryan Craft 914 Polo Street Kannapolis, NC 28081	(W) 704-224-1961 Email: awbmrc@yahoo.com Term Expires: 06/30/2020 Term: 2 nd
<u>Alternate:</u> Scott Trott 2909 Donegal Dr. Kannapolis, NC 28081	(H) 704-933-3944 (C) 704-743-8404 Email: sbtrott@aol.com Term Expires: 6/30/2021 Term: 1 st
<u>*Rowan E.T.J. Representative</u> Boyd Hardin 902 East 22 nd Street Kannapolis, N.C. 28083	(H) 704- 933-0086 Email: rhadin45@hotmail.com Term Expires: 6/30/2021 Term: 3 rd

The Board of Adjustment meets the Third Tuesday of each month, at 6:00 P.M., at the Kannapolis City Hall Municipal Building located at 401 Laureate Way, Kannapolis. ***Appointed by Rowan County Commissioners for representation of Extraterritorial Jurisdiction in Rowan County.**

BOARDS & COMMISSIONS
APPLICATIONS ON FILE
07-03-2019

Name: Jeffrey P. Newton

Date Applied: 02-15-2018

Address: 2688 Keady Mill Loop, Kannapolis, NC 28081

Daytime Phone: 704-935-2634

Work/Cell: 757-641-7898

Email: jnewton2002@yahoo.com

County Residence: Cabarrus

Current Employer: None. Retired.

Professional Background: Retired US Navy Officer (25+ years); division manager, program manager and project manager for various government contractors (23+years) specializing in reliability maintenance

Occupation/Title: N/A

Educational Background: BS Liberal Studies; MPA Human Resource Management

Civic Background: Community & Civic Involvement: On Landscape Committee for small HOA in early 1980's

Other Board, Commissions, or Committees on which you are currently serving: None

List three people who are not related to you: Chrystal Phelps, Mary Jane Quesnel, Beth Simmons

Boards/Commissions applied for:

PERSONNEL ADVISORY BOARD (1st Choice)

Please explain why you want to be a member of this commission: Throughout my US Navy and civilian careers I dealt with many personnel issues and learned most importantly to listen, ask informed questions, and based on the facts, determine the outcome that benefited both my employer and the employee. I feel these traits would make me a valuable member of the board.

What experience or education have you had relative to this Board? I hold a MPA as well as a MS in Human Resources Management from Troy University. I was manager with hire/fire authority for different companies and am used to working as a team member to reach viable solutions. I have worked with diverse groups of people throughout my entire career.

PARKS & RECREATION COMMISSION (2nd Choice)

Please explain why you want to be a member of this commission: I enjoy spending time outside and find the Kannapolis park system extensive and viable. I would like to be a part of this program to help it to continue to grow. Amenities like a strong park system benefit the community and help people determine where they want to live and grow their families.

Why do you believe Parks and Recreation is important to the City of Kannapolis: Readily available open spaces are a must to bring communities together. In my short time in Kannapolis, my wife and I have enjoyed visiting the different parks and really enjoyed the Christmas lights and theme at Village Park. As a veteran, I find the Veterans Park a fitting tribute.

What are three Parks and Recreation priorities you believe the City should address? More walking trails similar to Irish Buffalo Creek; continued expansion/upgrading of existing parks; and exploring ways to get more green areas into new and existing developments.

Name: Gene Overcash

Date Applied 04-06-2018

Address: 1001 Orangewood Street, Kannapolis, NC 28081

Daytime Phone: Home-704-932-4619 Work-704-938-6121 Cell-980-622-4512

Email: govercash@curb.com

County Residence: Cabarrus

Current Employer: Mike Curb – Curb Motorsports Museum

Occupational/Title: Museum Manager

Professional Background: 71-94 G&S Metal, Catawba College, YMCA, Self Employed Landscaping

Educational Background: AL Brown HS, Rowan Tech – Kannapolis Fire Department

Civic Background: Community & Civic Involvement: NCMHOF induction ceremony, Curb Museum, Kannapolis Fire Department (20 yrs.)

