

**CITY OF MOUNT HOLLY
MOUNT HOLLY CITY COUNCIL WORK SESSION
Location: Council Chambers**



**April 29, 2019
7:00 P.M.**

CALL TO ORDER BY THE MAYOR

INVOCATION

SET THE AGENDA

CONSENT AGENDA

Approval of Budget Amendment to Appropriate Funds received from the NC League of Municipalities for a Wellness Grant

AGENDA

1. Consideration and Approval regarding a Conditional District Rezoning of Gaston County Parcel ID# 220906 from R-1 Gaston County to Conditional District Single Family (Continued from Regular Meeting) *Jonathan Wilson*
2. Consideration and Approval on the Question of Annexation for Gaston County Parcel ID: 220906 (Continued from Regular Meeting) *Jonathan Wilson*
3. Award of project to low bidder for the Utility Easement Fence Project and Approval of the Budget Amendment *Jonathan Wilson*
4. Discussion of Lease Agreement for the Massey Building *Marie Anders*
5. Discussion of Fund Balance Policy *Africa Otis*
6. Discussion of a Concussion Policy *Mark Jusko*
7. Closed Session Pursuant to N.C.G.S 143-318.11 (a)(6)
8. Adjourn



City of Mount Holly Action Agenda Item

To: Mayor and City Council From: Hannah Rayburn	Date: 4-12-19 Meeting Date: 4-29-19
Agenda Item to be considered: Recognize and appropriate funds received from the NC League of Municipalities for a Wellness Grant 	
Will this require a public hearing? ☐ YES ☒ NO	
Background/Purpose of Request: On April 3, 2019, the City was awarded a Wellness Grant from the NC League of Municipalities in the amount of \$1200. The Wellness Grant will provide a 12-week yoga program for City staff to participate one night a week. This program will begin in May and continue through the summer. On Track Yoga will provide certified instructors and any required equipment. These classes will be available to all City Staff. 	
Fiscal Impact:	
Will Item affect current budget	☒ YES ☐ NO ☐ N/A
Reviewed by Finance Director	☒ YES ☐ NO ☐ N/A
Preaudit Certification required	☐ YES ☒ NO ☐ N/A
Capital Project Ordinance required	☐ YES ☒ NO ☐ N/A
Budget Transfer required	☐ YES ☒ NO ☐ N/A
Total City Dollars:	\$1200
Budget Code	
Reviewed by City Attorney	☐ YES ☐ NO x ☐ N/A
Manager/Staff Recommendation: <i>Recognize and appropriate funds received</i>	
Result of City Council Decision: 	
Attachments: Budget Amendment and copy of Wellness Grant	

April 3, 2019

Hannah Rayburn
City of Mount Holly
400 E. Central Ave.
Mount Holly, NC 28120

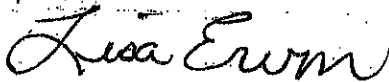
Dear Hannah:

Congratulations go to you and the City of Mount Holly on your approval for a Wellness Grant. Enclosed, please find a check in the amount of \$1,200.00. We all know that health care costs continue to increase. Anything we can do to better educate employees on how to be better healthcare consumers and maintain a healthier lifestyle is always a step in the right direction. We hope these funds will help you accomplish that goal.

We are asking that any member receiving grant money follow up with a brief report on how their funds were used. We will also welcome any pictures you would like to send. We would love to share them and your success stories with our membership. Please feel free to contact me if you have any questions concerning this new change.

Once again congratulations, keep up the excellent work.

Sincerely,



Lisa Ervin
Wellness and Health Benefits Administrator
MIT Health Benefits Trust of NC
North Carolina League of Municipalities

143

Municipal Insurance TrustVendor No: V000551
Vendor Name: City of Mount Holly04/05/2019
Check No. 9993

Reference	Invoice Date	Original Amount	Discount Taken	Amount Paid
WELLNESS GRANT 4-3	4/5/2019	1,200.00	0.00	1,200.00
Totals :		1,200.00		1,200.00

Wells Fargo Bank, N.A.
San Francisco, CA
11-24/1210

Check No. 9993

Municipal Insurance Trust
Of North Carolina
150 Fayetteville St., Suite 300
Raleigh, NC 27601

Check Date: 04/05/2019
Amount: \$1,200.00

Pay to the order of: City of Mount Holly
Attn: Ryan Baker
PO Box 406
Mount Holly, NC 28120

ONE THOUSAND TWO HUNDRED AND 0/100 DOLLARS

Mallory Walters
Your Signature Here

00009493 12100024812062620383237

*Lisa Ervin*Lisa Ervin
Wellness and Health Benefits Administrator
MIT Health Benefits Trust of NC
North Carolina League of Municipalities

143



RISK MANAGEMENT SERVICES | 308 WEST JONES STREET | RALEIGH, NC 27603 | WWW.NCLM.ORG
MIT: HEALTH BENEFITS TRUST: 1-877-287-9503 | FAX: 919-733-3108
WORKERS' COMPENSATION TRUST: 1-888-561-1083 | FAX: 919-715-8465
PROPERTY & LIABILITY TRUST: 1-800-768-8600 | FAX: 919-715-8465
GENERAL INFORMATION: 919-715-4000 | FAX: 919-715-6656

MIT Wellness Grant Program:

The Health Benefits Trust under the direction of the RMS Board sets aside \$100k for wellness grants each fiscal year. Groups that participate in our medical program are eligible to apply for these dollars to assist them with health fairs, wellness programs, educational classes, fitness activities, fitness equipment, nutritional programs, etc. for their employees. Groups can apply per event without having to plan their entire year of activities and are allowed more than one event per fiscal year.

- Programs that typically have a per employee charge include: Weight Watchers, Jenny Craig, wellness screenings vendors that have additional components such as health coaching or a disease risk summary report, etc. Groups are eligible for \$50 per employee with a minimum of \$500 or the cost of event (whichever is the lower) and a maximum of \$5,000 per event.
- For activities that do not have a per employee charge, please submit your application with a quote and our wellness committee will review for approval. Examples could be, but are not limited to, educational speakers, Health Fairs, fitness equipment, onsite nurse, etc. All reasonable requests will be considered.
- Onsite Health Screening costs are paid as a wellness claims and submitted to MedCost. They are not paid by wellness grant dollars and will not be considered for approval. Please contact Lisa Ervin (919)715-7973 for more information on how to provide this service to your employees.
- Applications are not considered for groups that indicate they are leaving our medical program on or before May 30 of each fiscal year; or that notify us they are in the process of receiving medical quotes.



City of Mount Holly Action Agenda Item

To: City Council	Date: April 24, 2019
From: Jonathan Wilson	Meeting Date: April 29, 2019

Agenda Item to be considered: Consideration for approval, regarding a request by Hopper Communities, for a rezoning of Tax Parcel ID 220906, 78.13 acres, from R-1 Gaston County to Single Family Conditional District.

Will this require a public hearing? ☐ YES ☒ NO

Background/Purpose of Request: City Staff has been working with Hopper Communities, LLC who submitted a rezoning request for the above parcel. The parcel is located under Gaston County Jurisdiction and zoned R-1. The property is approximately 78.13 acres in size. The applicant wishes to rezone the properties to a Conditional District zoning district to include Single Family Residential as detached homes and amenities. The applicant will be requesting permission to develop up to 135 single family homes.

