



KANNAPOLIS CITY COUNCIL

MEETING AGENDA
Kannapolis City Hall
401 Laureate Way, Kannapolis NC
August 26, 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

BUSINESS AGENDA

- A. Cabarrus County Convention & Visitors Bureau (CVB) Presentation (Donna Carpenter, President/CEO)
- B. Establishment of a Kannapolis Athletics Program (Eddie Smith, Deputy City Manager and Gary Mills, Parks and Recreation Director)
- C. Budget Amendment 20-02; Downtown Infrastructure Project (Eric Davis, Finance Director)

CITY MANAGER REPORT

CITY COUNCIL COMMENTS

SPEAKERS FROM THE FLOOR

In order to speak to Council, please fill out a white card and return to the City Clerk. Cards are located on the table as you enter the meeting room. Please limit comments to 3 minutes

CLOSED SESSION

GS. 143-318.11 (a) (3) to consult with an attorney in order to preserve the attorney client privilege; G.S. 143.318.11 (a) (4) for discussing matters relating to the location or expansion of industries or businesses in the area and G.S. 143-318.11 (a) (6) for the purpose of discussing personnel matters(Mayor Pro tem Haas)

Motion to Adjourn Meeting

UPCOMING SCHEDULE

September 9, 2019
September 23, 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.



**City of Kannapolis
City Council Meeting
August 26, 2019
Staff Report**

TO: Mayor and City Council
FROM: Jason May, Assistant to the City Manager
TITLE Cabarrus County Convention & Visitor Bureau
Presentation

A. Action Requested by City Council

No action is required for the agenda item.

B. Required Votes to Pass Required Action

Presentation Only, no action required

C. Background

Donna Carpenter, President/CEO of Cabarrus County Convention & Visitors Bureau (CVB) will provide a brief minute presentation on the activities of the CVB over the recent past and those expected in the future.

D. Fiscal Considerations

None

E. Policy Issues

None

F. Legal Issues

None

G. Alternative Courses of Action and Recommendation

None. Presentation only.

ATTACHMENTS:

File Name

No Attachments Available



**City of Kannapolis
City Council Meeting
August 26, 2019
Staff Report**

TO: Mayor and City Council
FROM: Mike Legg, City Manager
TITLE Kannapolis Athletics Program

A. Action Requested by City Council

1. Motion to authorize staff to begin negotiating an inter-local agreement with the City of Concord, Cabarrus County and the Town of Harrisburg to facilitate a County-wide program for a youth sports program collaboration.
2. Motion to authorize staff to immediately begin establishing a youth basketball program.
3. Motion to adopt a budget amendment to transfer \$115,140 for the athletics program from City Council Contingency to the Parks and Recreation Budget.

B. Required Votes to Pass Required Action

Majority present at meeting

C. Background

After several independent meetings with the City of Concord and the Town of Harrisburg YMCA, Odell Athletics Association, Dixie Youth, Cabarrus County, staff recommends proceeding with the proposed Kannapolis Athletics Program. While there are still details to be worked out and each of the private organizations have some questions about the transition, they all understand and appear to agree that a larger, comprehensive County-wide program is the best approach for maximizing opportunities for kids in our communities to participate.

As a result of all of the meetings described above, the conclusion is that it is time for City Council to consider moving forward with this effort. More specifically, included on this City Council agenda are the following action items:

Begin negotiating a formal, long-term interlocal agreement with the City of Concord, Cabarrus County and the Town of Harrisburg to facilitate a County-wide program for the major youth sports (basketball, baseball, soccer, softball). This will be complex agreement that will take several months to complete. In this scenario, Cabarrus County would transfer facilities management to the three municipalities and would mostly play a supportive role. Capital improvement responsibilities for these facilities must still be determined. Each school facility (CCS and KCS) would be assigned to one of the three municipalities for

scheduling, routine maintenance and oversight (For Kannapolis it will likely include Boger, Northwest Middle, Royal Oaks, and Winecoff) Scheduling control for the municipalities would be after 5:00 PM on weekdays and all weekend hours. Outside organizations (and individuals) would schedule the facilities through the appropriate municipality. Obviously, municipal programming would take priority. Whether or not all of these sports would be part of the Kannapolis program immediately remains to be seen. The original plan was to offer winter basketball and one spring sport (probably soccer) in the first year. Any expansion in the first year for diamond field sports would require additional funding. There may be some pressure from the other County partners for Kannapolis to accelerate those sports but, again, that has not been fully vetted. Other sports will likely be offered in the future but until then, the YMCA or other organizations can offer those opportunities.