Other Board, Commissions, or Committees on which you are currently serving: N/A

List three people who are not related to you: Danny Scott, Larry Phillips, Donie Parker

Boards/Commissions applied for:

PLANNING & ZONING COMMISSION (Only Choice)

Please explain why you want to be a member of this commission: Helping make City bigger and better place to live. Keep Kannapolis safe and growing the right way. Learn more about the City, plans and some way to get involved with the growth.

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe this commission can play a role in addressing each issue: More business in City, Building the correct community, Bring more people to the City.

What is your vision for the City of Kannapolis and what do you consider this commission's role to be in accomplishing that vision? To be able to help with the growing of downtown and not only baseball, with the help of bringing entertainment to the city with music.

Name: Jamie Newman

Date Applied: 05-04-2018

Address: 306 Oakshade Avenue, Kannapolis NC28083

Daytime Phone: 704-605-7503

Work/Cell: 704-920-1325

Email: jamie.newman@cabarrushealth.org

County Residence: Cabarrus

Current Employer: Cabarrus Health Alliance

Professional Background: Experience in Human Resources in manufacturing, retail, local government and healthcare; executive selection and development; business consulting; retail management.

Occupation/Title: Human Resources Manager

Educational Background: Master of Arts in Industrial and Organizational Psychology; Bachelor of Arts in Psychology; Certified Senior Profession in HR (SPHR); SHRM Certified Professional.

Civic Background: Community & Civic Involvement: Executive Board Member for Sow Much Good; fundraising for Operation Homeless; volunteer Career Counseling for CMS; Volunteer Faithful Friends; Community Relations Chairperson for Cabarrus Regional Society for HR Management (CRSHRM); VP CRSHRM.

Other Board, Commissions, or Committees on which you are currently serving: Current President of Cabarrus Regional Society for HR Management

List three people who are not related to you: Dianne Berry, Erin Shoe, Claudia Wilder

Boards/Commissions applied for:

PERSONNEL ADVISORY BOARD (1st Choice)

Please explain why you want to be a member of this commission: I would like to increase my involvement in local government and I believe serving on this board would be the ideal opportunity because I would be able to make meaningful contributions. HR is my chosen field and employee relations is of particular interest to me. Working with employees to find resolutions that are fair, within policy, and benefit both organization and the employee is challenging and always an interesting endeavor. I would enjoy the opportunity to serve the City of Kannapolis and its employees in this capacity.

What experience or education have you had relative to this Board? A master's degree in industrial and organizational psychology uniquely prepares me to deal with HR related issues from the legal, business and human perspectives. I have attained HR certifications from HRCI and SHRM, which are both recognized as standards in the field that signify an understanding of best practices, employment law and human resources management. I have worked in manufacturing, retail, healthcare and local government, and have experiences in business to business consulting with senior leaders, all of which have given me the opportunity to work with many types of employees at different organizational levels.

Name: Kristian Aiken

Date Applied: 03-15-2019

Address: 216 Small Street, Kannapolis, NC 28083

Daytime Phone: Home-704-668-3752 Work-Cell (Same)

Email: Kristian.aiken@gmail.com

County Residence: Cabarrus

Current Employer: QC DATA

Occupational/Title: Engineer

Professional Background: Engineer

Educational Background: Mechanical and civil engineering and management

Community & Civic Involvement: GPAA Matthews Gold Club Member

Other Board, Commissions, or Committees on which you are currently serving: N/A

List three people who are not related to you: Brooke Thomas 704-606-4319; Robert Mitchski 980-429-3702; Chris Petty 704-548-9951

Boards/Commissions applied for:

PARKS & RECREATION COMMISSION

Please explain why you want to be a member of this commission: To be a part of the community. I believe in active healthy family fun activities

Why do you believe Parks and Recreation is important to the City of Kannapolis: It is important because it gives the community a place to come together and create healthy relationships throughout the community.

What are three Parks and Recreation priorities you believe the City should address? 1-Existing park maintenance and upgrades; 2- a safe place for children; 3- additional activities and additional parks

Name: Travis S. Gingras

Applied 03-15-2019

Address: 1189 Daybrook Drive, Kannapolis, NC 28081

Daytime Phone: 704-956-1862

Work/Cell: 704-875-1615

Email: trav.gingras@gmail.com

County Residence: Cabarrus

Current Employer: HensonFoley Design, Inc.