Lot Dimensions & Setbacks:
The developed lots would have a minimum lot size of 8,400 square feet with the following lot setback requirements:

- Lot Width: 60 feet
- Front Yard: 20 feet (From Right-of-way)
- Side Yard: 6 feet
- Side Yard (Corner): 10 feet (From Right-of-way)
- Rear Yard: 20 feet
- Building Height: 35 feet

Open Space & Amenities:
The applicant is providing approximately 38 acres of common open space. The applicant is required to provide a minimum of 6.75 acres of usable common open space which was arrived at by the equation of the number of lots divided by 20 which equals 6.75. The applicant is proposing to provide a tree save area of approximately 26.5 acres (34%) throughout the overall development. Additionally, the applicant is proposing the following amenities to be located in the usable common open space: a small playground, natural surface trails throughout the development and selective park benches. The natural trail is proposed to be five (5) feet in width and consist of four (4) inches of either mulch or pinestraw. The trail system will be marked according to the City's Trail Marking Ordinance, Section 3.12, Neighborhood Recreation Sites – Emergency Response Requirements for Trail Systems. Additionally, the applicant is proposing an eight (8) foot wide sidewalk along Highway 27 along the property frontage of Highway 27. It is important to note here that the City considers Highway 27 a major thoroughfare and the Zoning Ordinance requires that new development along a major thoroughfare for the constructed sidewalk to be eight (8) feet in width.

Architectural Elements:
The applicant is proposing a mixture of materials to be permitted. The requested materials are brick and tile masonry; efis/stucco (only in small accent or decorative uses or on foundation walls, not as a primary wall material) smooth or sand finish only; native or

synthetic stone; fiber-cement siding with vinyl inside/outside corners; vinyl siding will not be permitted as a wall facing material. The roofs shall be gables or hips and shall be clad in asphalt shingles or standing seam metal. The front elevations shall have at a minimum one gable facing the street. Identical front elevations shall not be constructed side by side on the same street, additionally, variations to color changes will be required for side-by-side homes. Homes may be constructed as slab on grade with a minimum of an eighteen (18) inch boarder from final grade with brick or stone on the front and side elevations. If a front porch of at least fifty (50) square feet is not provided then the front elevation shall be required to have a covered stoop at the front door or accents of brick or stone on the front façade. All homes shall have an enclosed garage for at least two (2) vehicles. Garage doors shall have an architectural feature of either being two single doors or if single door the door will be carriage style or include an architectural feature such as a window. Front loaded garage doors shall not project more than two (2) feet in front of the front building plane of the structure (inclusive of porch).

Transportation Impact Analysis:

The applicant did go through the City's Traffic Impact Analysis which was conducted by Kimley Horn, the City's on-call Transportation Engineers. The TIA recommended the following:

1. Northbound right-turn lane along NC 27 with a minimum of 100 feet of storage. The applicant has agreed to this.
2. Sidewalk along the east side of NC 27 between Green Acres Road and Cottonwood Drive (approximately 2,600 linear feet). The applicant has only agreed to construct a eight (8) foot sidewalk along their property frontage along NC 27, as noted above.
3. Sidewalk along Cottonwood Drive between NC 27 and Azalea Trail (approximately 2,000 linear feet). The applicant is not proposing to construct this recommendation. Staff would support not requiring this sidewalk since the site access #2 onto Azalea Trail has not been converted to an emergency access only. However, if this sidewalk is not required, Staff would request the City to amend the Comprehensive Pedestrian Plan to remove this recommendation from the plan.
4. Sidewalk along Azalea Trail between Cottonwood Drive and Access 2 (approximately 450 linear feet). The applicant is not proposing to construct this recommendation. Staff would support not requiring this sidewalk if the above sidewalk requirement is not required.
5. Portion of the planned South Stanley Creek Greenway adjacent to proposed site should be incorporated into the site plan as determined by GCLMPO and City of Mount Holly Staff. Applicant should coordinate with these agencies to determine the appropriate alignment and cross-section of this greenway. The applicant is proposing to dedicate a twenty (20) foot easement on the north of the property along the South Stanley Creek for the City/County to construct the greenway as needed in the future. Staff would like to request that the developer construct this greenway through their property and connect it to their planned internal greenway network.

The applicant is proposing to have the right-turn lane, sidewalk along the property frontage constructed prior to the platting of the 50th lot, which the City is in agreement with.

Vision Plan Compatibility for Residential Annexations:

The Strategic Vision Plan has Design Guidelines for Voluntary Annexations which Staff believes should be incorporated into the Conditional District Zoning Site Plan. The applicant is not meeting the requirements of the Design Guidelines for Voluntary Annexations from the Strategic Vision Plan however these guidelines are enforced via a quid-pro-quo process. Staff believes that under this premise the applicant is fulfilling the Design Guidelines for Voluntary Annexations from the Strategic Vision Plan.

Public Involvement Meeting Summary:

A Public Involvement Meeting was held on Tuesday, February 26, 2019 from 4:00 P.M. to 6:00 P.M. Notices of the public involvement meeting were mailed to forty-five (45) properties that are within two-hundred and fifty (250) feet of the properties, a newspaper ad was placed in the Gaston Gazette and the property was posted in two locations along NC 27 Highway and on Azalea Trail notifying the public of the meeting. There were forty-three (43) persons who attended the public involvement meeting. Staff and the applicant received comments from those who attended the meeting regarding the potential traffic impact from the proposed development to the Cottonwood Community. A few of the attendees were also concerned that they could be affected by the annexation, if there were to be City water connection available to the Cottonwood residents, the architectural elements of the home as well as the impact to the County's school system. Staff and the developer addressed as many of the comments and questions as possible at the meeting as well as Staff have followed up with several residents since the meeting. As a result of one of the major concerns the City has agreed to allow the connection to Azalea Trail to be emergency access only.

Planning Commission Public Hearing:

The Planning Commission held a public hearing on the Conditional District Zoning application at their April 1, 2019 meeting. Thirteen (13) citizens spoke at the public hearing, their names, addresses and comments are below:

- Bob Lucas-132 Spratt Drive: Potential negative impact the development may have on Gaston County School System and tax values.
- William Smith-421 Planters Way: Growth/development cannot support current infrastructure (schools, roads, taxes) long term and the City should "build responsibly and smart".
- Susan Barsnica-1150 Noles Road: Concerned about too much growth, too quickly and the additional traffic.
- Jeremy Black-109 Cottonwood Drive: Concerned with the density of the proposed development, restricting construction traffic on Cottonwood Drive and future waterline looped via Cottonwood Drive.
- Wayne Beatty-1303 Azalea Trail: Would like for Access 2 onto Azalea Trail to be restricted to emergency traffic only and a gate installed.
- William Barrow-114 Green Acres: Concerned that additional stormwater will be diverted to his property with additional impervious surface being increased due to the proposed development.
- Lora Cloninger-106 Green Acres: No privacy or barrier between their property and the proposed development and doesn't feel that Mount Holly can handle the increased growth and the roads and schools cannot support additional development.
- Terry Cloninger-106 Green Acres: Builder is only proposing development so that they can make money and there is little concern for the people who have lived in the area their entire lives.
- Richard Flowers-112 Green Acres: Traffic along Highway 27 is a concern and does

not see how the emergency only access with gate will operate.