There is nothing that would prevent the YMCA, Odell, Dixie Youth or any other organization from offering youth athletics programming but facility conflicts will likely deter that from occurring because the robust, County-wide program that is being contemplated will dominate field and gym usage. Discussions with these organizations have occurred and are continuing to occur.

Move forward immediately with establishing a youth basketball program. The program would informally include some of the same program and cooperative elements of the larger county-wide program described above. If approved by City Council, this immediate plan would include scheduling games with the municipal programs in both Concord and Harrisburg, identical registration fees, establishing the same rules, same registration process, etc. The intent would be to utilize KCS gyms for this purpose through our usage agreement. We are hopeful that access to Cabarrus Council Schools' gyms will be available for us for this program as well. Cabarrus County is in ongoing discussions with Cabarrus County schools on streamlining this process (like Kannapolis and Kannapolis City Schools have already done).

It is important that City Council decide this issue at the meeting because Cabarrus County is moving forward with completing the design and printing of informational flyers that they will distribute to all kids in the Cabarrus County Schools system (staff will add something similar to KCS schools as well). This County informational flyer would include Kannapolis as a participant. They are holding the final printing pending the decision by Kannapolis. If the decision on basketball gets delayed beyond August 26th then an alternative may be that we start a smaller basketball program on our own timeframe using primarily KCS facilities – even in this scenario, it is likely we can schedule some games with Concord - so that is a reasonable fallback position. The other alternative is to not proceed with the basketball program this year, let the YMCA run its program, focus on spring sports in the larger County-wide effort and add basketball next year.

Approve a budget amendment to re-allocated the funds for the athletics program. This would result in the Parks and Recreation Director proceeding with advertising and hiring the athletic coordinator. Gary would assign existing staff to manage the basketball program registration and other pre-season tasks until such time that the athletic coordinator is hired.

A more detailed summary of the vision for this new program and a job description for the athletic coordinator are attached.

D. Fiscal Considerations

The project budget for the first year of this program is \$115,140 which assumes hiring an athletics coordinator and only starting youth basketball and soccer programs.

E. Policy Issues

None.

F. Legal Issues

None.

G. Alternative Courses of Action and Recommendation

Staff recommends City Council approve the following three actions:

1. Motion to authorize staff to begin negotiating an inter-local agreement with the City of Concord, Cabarrus County and the Town of Harrisburg to facilitate a County-wide program for a youth sports program collaboration.
2. Motion to authorize staff to immediately begin establishing a youth basketball program.
3. Motion to adopt a budget amendment to transfer \$115,140 for the athletics program from City Council Contingency to the Parks and Recreation Budget.

An alternative to this recommendation would be to proceed with item #1 but hold off on youth basketball until the following year and delay reallocating the funds for the program until November when discussions about starting the program with one or more spring 2020 sports would begin.

ATTACHMENTS:

File Name

- ❑ Kannapolis_Athletics_Proposal.docx
- ❑ Athletic_Coordinator_job_description-2.doc
- ❑ Athletics_Program_Budget_Amendment.pdf

KANNAPOLIS ATHLETICS

The athletic coordinator would primarily be charged with overseeing the potential expansion of adult sports (basketball, soccer, flag football, ultimate frisbee, etc.) and all youth programs (basketball, soccer, baseball, flag football, lacrosse, etc.).

Parks and Recreation staff already coordinate the following existing programs. The proposed athletic coordinator would certainly take over some of these programs leaving some capacity for existing staff to expand services in other areas.

- Adult Softball (Spring & Fall)- approximately 8 teams each season
- Run Kannapolis- coordination of eight 5K races each year
- Overall organization of Jiggy with the Piggy 5K
- Loop the Loop program
- Couch to 5K
- Field Reservations- coordinate rentals for KMS, Safrit Park and Bakers Creek fields for usage March- October
- NC Senior Games
- Gym Reservations- coordinate rentals of Kannapolis City School facilities year round
- Tennis Programming

YOUTH ATHLETICS

GOALS OF THE PROGRAM

- To focus on developing fundamental skills while teaching life lessons through healthy competition • To create a supportive, family friendly and fun environment.
- Potential for program to become a county wide initiative.
- Participation in sports develops important character traits and lifelong values in children which can create a positive impact in their lives whether it be emotional, physical, social or mental.