Professional Background: Bachelors of Science in Civil Engineering – University of Vermont

Occupation/Title: Civil Engineer

Educational Background: Associates of Science in Civil/Environmental Engineering Technology- UVM

Community & Civic Involvement: Active member of Cabarrus County Chamber

Other Board, Commissions, or Committees on which you are currently serving: N/A

List three people who are not related to you: Jay Henson-landscaper-704-875-1615; Tim Foley-civil engineer-704-875-1615; Ron Adkins-retired-704-224-4754

Boards/Commissions applied for:

PLANNING & ZONING COMMISSION (Only Choice)

Please explain why you want to be a member of this commission: I would like to be a member of the Planning and Zoning Commission because I would like to become more active and involved in my community. My wife and I have bought and owned a home in Kannapolis for 3 years and absolutely love that the city is doing. Because my background as an Engineer, I am very familiar with the planning and zoning process and can bring a lot of practical work experience to the board.

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe this commission can play a role in addressing each issue: I think the three most important issue our community faces today is Senior Living options, high paying income jobs and public transportation. This Commission can play a role in all of these issues. The Commission may not be able to directly bring businesses into the city, but can be open to all ideas and work across lines both developers and adjacent owners to meet everyone's needs.

What is your vision for the City of Kannapolis and what do you consider this commission's role to be in accomplishing that vision? The vision of Kannapolis I picture, is a robust and busy downtown. Busy as in plenty of things to do, that is within walking distance. People can park a car and be able to walk to the activities they have planned. Outside of the downtown area, is pockets of neighborhoods that flow seamlessly into each other. Kannapolis needs to be made into the destination where the community wants to live, work and play.

Name: Chris Puckett

Applied 03-22-2019

Address: 848 Lantern Way. Kannapolis, NC 28081

Daytime Phone: N/A

Work/Cell: 704-298-5872

Email: ch2realty@gmail.com

County Residence: Cabarrus

Current Employer: Lantern Realty & Development

Occupation/Title: Realtor/Owner

Educational Background: Masters Degree-Mountain State U

Community & Civic Involvement: Kiwanis Club of Kannapolis

Other Board, Commissions, or Committees on which you are currently serving: Planning & Zoning

List three people who are not related to you: Paula Severt – Realtor 704-232-3433; Deana Petty-Realtor 704-258-8068; Ryan Dayvault – Council 704-791-5843

Boards/Commissions applied for:

COMMUNITY DEVELOPMENT COMMISSION (Only Choice)

Why are community development/revitalization issues important to the City of Kannapolis? I am lifelong resident of Kannapolis and I want to see all people represented during the transformation of my hometown.

What do you consider to be three major community issues for our City? Affordable housing; senior housing; community connectivity/transportation

How should the City address the community's needs as it evolves economically? Proper and equal representation for all demographics. Provide more ways to get all of Kannapolis involved in decision making.

Name: Thomas Gilanyi

Applied 04-29-2019

Address: 403 N. Cannon Blvd, Kannapolis, NC 28081

Daytime Phone: N/A

Work/Cell: 917-968-3306

Email: tgilanyi@gmail.com

County Residence: Cabarrus

Current Employer: Wells Fargo N.A.

Occupation/Title: Remediation/Regulatory Communications Specialists/Attorney

Educational Background: New York Law School – JD; UCLA-BA

Community & Civic Involvement: Volunteer lawyer for Arts (VLA) 2009-2010

Other Board, Commissions, or Committees on which you are currently serving: N/A

List three people who are not related to you: Agnes Lazaruis, CFO 352-598-5499; James DeVoe, Leasing Agent, 917-270-2658; Gay Gallman, Laurinburg-Maxton Airport COB, 910-280-0174

Boards/Commissions applied for:

PLANNING & ZONING COMMISSION (Only Choice)

Please explain why you want to be a member of this commission: I would like to be a part of this commission because I think this is an exciting time in the history of Kannapolis and I would love to use my skills and education to serve the community.