- Mary Abernathy-1466 Charles Raper Jonas Highway: Traffic along Highway 27 is a concern as well as overcrowding of schools.
- Michael Winningham-103 Cottonwood Drive: Concerned with overcrowding of schools and that Highway 27 is inadequate to handle any additional traffic.
- Paul Bryant-114 Magnolia Street: Concerned with additional amount of traffic and a traffic light should be considered as well as "no faith" in the emergency only gate at Access 2.
- Henry Pigg-107 Green Acres: Concerned with current state of Highway 27, environmental dangers development poses and utility lines breaking.

Additionally, the Planning Commission had the following additional conditions to be added to the proposed development and Conditional District Zoning Site Plan:

- Install water taps for each home along Azalea Trail and Cottonwood Drive that the looped water line would pass. The developer has agreed to install up to 15 water taps along Azalea Trail and Cottonwood Drive for lots that are adjacent to the water main under Note 15. Staff would like to note that there are 25 homes on Cottonwood Drive and Azalea Trail between Access 2 and Highway 27.
- Revisit the Transportation Impact Analysis once the development is built out. After Staff consulted with the Transportation Engineer (Kimley Horn) it was determined that a proposed development of this magnitude would not warrant such an endeavor.
- No fill or construction activity in the Tree Save Area. The developer has agreed to "no fill or land development will take place within the tree save areas other than minimal disturbance for natural trail installation". Staff believes that the developer is meeting the intent of this condition which is found in Note 31.
- Construct an eight (8) foot wide sidewalk along the Highway 27 property frontage. The developer has agreed to this under Note 29.
- Assurance that a gate will be installed at Access 2 and only accessible to emergency vehicles. This condition was already present on the plan for the Planning Commission meeting and can be found in Note 28.
- Additional screening along properties that do not have open space/tree save areas between the proposed lots and existing properties. The developer has proposed a twenty (20) foot landscape buffer and/or privacy fence between the proposed lots and existing properties along Green Acres and a fifteen (15) foot buffer between proposed lots and vacant land to the north of the subject property. These conditions are noted on the site plan.
- No construction traffic allowed on Azalea Trail and/or Cottonwood Drive. The developer has agreed to this and can be found in Note 33.
- Limit the colors of metal roofs. The developer has added the following condition under Architectural Notes, B "standing seam metal roofs must be of natural/earth tone colors and be consistent with the architectural elements of the house".

Staff believes that the developer has met all of the additional conditions presented at the Planning Commission meeting.

Comments from City Council Meeting (April 8, 2019):

A public hearing for the request was held and closed on April 8, 2019 at which time Council directed the applicant to revise the site plan and bring back to Council for consideration. Some of the items that Council discussed are as follows:

- Provide a greater buffer between the proposed lots and adjacent properties on Green

Acres. The applicant is now proposing a forty (40) foot landscape buffer and/or privacy fence between the rear yards of lots on Street B and adjacent properties on Green Acres.

- Incorporate a higher standard/protection regarding erosion control measures and stormwater runoff. The applicant double row silt fencing, temporary sediment basins, tree protection silt fencing and temporary ditches and rock check dams to be utilized to control runoff during construction.
- No construction traffic will be allowed to access the site from Cottonwood Drive and Azalea Trail.
- The applicant is proposing to install up to fifteen (15) water taps for residents along Azalea Trail and Cottonwood Drive. There are 25 homes along Azalea Trail and Cottonwood Drive that the water line would pass. If the objective is to provide a water tap for each existing home in this development then 15 water taps would not suffice.
- The total lot count has decreased from 135 single family homes to 133 single family homes.

Additionally, the applicant is requesting annexation for Tax Parcel ID 220906 in which the request was also heard by City Council at the April 8, 2019 meeting.

Fiscal Impact:

Will Item affect current budget	☐ YES	☐ NO	☒ N/A
Reviewed by Finance Director	☐ YES	☐ NO	☒ N/A
Preaudit Certification required	☐ YES	☐ NO	☒ N/A
Capital Project Ordinance required	☐ YES	☐ NO	☒ N/A
Budget Transfer required	☐ YES	☐ NO	☒ N/A
Total City Dollars:	\$		
Budget Code			
Reviewed by City Attorney	☒ YES	☐ NO	☐ N/A

Manager/Staff Recommendation:

Staff supports the proposed rezoning plan contingent upon the applicant agreeing to install water taps for each developed property along Azalea Trail and Cottonwood Drive, should Council make this requirement. Additionally, the Conditional District Zoning request would not become valid unless Council agrees to annex the property into the City Limits.

Additionally, any motion to approve the zoning request that does not require a sidewalk along Cottonwood Drive should also include a motion to remove the sidewalk recommendation on Cottonwood Drive from the City's Comprehensive Pedestrian Plan.

Result of City Council Decision:

Attachments:

1. Rezoning Application
2. Conditional District Site Plan
- 3.

**REZONING APPLICATION
CITY OF MOUNT HOLLY, NORTH CAROLINA**

Date Filed: 10-5-2018 Application Number: _____

The undersigned does (do) hereby respectfully make the application and request to the City of Mount Holly to amend the Zoning Map of Mount Holly as hereinafter requested and in support of this application the following facts are shown:

1. The real property, sought to be rezoned, is owned in fee simple by;
REQ Funding Solutions III LLC
Address: C/O Ryan LLC PO Box 56607 Atlanta, GA 30343-0607
as evidenced by Deed Book 4631 on Page 1298 in the Gaston County Registry. There are no restrictions or covenants of record appearing in the chain of title, which would prohibit the property from being put to the use specified in Paragraph five (5) of this application.

2. The real property sought to be rezoned is located at/on
1500 Charles Raper Jonas Hwy on the ~~Left~~ Right side of the Road
(physical address) (circle one) (street)
between Cottonwood Drive and Green Acres Road, and has a Tax
(street) (street)
Listing of: Tax Book _____, Map _____, Parcel 220906 Said lot(s) has (have) a frontage of 1,040 feet and is approximately 78.13 acres in size.

3. A complete legal description of the boundaries of said realty (to be completed by an attorney) is attached to this application along with a survey or tax map of said realty.

4. It is desired and requested that the real property herein described be rezoned from R-1 (Gaston) Zone to Mt. Holly "Residential" Zone.

5. If Conditional Use rezoning is requested, a site specific plan (see Appendix) is hereby attached (check) X Yes or N/A.
Conditional District"

6. If the Conditional Use Rezoning is requested, it is proposed that the real property be put to the following use, with the following specific improvements including building sizes and proposed screening in accordance with the attached site plan as mentioned in Paragraph five (5).

Approximately 131 (135 max) lots single family subdivision, requesting annexation, appropriate zoning and utilities from Mount Holly.

7. Attached is a list of all the properties adjacent to the subject property including the owners' name(s) and address and tax book, map, and parcel number of each lot as shown on the Gaston County Tax Maps. Adjacent properties are considered all those immediately or diagonally adjacent to the subject property, including any properties immediately across any creeks, rivers, railroads, highways or other natural or man-made barriers.