Below are just a few of the lessons learned through youth sports:

- How to be a leader.
- How to win/ succeed with class.
- Respect everyone.
- Being healthy is important.
- It's okay to make mistakes.

- In addition, sports have proven to be an effective tool in keeping youth from falling into a cycle of anti-social behavior, violence, crime and drug use.

PROPOSED REGISTRATION

- Winter Sport registration will take place in September. Basketball in Year 1.

NOTE: During the 2018/19 basketball season Concord Parks & Recreation had approximately 10% Kannapolis

residents in their program. This number is based on address and does not reflect those participants that live in Kannapolis and have another mailing address (like Concord or Davidson).

- Spring Sport registration will take place in January. Likely Soccer in Year 1.
- It is important to maintain realistic expectations. It is hard to know how many participants will sign up for a new City program in the first year. This is why it is important to build in greater flexibility in partnering with other programs (see below).

AGE DIVISIONS

- Age calculation will be as of August 31 of the registration year. This should be adhered to rather stringently.

PROPOSED STRUCTURE AND RULES

- Under the proposed structure, Cabarrus County will no longer be involved in directly overseeing youth athletics programs. The transition from some County programs to fully municipal programs may take some transition time. Those discussions are on-going. At this point, Harrisburg (large program) and Mount Pleasant (smaller program) may or may not join in the larger municipal programming effort. Both are evaluating their options.
- Parks & Recreation programs in both Concord and Kannapolis will play with the same rules, draft guidelines and age groups.
- To improve the experience for participants, scheduling of games between the teams in both programs will be coordinated by the two parks and recreation departments.
- If Odell Recreation, Northwest Recreation, YMCA or any other third-party organization does not have enough participation to play a competitive season in house they would be welcome to play within the Kannapolis league (and presumably the Concord league), however they would be required to play using the same rules across the board. The same holds true for the new City program – if there are not enough participants in the Kannapolis league, the partnership with Concord and other programs will become even more important.
- Concord Parks & Recreation currently plays under the Cabarrus County Youth Basketball League rules. These rules govern all play countywide. Playing under these rules provides Concord the opportunity to utilize Cabarrus County Schools for their programs. However, with changes being made within the County those governing rules may not be in play going forward. That is a detail that must be addressed among all parties.

FACILITIES

- Through the joint use agreement with the City of Kannapolis, Kannapolis City Schools will be utilized as a primary facility for practices and games.
- According to KCS, no other entity has been granted a joint use agreement. Kannapolis Parks and Recreation will manage and schedule all gyms and fields after 6:00 pm on weekdays and all Saturdays and Sundays. Even school usage after hours and on weekends will need to be scheduled through Parks and Recreation.
- Usage of Cabarrus County facilities (both gyms and field space) is a potential opportunity to help expand future programs. An agreement with either Cabarrus County or Cabarrus County Schools will need to be

reached for use of those facilities. Some coordination with Concord for usage of these facilities may be necessary. These might include facilities at Northwest Middle, Boger, Royal Oaks and Winecoff and potentially others.

PROPOSED COST

- Youth athletics will be added to our existing sponsorship package opportunities. Businesses around the community will have the opportunity to advertise their brand while supporting the program. The sponsorship program will help keep programs affordable and provide financial assistance for scholarships. It remains to be seen how the business community will respond to this opportunity.
- A scholarship program is contemplated which will provide youth in our community access to recreational programs for families who may not otherwise be able to afford them. It is anticipated that a discounted rate will be offered to the families that qualify. Parents who receive the scholarships may be asked to volunteer.
- The rate for Kannapolis resident will be lower than non-residents who wish to participate.
- Program costs will be evaluated regularly.

STAFFING

- Parks & Recreation staff (full and part-time, including paid referees). Volunteers (coaches, etc.) will be utilized heavily for the implementation of youth athletics. Securing reliable and dedicated volunteers may be the most difficult task ahead for the program.
- To ensure the safety and well being of the children, all volunteers will be required to go through a certified background screening process. Volunteers will be screened on a yearly basis.