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe this commission can play a role in addressing each issue: Opioid addiction, low tax base and underemployment. The commission plays a role by planning growth opportunities that can rise wages, increase tax revenue and improve quality of life.

What is your vision for the City of Kannapolis and what do you consider this commission's role to be in accomplishing that vision? My vision is for the City to grow into a thriving community with a high quality of life for its citizens. The commission's role is to properly recognize and plan economic growth opportunities for the long term.

Name: Alyce Quinn

Date Applied: 05-13-2019

Address: 2485 Acadia Ct. Kannapolis, NC 28083 (Forest Ridge Apt)

Daytime Phone: N/A

Cell: 704-467-2678

Email: alycequinn42@gmail.com

County Residence: Cabarrus

Current Employer: Retired

Occupation/Title: General Electric Co. Hickory, NC as a Transform Manufacturer

Educational Background: 2 year community college, Bus Adm; Customer Account Manager for all large utilities in Western USA. Customer Service Sales & Account Management

Civic Background: Support a child at Emmanuel Orphanage in Haiti and help to supply the Orphanage with food, equipment, healthcare, clothing for all residents.

Community & Civic Involvement: Church activities that support the City and any citizen concerns through the church i.e. homeless and senior citizens.

Other Board, Commissions, or Committees on which you are currently serving: Member of Forest Ridge HOA. Member of Gold Wing Road Riders Association to educate and promote motorcycle safety and support chapters, in our effort to provide community support to needy by yearly Chapter fund raisers in all communities we represent.

List three people who are not related to you: Kathy Zimmerman, Teacher; Mark Hill, Choir Dir, 1st Baptist; Councilmember Roger Haas.

Boards/Commissions applied for:

PARKS & RECREATION COMMISSION (2nd Choice)

Please explain why you want to be a member of this commission: Community involvement, community appearance, community safety and community reputation.

Why do you believe Parks and Recreation is important to the City of Kannapolis: Did not answer

What are three Parks and Recreation priorities you believe the City should address? Did not answer

COMMUNITY IMPROVEMENT COMMISSION (1ST Choice)

Please explain why you want to be a member of this commission: As a homeowner and Kannapolis citizen, I want our community to be safe-no Sanctuary cities. Citizens of all income levels should maintain their property and dwelling to pleasing physical appearance and safety for all inhabitants and visitor. Every citizen must live in accordance with all city ordinances.

This Commission primarily deals with two areas: 1) allocation of HUD funding to projects and organizations that support low-to-moderate income households, and 2) review and recommendation code enforcement cases to demolish or remove dilated structures. What experience or perspective do you bring to serve the Commission in these roles? Did not answer

What do you consider to be three major neighborhood or housing issues in the City? 1) HOA's with extreme exclusions against owner ability to improve properties to the owner design and maintenance. Many with exclusions that are 90% impossible to make changes. 2) Properties with trash accumulating and/or junk vehicles, autos that are inoperable and unsightly that diminish the appearance of other homes when need to sell their homes. 3) reasonably priced housing for low and moderate income families that cannot afford to buy a home. Many apartments and older rental homes are grossly over-priced for the value they receive from rental homes and apts.

PERSONNEL ADVISORY BOARD (3rd Choice)

Please explain why you want to be a member of this commission: Community involvement, community appearance, community safety and community reputation

What experience or education have you had relative to this Board? N/A

Name: Kisha Best

Date Applied: 05-21-2019

Address: 222 Fir Avenue Kannapolis, NC 28081

Daytime Phone: 704-891-0427

Cell: 704-891-0427

Email: kishabest@hotmail.com

County Residence: Cabarrus

Current Employer: Self-Employed (Uber/Lyft) Amazon

Occupation/Professional Background: Teacher

Educational Background: AAS- Early Childhood Edu/Attending UNCC

Community & Civic Involvement: Member of Elevation Church

Other Board, Commissions, or Committees on which you are currently serving: None

List three people who are not related to you: Micaela Mahoney (Homemaker), Kannapolis, Gene Caldwell (Retired) Kannapolis, William Brown (Sales) Charlotte

Boards/Commissions applied for:

PARKS & RECREATION COMMISSION (Only Choice)

Please explain why you want to be a member of this commission: I would like to be a member of this commission because I visit several of the parks weekly and would love to be a part of the decision process that makes them what they are.