J. Bart Hopper / Hopper Communities
Name of Applicant(s)

Interest of Applicant in Subject Realty:
(Must be the owner if requesting
Conditional Use Rezoning)

Applicant's Address: 1814 Euclid Avenue, Charlotte, NC 28203

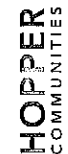
Phone Number: 704-805-4801

Signature: G. Bart

INSTRUCTIONS: Applications must be TYPED or LEGIBLE and filed with the City of Mount Holly Planning and Zoning Department, together with the application fee in the amount of \$ _____ (See Fee Schedule) at least 15 days prior to the Planning Commission meeting for initial consideration.

[illegible][illegible]

FOR
MT. HOLLY, GASTON COUNTY, NORTH CAROLINA



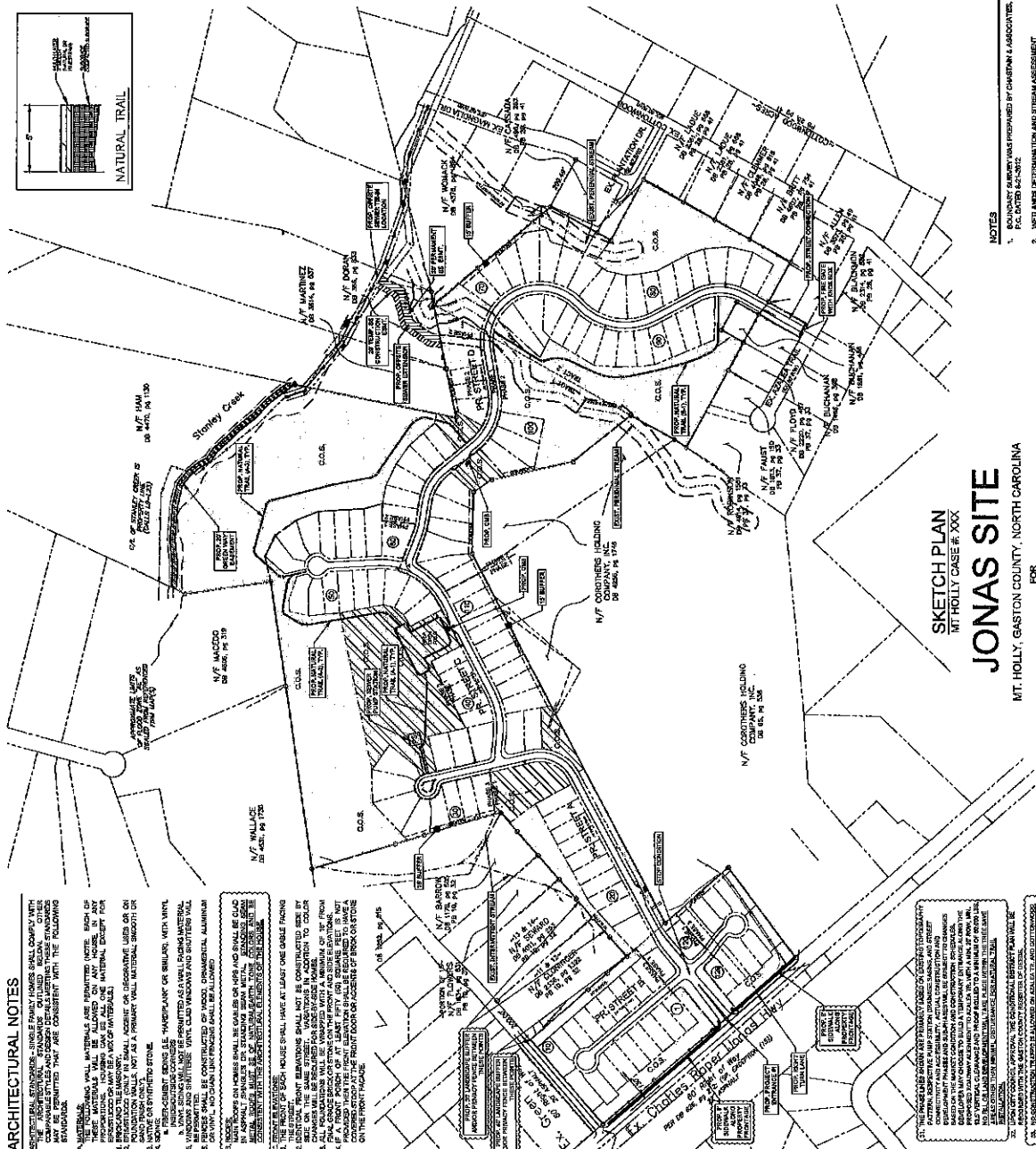
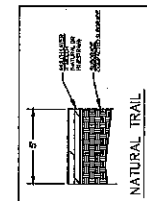
PETITIONER:
HOPPER COMMUNITIES
ADDRESS: 1616 CLEVELAND AVE.
CHARLOTTE, NC 28203
ATTN: CLAY MCCULLOUGH
EMAIL: CMCCULLOUGH@HOP
PHONE: 704-905-4800

[illegible]

TAX PARCEL NO.: 220929
TOTAL SITE AREA: # 74.13 AC
ADDRESS: CHARLES RAPER JONES HWY
INDUSTRY, ZONING: R-1 WITH URBAN STANDARD CHURCH DISTRICT
PROPOSED ZONING: MOUNT HOLLY CONDITIONAL DISTRICT SINGLE F

[illegible]

EXISTING CONTIGUOUS	PROPOSED COMMON OPEN SPACE
EXISTING PROPERTY LINE	TEMP. IS CONSTRUCTION ESENT.
PROPOSED LOT LINE	PERMANENT IS ESENT.
EXISTING STREAM CENTERLINE	PROPOSED USABLE OPEN SPACE
BUILT STREAM BUFFER	PROPOSED TREE SHADE AREA
PROPOSED PHASE LINES	PROPOSED FREE INSTANT LOCATION
PROPOSED PUMP STATIONS (APPROX)	





City of Mount Holly Action Agenda Item

To: City Council	Date: April 25, 2019
From: Jonathan Wilson	Meeting Date: April 29, 2019

Agenda Item to be considered: Annexation request regarding Gaston County Tax Parcel # 178067, 33.69 acres by True Homes.

Will this require a public hearing? ☐ YES ☒ NO

Background/Purpose of Request: The applicant for Mooreland Oaks Conditional District zoning has also petitioned the City for annexation of one of the properties that would make up this development. The other parcel, Gaston County Tax Parcel # 178060, 25.7 acres, is already located within the City Limits of Mount Holly. If the annexation and conditional district zoning are approved then the development would consist of 138 single family homes.

Staff has compiled a cost associated with providing the development with City Services on a yearly basis. This information is included in the agenda packet as Attachment 3. Staff has also compiled the potential revenue associated with this development if it were to be annexed into the City of Mount Holly. This information is included in the agenda packet as Attachment 4. Please note that this information is an estimate. The cost of services is based on the current cost of services provided to Mount Holly Citizens. The estimated revenue is based on a conservative estimation of property values.