ATHLETIC COORDINATOR

GENERAL STATEMENT OF DUTIES: Plans, coordinates, implements, and supervises a variety of athletic opportunities for the City of Kannapolis.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL DUTIES

- Plans, organizes, coordinates and supervises various youth and adult athletic programs for the community; evaluates programs and participation levels and attainment of program objectives; recommends changes to programs.
- Observes games for quality of competition, proper use of equipment and facilities, and sportsmanship; develops rules, policies, and regulations for participant behavior and enforces these.
- Organizes teams; divides teams to insure equality; sets up game and practice time schedules; registers participants and collects fees.
- Prepares and maintains field calendar for external reservations; collect field requests; input all reservations including notes and light fees for each rental; track field rainouts.
- Acts as liaison with appropriate park/school staff regarding field/gym scheduling, field conditions, makeup games and cancellations.
- Track Loop the Loop miles and send participants quarterly reports to update their progress in the program; Purchase new awards as needed.
- Provide Run Kannapolis Series management via contracted services with outside organization; Prepare meetings with Race Coordinators to ensure quality programming; Oversee management of each race and recommend changes to the program; Coordinate yearly awards ceremony and purchase new awards and medals as needed.
- Instructs and supervises volunteers, contract programmers, and paid staff; assigns, reviews and assures standards and requirements are being met.
- Promotes programs and events. Solicits donations or sponsorships. Contacts the media, prepares press releases, flyers, and brochures for promotions.
- Assists in the preparation of the departmental budget. Makes recommendations for the athletics budget. Assists in the management of the budget. Processes purchase orders, maintains a current inventory of all program materials and supplies.
- Monitors and assists in ensuring a clean and neat appearance of the parks and recreation facilities; to include some maintenance of such facilities as required.
- Assists with other departmental activities as needed. Assists in the preparation of regular and special reports as needed. Performs other related duties as required.
- Follows instructions and responds to management direction. Takes responsibility for own actions. Keeps commitments and completes tasks on time or notifies appropriate person with alternate plan.
- Ensures the overall safety, health, and welfare of all individuals participating in athletic programming and using the recreation facilities and services of the City. Ensures the safety of subordinate staff and ensures all safety policies and procedures are followed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of principles, practices, and methods of athletic recreation programming and supervision of adult and youth athletics.
- Considerable knowledge of current literature, trends, and developments in the field of public recreation.
- Knowledge of standard resources, materials, game rules and facilities utilized in a public recreational program.
- Ability to organize work and handle current circumstances while preparing for events weeks and months in advance.
- Ability to use sound judgment and to enforce rules and regulations with tact and firmness.
- Skill in collaborative conflict resolution and customer service excellence.
- Ability to effectively plan and execute a year-round program of recreational activities.

- Possess excellent computer skills; have the ability to effectively track data and produce reports
- Ability to express ideas effectively and communicate effectively in verbal and written forms.
- Ability to recruit, train and supervise temporary, part-time, and volunteer workers and coaches.
- Ability to deal tactfully with the public. Ability to establish and maintain effective working relationships with officials, citizens, employees, contractors, supervisors, participants, athletic associations, and other nearby P&R Departments.

PHYSICAL REQUIREMENTS: Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions. Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Must possess the visual acuity to prepare and analyze data, operate a computer terminal, utilize measuring devices, operate a motor vehicle, and inspect work of others.

EDUCATION AND EXPERIENCE: Requires graduation from a four-year college or university with a degree in recreation administration or related field and considerable experience in sports, recreation and/ or athletics management; or equivalent combination of education and experience required. At least 2-3 years of athletic programming experience preferred. Minimum 21 years of age. Must have valid N.C. Drivers License. CPRP preferred.

**ORDINANCE AMENDING BUDGET FOR THE
CITY OF KANNAPOLIS, NORTH CAROLINA
FOR THE FISCAL YEAR BEGINNING JULY 1, 2019
AND ENDING JUNE 30, 2020**

BE IT ORDAINED by the City Council of the City of Kannapolis, North Carolina meeting in open session this 26th day of August, 2019, that the following amendment to the Budget Ordinance for the City of Kannapolis, North Carolina for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020 is hereby adopted:

SECTION I -	Decrease Contingency	
	Expenditures 10000-51320	\$ 115,140
SECTION II -	Increase Parks & Recreation Salaries	
	Expenditures: 15010-41000	\$ 53,140
	Increase Parks and Recreation Capital Outlay	
	Expenditures: 15010-59200	\$ 29,000
	Increase Recreation Supplies	
	Expenditures: 15060-46630	\$ 33,000

This ordinance is approved and adopted this 26th day of August, 2019.