Why do you believe Parks and Recreation is important to the City of Kannapolis: Parks and Recreation is important to the City of Kannapolis because it provides places that people (residents) can gather and enjoy themselves or city planned activities.

What are three Parks and Recreation priorities you believe the City should address? Beauty and Innovation, Community Benefit, Civic Involvement

Name: Bryan Davenport

Date Applied: 05-30-2019

Address: 919 N. Juniper Avenue, Kannapolis, NC 28081

Daytime Phone: 910-620-5561

Cell: N/A

Email: bdavenp8@outlook.com

County Residence: Rowan

Current Employer: Mecklenburg County

Occupation/Professional Background: Environmental Health Specialist

Educational Background: Bachelors of Science in Public Health

Community & Civic Involvement: N/A

Other Board, Commissions, or Committees on which you are currently serving: None

List three people who are not related to you: Jeremy Michelone, SEHS, 3205 Freedom Drive; Daniel Ortiz, Health Director, 3205 Freedom Drive; Jeremy Michael, Health Manager, 3205 Freedom Drive.

Boards/Commissions applied for:

PARKS & RECREATION COMMISSION (Only Choice)

Please explain why you want to be a member of this commission: I want to contribute and give back to the community. Working with Parks and Recreation, this would be a great opportunity to achieve that goal.

Why do you believe Parks and Recreation is important to the City of Kannapolis: People want to have a place where they can come and relax, spend time with the family or just for fresh air, reading a book. Parks play a vital role in helping the city grow.

What are three Parks and Recreation priorities you believe the City should address? Being new to the area, this is something I would have to research.

Name: Bobbie L. Hague

Date Applied: 06-10-2019

Address: 423 West Avenue, Kannapolis, NC 28081

Daytime Phone: Cell: 704957-7583

Email: so-b-it1@hotmail.com

County Residence: Cabarrus

Current Employer: Retired

Occupation/Professional Background: Information Technology

Educational Background: Morgan State University – Computer Programming Institute of Delaware, Inc

Community & Civic Involvement: Cabarrus County Democratic President; Cabarrus County Literacy Council, Carolina Cardinals Optimist Club

Other Board, Commissions, or Committees on which you are currently serving: Artists Music Guild Executive Director; WNC Conference AME Church Parliamentarians

List three people who are not related to you: Brenda Sides-retired teacher, Charlotte; Tena Armstrong-retired banker, Charlotte; Ingrid Nurse – Social Worker, Concord.

Boards/Commissions applied for:

COMMUNITY DEVELOPMENT COMMISSION (Only Choice)

Please explain why you want to be a member of this commission: I want to see fair opportunities for all communities in Kannapolis (poor & affluent) and want to insure that those persons who have little resources receive the same treatment as those with money.

This Commission primarily deals with two areas: 1) allocation of HUD funding to projects and organizations that support low-to-moderate income households, and 2) review and recommendation code enforcement cases to demolish or remove dilated structures. What experience or perspective do you bring to serve the Commission in these roles? My tenacity and determination when it comes to a project that I am really adamant about. My ability to work with the people of the City.

What do you consider to be three major neighborhood or housing issues in the City? Fishertown – getting them annexed. Cabarrus Arms – making sure it is a safe place to live. Little Texas – getting the low income housing needed in that neighborhood



**City of Kannapolis
City Council Meeting
July 8, 2019
Staff Report**

TO: Mayor and City Council
FROM: Zachary D. Gordon, AICP, Planning Director
TITLE Planning and Zoning Commission Member
Appointments

A. Action Requested by City Council

Motion to re-appoint Scott Trott and David Steele to additional 3-year terms on the Planning and Zoning Commission.