The estimated cost of services and anticipated revenues are based on the development as a whole.

A public hearing was held and closed on April 8, 2019 regarding this annexation request. Additionally, should Council wish to move forward with the request City Staff will work with the developer to create an Annexation Agreement. The agreement has not been developed at this point due to the fact that the Conditional District Zoning Plan may still be subject to change. Elements of the Conditional District Zoning Plan will make up portions of the annexation agreement along with the payment to the Voluntary Fire Department should the annexation move forward. It is important to note that the developer will be responsible for this payment which will be spelled out in the annexation agreement.

Fiscal Impact:			
Will Item affect current budget	☐ YES	☐ NO	☒ N/A
Reviewed by Finance Director	☐ YES	☐ NO	☒ N/A
Preaudit Certification required	☐ YES	☐ NO	☒ N/A
Capital Project Ordinance required	☐ YES	☐ NO	☒ N/A
Budget Transfer required	☐ YES	☐ NO	☒ N/A
Total City Dollars:	\$		
Budget Code			
Reviewed by City Attorney	☒ YES	☐ NO	☐ N/A

Manager/Staff Recommendation:

Staff recommends approving the annexation request contingent upon an approved Conditional District Zoning Site Plan and executing a mutually agreeable annexation

agreement.

Result of City Council Decision:

Attachments:

- 1. Annexation Petition***
- 2. Annexation Survey***
- 3. Cost to provide City Services***
- 4. Anticipated Revenue from Development***



CITY of MOUNT HOLLY

Bryan Hough, Mayor
 Perry Toomey, Mayor Pro Tem
 Carolyn Breyare, Councilwoman
 Charles McCorkle, Councilman
 Jeff Meadows, Councilman
 David Moore, Councilman
 Lauren Shoemaker, Councilwoman
 Danny Jackson, City Manager

400 East Central Ave. Post Office Box 406 Mount Holly, NC 28120704-827-3931 704-822-2933 fax www.mtholly.us

PETITION REQUESTING ANNEXATION FOR A
NON-CONTIGUOUS PROPERTY

This petition must have attached a survey of the proposed annexation and a metes and bounds description.

Date: 2/15/2019

To the City Council of the City of Mount Holly:

1. The undersigned owner(s) of real property hereby petition for the Annexation of that area described on the Gaston County Tax Map as Parcel (s) 220906, and shown on the attached Survey to be annexed by the City of Mount Holly. Said real property is further described by metes and bounds on the attached Exhibit A.
2. The area to be annexed is not contiguous to the City of Mount Holly. A survey of the proposed area for Annexation must be attached and must show the nearest distance of the proposed annexation area to the city limits of Mount Holly and to the nearest distance to the next closest city limits.
3. (Only If Applicable.) We further acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in termination of vested rights previously acquired for this property (If zoning vested rights are claimed, indicate below and attach proof.)

Name	Address	Vested Rights Declared? (yes or no)	Signature
REO Funding Solutions III LLC	1170 Peachtree St. NE Suite 1150 Atlanta, Ga 30309	No, The rezoning is underway	DocuSigned by: Rudy Newell E56308247D5444E...

REO Funding Solutions III LLC

Signature of Property Owner

DocuSigned by:

Rudy Newell

E56308247D5444E...

Print Name: Rudy Newell Vice President

Phone Number: 404-477-6802

Email: dedwards@turnstonegroup.com

Signature of Property Owner

Printed Name: _____

Phone Number: _____

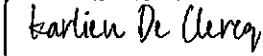
Email: _____

Note: If there are more than two (2) property owners, please attach additional signature pages. If property owner is a entity please ensure the appropriate individual signs this petition and that proper contact information is provided.

Land Owner / Petitioner Agreement

We, the undersigned, are the owners of the property which is the subject of rezoning application number _____ filed on October 8, 2018, and do hereby make and consent to such application and annexation (by Hopper Communities) into the City of Mount Holly, North Carolina.

By: **REO Funding Solutions III, LLC**

DocuSigned by:

Signature: _____
Name: Karlten De Clercq
Title: vice president

Contact Information:

Name: _____
Address: _____
Phone: _____
Email: _____



TO: Mount Holly Mayor and City Council
FROM: Jonathan Wilson, Planner
DATE: April 3, 2019
RE: Cost of Services Analysis for Jonas Site Development

Parks and Recreation:

No additional cost would be anticipated by the Parks and Recreation Department if the development were annexed.

Police Department:

The service level for the Police Department can be addressed through the proposed departmental growth that has been discussed as part of a department strategic plan which includes increases in resources over a multi year period. Believes that the proposed increase will be sufficient to cover any additional calls for service associated with this annexation.

Fire Department:

On the effective date of annexation by the City of Mount Holly, all residents, businesses, and property owners in the annexation area will receive service on substantially the same basis and in the same manner of services that are provided in the rest of the City prior to annexation. The Jonas Site Property will be served by the Headquarters Station. The estimated call volume for this annexation once built could increase the call volume by one hundred (50) calls a year. This area will fall within the response time area within four (4) minutes. The Mount Holly Fire Department can serve this proposed annexation with the current station and staffing. There would be an increase in fuel and departmental supplies due to the increase in calls for service. **The estimated amount of increase would be four thousand dollars (\$2,500.00).**

Streets and Solid Waste:

Annexation Costs to the Department:

Disposal Fees:	\$6,729.75 (\$5,580.90 = Refuse, \$666.90 = Recycling, \$481.95 = Yard Waste)
Capital:	\$14,850.00 (135 Refuse Rollout Containers, 135 Recycling Rollout Containers, each @ \$55.00)
Total:	\$21,579.75

Planning and Development:

Current staffing levels could handle the increased workload for the planned development however with knowledge of future growth the department would need to hire evaluate the hiring of a full time planning officer which would be addressed through departmental growth in the yearly budget process.

Total General Fund Expenses: \$24,079.75

Engineering/Utilities:

The Utilities Department has calculated the following as the “Jonas Site Annexation Request – Annual Utilities Department Operation and Maintenance Cost:”

\$71,759.00

Total Enterprise Fund Expenses: \$71,759.00

Total Anticipated Expenses: \$95,838.75



TO: Mount Holly Mayor and City Council
FROM: Jonathan Wilson, Planning Project Manager
DATE: April 3, 2019
RE: Anticipated Revenue Analysis for Jonas Site Development

General Fund Revenues

Property Tax:

The Property Tax is calculated by taking the total average home value and dividing that number by one-hundred and multiplying by the current tax rate.

Average Home Value: Estimated at \$250,000 (conservative estimation)

Total Home Value for Development: $\$250,000 \times 135 = \$33,750,000.00$

Property Tax: $\$33,750,000.00 / 100 \times .53 = \$178,875.00$

Personal Property Tax:

The Personal Property Tax is calculated by taking the real property tax value and multiplying it by the current rate of Mount Holly which is 8% and dividing it by one-hundred then multiplying by the current tax rate.

Home Value: \$33,750,000.00

Estimated percentage of homes that may have personal property: 0.08

Personal Property Tax: $\$33,750,000.00 \times 0.08 / 100 \times .53 = \$14,310.00$

Sales and Use Tax:

The Sales Tax is calculated by taking the total home value and multiplying by the tax rate of 0.003.