Milton D, Hinnant, Mayor

ATTEST:

Bridgette Bell, MMC, NCCMC
City Clerk



**City of Kannapolis
City Council Meeting
August 26, 2019
Staff Report**

TO: Mayor and City Council
FROM: Eric Davis, Finance Director
TITLE Budget Amendment 20-02; Amending the
Downtown Infrastructure Project Revenues and
Expenditures

A. Action Requested by City Council

Approve Budget Amendment 20-02; Downtown Infrastructure Project

B. Required Votes to Pass Required Action

Majority present at meeting

C. Background

The Downtown Infrastructure project completion is approaching us and there are some financial adjustments that are required to ensure that the project remains within budget. There were two significant items that occurred that were unforeseen that will require a budget amendment. First, there was \$595,000 in water system repairs (Laureate Way water main break) that were required. Also, the impact of poor soils amounted to \$487,000 of unexpected costs. To cover these expenses, the City can appropriate \$487,000 of earned interest on the project bond proceeds to offset this cost, and the City can appropriate \$595,000 of water and sewer fund cash reserves to cover those expenses. These are the only expected amendments to this capital project.

D. Fiscal Considerations

The City is allocating \$487,000 of earned interest from the Bond proceeds to cover the poor soils conditions. The \$595,000 from water and sewer cash reserves will cover the unexpected water leak and water main replacement, as well as water system repairs required at the Oak Avenue Mall.

E. Policy Issues

None

F. Legal Issues

A budget amendment will be required to cover all of the expenses incurred in the Downtown Infrastructure project.

G. Alternative Courses of Action and Recommendation

1. **Make a motion to approve Budget Amendment 20-02; amending the Downtown Infrastructure Project revenues and expenses (Recommended**
2. Do not approve the proposed budget amendment
3. Table the motion to a future meeting

ATTACHMENTS:

File Name

📎 Budget_Amendment.pdf

**CITY OF KANNAPOLIS, NORTH CAROLINA
ORDINANCE AMENDING THE DOWNTOWN INFRASTRUCTURE
CAPITAL PROJECT ORDINANCES
Amendment #20 – 02**

BE IT ORDAINED by the City Council of the City of Kannapolis, North Carolina meeting in open session this 26th day of August, 2019, that the following amendment to the Downtown Infrastructure Capital Project Ordinances for the City of Kannapolis, North Carolina is hereby adopted:

FUND 300: WATER & SEWER

REVENUES:	Increase Fund Balance Appropriation (39900-39900)	\$ 595,000
EXPENSES:	Transfer to Capital Project (39000-57200)	\$ 595,000

FUND 335: DOWNTOWN INFRASTRUCTURE – WATER & SEWER

REVENUES:	Increase revenues from investment income (33500-38000)	\$ 365,000
	Transfer from Water and Sewer (33590-39210)	\$ 595,000
EXPENSES:	Increase Capital Outlay (33500-59200)	\$ 365,000
	Increase Capital Outlay (39000-59200)	\$ 595,000

FUND 410: DOWNTOWN INFRASTRUCTURE – STORMWATER

REVENUES:	Increase revenues from investment income (41000-38000)	\$ 105,000
EXPENSES:	Increase Capital Outlay (41000-59200)	\$ 105,000

FUND 815: DOWNTOWN INFRASTRUCTURE – DOWNTOWN

REVENUES:	Increase funds from Miscellaneous (81500-38000)	\$ 17,000
EXPENSES:	Increase Capital Outlay (81500-59200)	\$ 17,000

This Ordinance is approved and adopted this 26th day of August, 2019.

Milton D. Hinnant, Mayor

ATTEST:

Bridgette Bell, MMC, NCCMC
City Clerk



**City of Kannapolis
City Council Meeting
August 26, 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; G.S. 143.318.11 (a) (4) for discussing matters relating to the location or expansion of industries or businesses in the area and G.S. 143-318.11 (a) (6) for the purpose of discussing personnel matters (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



**City of Kannapolis
City Council Meeting
August 26, 2019
Staff Report**

TO: Mayor and City Council
FROM: Bridgette Bell, City Clerk
TITLE September

A. Action Requested by City Council

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