B. Required Votes to Pass Required Action

C. Background

The Planning and Zoning Commission consists of seven (7) members, and one Extra-territorial Jurisdiction (ETJ) representative from Rowan County. The terms for the Commission are staggered, with two (2) terms expired on June 30, 2019. Scott Trott and David Steele have both served two 3-year terms and are eligible for re-appointment to a third 3-year term. Both have indicated a willingness to serve a third terms and the Planning and Zoning Commission has unanimously endorsed their reappointment.

D. Fiscal Considerations

None

E. Policy Issues

None

F. Legal Issues

None

G. Alternative Courses of Action and Recommendation

1. **Re-appoint Scott Trott and David Steele to a third 3-year term on the Planning and Zoning commission, with an expiration date of June 30, 2022 (Recommended).**
2. Not re-appoint Commission members and solicit applications for new members.

3. Appoint someone of Council's choosing.
4. Table action to a future meeting

Planning staff is recommending re-appointment of Commissioners Scott Trott and David Steele to the Planning and Zoning Commission for a third term, with an expiration date of June 30, 2022.

ATTACHMENTS:

File Name

📎 PZ_MEMBER_LIST_2018-2019_web_version.pdf

KANNAPOLIS PLANNING AND ZONING COMMISSION MEMBERS July 2018 - June 2019

<u>Chairman</u> Scott Trott 2909 Donegal Drive Kannapolis, NC 28081	(H) 704-933-3944 (C) 704-743-8404 Email: sbtrott@aol.com Term Expires: 6/30/2019 Term: 2 nd
<u>Vice-Chairman</u> David Steele 2173 Charles Towne Ct. Kannapolis, NC 28083	(H) 704-932-3795 (C) 980-622-1317 Email: dave.t.steele@gmail.com Term Expires: 6/30/2019 Term: 2 nd
Alan Overcash 1641 Dale Earnhardt Blvd Kannapolis, NC 28083	(H) 704-787-8400 (C) 704-938-8060 Email: overcasha@gmail.com Term Expires: 6/30/2021 Term: 3 rd
Chris Puckett 848 Lantern Way Kannapolis, NC 28081	(H) 704-933-4035 (C) 704-298-5872 Email: ch2realty@gmail.com Term Expires: 6/30/2020 Term: 1 st
Jeff Parker 1630 Eastwood Drive Kannapolis, NC 28083	(H) 704-933-5518 (C) 704-467-1471 Email: wa1wxi@carolina.rr.com Term Expires: 6/30/2021 Term: 4 th
Larry Ensley 6600 Finger Lake Dr. Concord, NC 28027	(H) 704-782-3725 (C) 980-621-6917 Email: ensley@ctc.net Term Expires: 6/30/2021 Term: 1 st
William Cranford 331 Chestnut Avenue Kannapolis, NC 28081	(H) 704-933-2661 (C) 704-634-3490 Email: wcranford@shoeshow.com Term Expires: 06/30/2020 Term: 1 st
<u>*Rowan ETJ Representative</u> Paula Severt 1310 Cannon Farm Road China Grove, NC 28023	(C) 704-232-3433 Email: paulasevert@yahoo.com Term Expires: 6/30/2020 Term: 1 st

The Commission meets the first Wednesday of each month, at 6:00 P.M., at the Kannapolis City Hall Municipal Building located at 401 Laureate Way, Kannapolis.

***Appointed by Rowan County Comm. for representation of Extraterritorial Jurisdiction in Rowan County.**



**City of Kannapolis
City Council Meeting
July 8, 2019
Staff Report**

TO: Mayor and City Council
FROM: Mike Legg, City Manager
TITLE Closed Session

A. Action Requested by City Council

GS. 143-318.11 (a) (3) to consult with an attorney in order to preserve the attorney client privilege and G.S. 143.318.11 (a) (4) for discussing matters relating to the location or expansion of industries or businesses in the area (Mayor Pro tem Haas)

Motion to Adjourn Meeting

B. Required Votes to Pass Required Action

C. Background

D. Fiscal Considerations

E. Policy Issues

F. Legal Issues

G. Alternative Courses of Action and Recommendation

ATTACHMENTS:

File Name

No Attachments Available