Home Value: \$33,750,000.00

Estimated Sales Tax Rate Factor: 0.003

Sales Tax: $\$33,750,000.00 \times 0.003 = \$101,250.00$

Beer & Wine Tax:

The Beer & Wine Tax is calculated by the total population multiplied by \$4.24 which is the per capita factor.

Population: $135 \times 2.6 = 351$

Per capita factor: \$4.24

Beer & Wine Tax: $351 \times \$4.24 = \$1,488.24$

Powell Bill Funds:

The Powell Bill Funds are calculated based on the population multiplied by \$26.57 which is the per capita factor.

Population: 351

Per capita factor: \$26.57

Powell Bill Funds: $351 \times \$26.57 = \underline{\$9,326.07}$

Tipping Fees:

The Tipping Fees are calculated by the total number of homes multiplied by the current fees charged to customers. The City charges a rate of \$6.50 for solid waste and \$5.25 for recycling

Number of Homes: 135

Current Rate Total (Solid Waste & Recycling): \$11.75

Tipping Fees: $135 \times \$11.75 = \underline{\$1,586.25}$

Vehicle License Tag Tax:

The Vehicle License Tax is calculated by the number of vehicles multiplied by \$5.00 per vehicle.

Estimated Number of Vehicles: 2 per home

Per vehicle: \$5.00

Vehicle License Tax: $270 \times \$5.00 = \underline{\$1,350.00}$

Zoning Permit:

The City currently charges \$100.00 for a single family home zoning permit.

Zoning Permit Fee: \$13,500.00

Right-of-Way Permit:

The City currently charges \$25.00 for a residential Right-of-Way permit.

Right-of-Way Permit: \$3,375.00

Total Estimated General Fund Revenue: \$325,060.56

Enterprise Fund Revenues**Stormwater Fee:**

The City currently charges a fee of \$2.50 per home for stormwater management.

Monthly Stormwater Fee: \$337.50

Annual Stormwater Fee: \$4,050.00

Water Meter Fee:

The City currently charges a fee of \$300.00 per home for a ¾" water meter which is standard for a single family home.

Water Meter Fee: \$40,500.00

Water Capital Recovery Fee:

The City charges \$1,230.00 per home (¾" water service) which is standard for a single family home.

\$166,050.00

Sewer Capital Recovery Fee:

The City charges \$4,665.00 per home (4" sewer service) which is standard for a single family home.

\$629,775.00

Average Water & Sewer Revenue:

The average water & sewer usage per month is \$40.62.

Average Water and Sewer Monthly Total (for development): \$5,483.70

Average Water and Sewer Annual Revenue: \$65,804.40

Total Estimated Enterprise Fund Revenue: \$906,179.40

(This includes the yearly total for Stormwater Fees and Water & Sewer Bills)

Total Estimated Revenue (at build-out): \$1,231,239.96



City of Mount Holly Action Agenda Item

To: City Council

Date: April 18, 2019

From: Jonathan Wilson, Project Manager

Meeting Date: April 29, 2019

Agenda Item to be considered: Utility Easement Fence Project

Will this require a public hearing?

☐ YES

☒ NO

Background/Purpose of Request :

City Staff issued an invitation to bid for the utility easement fence which borders the Sanitary Sewer Easement along A & E's property. The fence is a requirement of the City's easement agreement for the greenway that travels between Tuckaseege Park and the Municipal Complex.

Bids were due on Tuesday, April 16, 2019 and two fence contractors submitted bids for the project. Those two contractors were Champion Commercial Fence Builders, LLC and Maybury Fencing Inc. During the pre-bid meeting which took place at the project site, A & E representatives agreed to allow two separate options for the fencing. The first option is a six (6) foot tall chain link fence with three strands of barbed wire. The second option that A & E agreed to during the pre-bid meeting is an eight (8) foot tall black vinyl coated chain link fence without barbed wire. The second fence is identical to the fence that the City installed adjacent to the greenway along Duke Energy's property. A & E also agreed to allow the fence to be placed on the eastern boarder of the sanitary sewer easement which was previously cleared during the installation of the parallel sanitary sewer force main. This is a major cost savings to the City because the fence will not have to meander through the woods and eliminates the costs for clearing and grubbing. Additionally, A & E has requested that the City install additional fencing adjacent to their raw water intake facility to further protect their assets in this location. Staff has made the recommendation to utilize the fence that was purchased to boarder the Linear Park and CSX rail line. The City purchased this fence approximately two (2) years ago however; due to extensive requirements from CSX the installation of this additional fencing has proven to not be cost effective. Therefore, Staff is recommending that we re-purpose this fence for the fencing to protect the A & E raw water intake facility. A & E has stated that they are in agreement with the utilization of this decorative fence to protect their raw water intake facility as well as the utilization of either the chain link fence with barbed wire or the chain link black vinyl coated fence without barbed wire.

The bids that the City received were:

<u>Company</u>	<u>Fence with Barbed Wire</u>	<u>Black Vinyl Coated Fence without Barbed Wire</u>
Champion Fence	\$84,560.00	\$99,993.00
Maybury Fence	\$61,450.25	\$70,167.25

It is important to note that each of the above prices include a fifteen (15) percent contingency to cover unforeseen conditions during construction. The contingency may only be used by the contractor upon written instructions from the City's Project Manager. Any contingency

amount remaining at the contract completion will revert to the City.

Additionally, it is important to note that this project will require a budget amendment. This item was not included during the original appropriation of funds to construct the greenway.

Fiscal Impact:

Will Item affect current budget	☒ YES	☐ NO	☐ N/A
Reviewed by Finance Director	☒ YES	☐ NO	☐ N/A
Preaudit Certification required	☒ YES	☐ NO	☐ N/A
Capital Project Ordinance required	☐ YES	☒ NO	☐ N/A
Budget Transfer required	☒ YES	☐ NO	☐ N/A
Total City Dollars:	\$ 70,167.25		
Budget Code			
Reviewed by City Attorney	☒ YES	☐ NO	☐ N/A

Manager/Staff Recommendation:

Staff recommends to award the Utility Easement Fence Project to Maybury Fence, Inc. for the installation of the black, vinyl coated chain link fence and decorative fence in the amount of \$70,167.25.

Result of City Council Decision:

Attachments:

1. Bid Tabulation

Project:	Utility Easement Fence Project				
Bid Opening Date:	April 16, 2019				
Time:	2:30 PM				
Location:	400 East Central Avenue Mount Holly, NC 28120 Administration Conference Room				
Company Name:	Champion Commercial Fence Builders, LLC	Maybury Fencing, Inc.			
Addendum Acknowledgement: (1 Addendum)		✓			
Unit Pricing Sheets:	✓	✓			
Execution of Bid Sheet:		✓			
Bid Bond: (If Necessary)	N/A	N/A			
Project Bid (A):	\$73,530.00	\$53,435.00			
Contingency (15%) (A):	\$11,030.00	\$8,015.25			
Total Bid (A):	\$84,560.00	\$61,450.25			
Project Bid (B):	\$86,950.00	\$61,015.00			
Contingency (15%) (B):	\$13,043.00	\$9,152.25			
Total Bid (B):	\$99,993.00	\$70,167.25			



CITY OF MOUNT HOLLY
FY 18-19 Budget Amendment

Account Number	Description	Debit	Credit
10-00-3991-000	Fund Balance Appropriated	\$ -	\$ 71,000
10-81-6130-9895	Transfer to Capital	\$ 71,000	0
41-00-3985-980	Transfer from GF		\$ 71,000
41-00-8170-552	Construction Greenway	\$ 71,000	
TOTAL		\$ 142,000.00	\$ 142,000.00

Date Submitted: 29-Apr-19

Finance Officer: _____

City Manager: _____

Department Comments:

Appropriation of funding from Fund Balance for Greenway project

This fencing project was not included during the original appropriation of funds for Greenway Contruction

MEMORANDUM

TO: Mayor and Council, City of Mount Holly

FROM: Marie M. Anders, Assistant City Attorney

RE: Request from the Gaston County Art Guild and Mount Holly Community Development Foundation regarding the Massey building lease

DATE: April 25, 2019

The City Council leased its property located at 500 E. Central Ave., which is sometimes referred to as the "Massey building," to the Gaston County Art Guild on August 13, 2018. The lease is for a term of five years with renewal options, and there is an intention in the lease for the space to be sublet to artist tenants.

Recently, staff received a joint letter from the President of the Gaston County Art Guild and the Vice Chair of the Mount Holly Community Development Foundation asking that the Art Guild be allowed to assign the lease to the Foundation. It appears that the Art Guild is wanting to move locations and that the Foundation is wanting to step into their place to continue the current project in the Massey building.

If the Council wishes to approve this request, then the Art Guild and Foundation have signed a lease assignment which the Council could also approve. This would allow the Foundation to take the place of the Art Guild in the lease under the original terms and conditions. The lease would not have to be re-advertised in the newspaper, since the original terms and conditions would remain unchanged. The artist tenants would also remain in place. The President of the Art Guild, Camilla Tracy, asked me to pass along to you that the Art Guild is planning to lease a new location starting May 1, and therefore the timing of this request is an issue for them, because they are needing to pay for rent and insurance in a new location starting May 1.

It would appear from conversations with representatives from both boards that the Art Guild and the Foundation have put a lot of thought into this joint request and each board has met separately to discuss this idea. It is my understanding that at least some representatives will be in attendance Monday night in case Council has questions regarding this request.

April 24, 2019

Mayor and City Council
City of Mount Holly

RE: Massey Building lease agreement

Dear Mayor and Council:

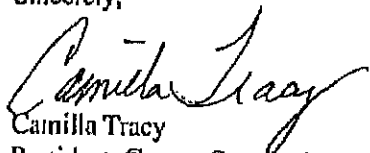
The City of Mount Holly entered into a lease of the property located at 500 E. Central Ave., known as the "Massey Building" with the Gaston County Art Guild ("GCAG") effective August 13, 2018. Since that time, the GCAG has made some improvements to the property and subleased it to artist tenants.

At this time, GCAG is wishing to move in another direction and no longer wishes to lease this property. However, there are certain individuals within the GCAG who have made significant investments in this project and want to continue to lease this property. Therefore, the GCAG has approached the Mount Holly Community Development Foundation ("MHCDF"), asking if the MHCDF would be willing to lease the property and continue the project that has recently begun there. MHCDF is in agreement with this request, and would be willing to continue the lease under the same terms and conditions as it exists now.

Therefore, we as the President of the GCAG and the Chair of the MHCDF are writing you on behalf of each of our Boards of Directors to request that the City of Mount Holly approve an assignment of the lease for the Massey building to MHCDF under the same terms and conditions as now exist under the lease. If you agree to this request, then the current artist tenants would remain and would continue to sublease the property as they do now.

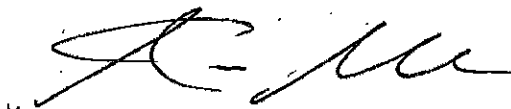
Our hope is that the project so recently undertaken in this property can continue uninterrupted and the vision for this property be realized through a lease assignment. We appreciate your consideration of this request. Please let us know if you have any questions or need any further information from us at this time.

Sincerely,



Camilla Tracy

President, Gaston County Arts Guild



Vice Chair, Mount Holly Community Development
Foundation

ASSIGNMENT OF LEASE

State of North Carolina

County of Gaston

For valuable consideration, Gaston County Art Guild, a North Carolina nonprofit corporation ("Assignor"), does hereby assign all of its right, title, and interest in and to that certain Lease Agreement ("Lease") dated August 13, 2018, for lease of real property from the City of Mount Holly, a North Carolina municipal corporation ("City"), located at 500 E. Central Ave., Mount Holly, NC, in Gaston County, to Mount Holly Community Development Foundation, Inc., a North Carolina nonprofit corporation ("Assignee"), and Assignee does hereby assume all benefits and obligations of said Lease as of May 1st, 2019, ("Effective Date"). City approves this assignment of Lease from Assignor to Assignee and hereby releases Assignor from its obligations under the Lease from and after the Effective Date.

Assignor:

Gaston County Art Guild

By: Camilla Tracy

Name: Camilla Tracy

Title: President

Assignee:

Mount Holly Community Development Foundation, Inc.

By: Adam Miller

Name: Adam Miller

Title: Vice Chair

City:

City of Mount Holly, North Carolina

By: _____

Name: Bryan M. Hough

Title: Mayor



City of Mount Holly Action Agenda Item

To: Mayor and City Council
From: Africa Otis, Finance Director
Date: 3-12-19
Meeting Date: 4-29-19

Agenda Item to be considered: *Establishing a Fund Balance Policy for the General Fund.*

Will this require a public hearing? ☐ YES ☒ NO

Background/Purpose of Request:

As of today, the City doesn't have a formal fund balance policy and establishing one would benefit the City in its budgeting and financial position

The purpose of the policy would establish solutions for quick responses in unexpected situations, such as natural disasters, economic uncertainty, provide sufficient cash flow to avoid the need for short-term borrowing. The policy establishes the appropriate level of reserves which the City will strive to maintain in its General Fund Balance, how the target fund balance will be funded and the conditions under which fund balance can be used.

Fiscal Impact:

Will Item affect current budget	☐ YES	☒ NO	☐ N/A
Reviewed by Finance Director	☒ YES	☐ NO	☐ N/A
Preaudit Certification required	☐ YES	☒ NO	☐ N/A
Capital Project Ordinance required	☐ YES	☒ NO	☐ N/A
Budget Transfer required	☐ YES	☒ NO	☐ N/A
Total City Dollars:	\$		
Budget Code			
Reviewed by City Attorney	☐ YES	☒ NO	☐ N/A

Manager/Staff Recommendation:

Approval of staff's recommendation of Fund Balance Policy

Result of City Council Decision:

Attachments: *City of Mount Holly Fund Balance Policy for the General Fund.*

City of Mount Holly Fund Balance Policy for the General Fund

Purpose:

For the City of Mount Holly to establish solutions for quick responses in unexpected situations, such as natural disasters, economic uncertainty, provide sufficient cash flow to avoid the need for short-term borrowing. The policy establishes the appropriate level of reserves which the City will strive to maintain in its General Fund balance, how the target fund balances will be funded; and the conditions under which fund balance can be used.

For the purpose of this Policy, the definition of "reserves" is limited to the portion of fund balance that is unassigned. Unassigned is to mean not set aside for budget stabilization and/or existing legal obligations of the City.

Objectives:

- To enhance the financial position of the City in order to maintain the highest credit and bond rating.
- To plan for contingencies in unforeseen revenue volatility and expenditures such as weather related disasters.
- To provide sufficient financial flexibility to meet future obligations, take advantage of opportunities, and avoid interest expense through use of excess reserves in lieu of debt.
- To generate investment income that diversifies revenue streams and decrease reliance on taxes
- To ensure adequate cash flow.
- To generate cash flow to avoid the need to short term borrowing.

Fund Balance Levels:

The City will keep 8 % in Restricted for Stabilization by State Statute, in addition to an established minimum in Unassigned Fund Balance.

The City will strive to maintain a minimum Unassigned Fund Balance of at least 35 % of General Fund Expenditures.

Uses of Excess Fund Balance:

Unassigned Fund Balance above the City's minimum should be considered as a funding source for capital needs funded with pay-as-you-go capital considered through the annual budget process.

Appropriations outside the annual budget will generally be limited to:

Expenditures to support or facilitate projects that generate new revenues or cost savings in excess of the investments within established time frames.

Interim partial year funding for new programs that are needed before the next fiscal year.

Cost related to unanticipated projects in the current fiscal year that cannot be addressed with budget resources.

Prudent supplement funding for existing capital projects that require additional resources before the next fiscal year in order to fund unanticipated cost, avoid excessive delays, or improve service levels.

Replenishment Plan:

When unassigned fund balance falls below the minimum (35) percent range, the City will replenish using;

Options:

Sale of land or equipment.

Reduce recurring expenditures

Increase revenues

When possible funding will be replenished to the desired level in the next fiscal year budget. When it is not possible to replenish within the next fiscal budget a plan will be developed to replenish within a 3-year time period.

Conditions for Use.

The use of fund balance reserves shall be limited to unanticipated, non-recurring needs, or anticipated future obligations.

Fund balance shall not be used for normal or recurring annual operating expenditures.

The City Manager is authorized to make recommendations to the City Council for uses of reserves. A majority vote of the City Council will be required to use reserves. Any recommendation shall be accompanied by a proposal for the replenishment of the reserves to the City Council.



City of Mount Holly Action Agenda Item

To: Mayor and City Council	Date: 4-23-19
From: Mark Jusko	Meeting Date: 4-29-19
Agenda Item to be considered:	
Discussion of a Concussion Policy	
Will this require a public hearing? ☐ YES ☒ NO	
Background/Purpose of Request: <i>This concussion policy is based on a requirement from our liability insurance carrier. Staff researched other concussion policies from around the state, and was able to tailor one to fit our needs. We believe our policy is the only one within Gaston County for Parks & Recreation Departments. The concussion policy is based on the premise of our volunteer coaches receiving training to notice the signs and symptoms of a concussion, and for the child participant to be removed from the activity. There is no cost to the City or coaches to receive this training. This policy was sent to Mr. Michael to review and approve. Mr. Michael also drafted the release statement that all parents will need to sign for their child, in order for their child to participate. The Parks & Recreation Commission unanimously approved to recommend this policy to City Council. Connor Sisk will speak to the implications of the policy on our athletic programs. If Council wishes to adopt this policy, it will go into effect for our upcoming Fall sports seasons.</i>	
Fiscal Impact:	
Will Item affect current budget	☐ YES ☒ NO ☐ N/A
Reviewed by Finance Director	☐ YES ☒ NO ☐ N/A
Preaudit Certification required	☐ YES ☒ NO ☐ N/A
Capital Project Ordinance required	☐ YES ☒ NO ☐ N/A
Budget Transfer required	☐ YES ☒ NO ☐ N/A
Total City Dollars:	\$
Budget Code	
Reviewed by City Attorney	☒ YES ☐ NO ☐ N/A
Manager/Staff Recommendation:	
<i>Staff would like Council to formally adopt this policy to take effect June 24, 2019, the beginning of Fall sports registration.</i>	
Result of City Council Decision:	
Attachments: <i>Mount Holly Concussion Policy & Mount Holly Parks & Recreation Policy Regarding Sports Injuries (Release Statement)</i>	

MOUNT HOLLY PARKS & RECREATION DEPARTMENT

400 East Central Ave., Mount Holly NC 28120

PHONE: 704-901-3024

FAX: 704-822-2933

www.mtholly.us

TITLE: CONCUSSION TRAINING/SAFETY

PURPOSE:

The following policy and procedures are being implemented by the Mount Holly Parks & Recreation Department with the intent to reduce the potentially serious health risks associated with sports related concussions and head injuries.

POLICY:

It is policy of Mount Holly Parks & Recreation Department to educate coaches and staff of the signs, symptoms or behaviors consistent with sports induced concussions and the Department's requirement that participants, under the age of 18, suspected of a concussion or head injury are required to be removed from the activity, must seek medical attention and then follow the proper procedures for return to play.

DEFINITION:

A concussion is a type of traumatic brain injury that is caused by a blow to the head or body that jars or shakes the brain inside of the skull. It is important to note that an athlete does not have to lose consciousness to have suffered a concussion.

<u>SIGNS OBSERVED BY OTHERS</u>	<u>SYMPTOMS REPORTED BY ATHLETE</u>
- Appears dazed or stunned - Is confused about assignment - Forgets plays - Is unsure of game, score or opponent - Moves clumsily - Answers questions slowly - Loses consciousness - Shows behavior or personality changes - Cannot recall events prior to hit - Cannot recall events after hit	- Headache - Nausea - Balance problems or fuzzy vision - Sensitivity to light or noise - Feeling sluggish - Feeling foggy or groggy - Concentration or memory problems - Confusion



PROCEDURE:

1. Distribution of Policy

- A. Recreation staff and coaches should become familiar with and have access to a copy of the Department's Concussion Training/Safety Policy.
 - Recreation staff will have multiple copies located at each of our facilities.
 - Coaches will be given a hard copy at the coaches meeting prior to the start of the season and will be emailed a digital copy after the fact.

2. Course Training

- A. Recreation staff and coaches (head coach and assistant coach) are required to take the "Heads Up: Concussion in Youth Sports" online course from the Center of Disease Control (CDC). The online course can be found at <https://headsup.cdc.gov/>.
- B. Once the course has been completed by staff and coaches, they will send the certificate of completion to the Recreation Program Supervisor or the Athletic Coordinator to keep on file.
 - Staff and coaches will only need to complete this course one time
 - Each season after that, staff and coaches will be provided with up to date concussion information.

3. Suspected Concussion Procedures

- A. Any participant exhibiting signs, symptoms or behaviors associated with a concussion or head injury: (1) must be immediately removed from the activity and (2) may not again participate in any activity until cleared by an appropriate health-care professional.
REMEMBER WHEN IN DOUBT SIT THEM OUT!
- B. The injured participant may not be cleared for practice or competition the same day that the sign, symptom or behavior associated with a concussion or head injury was observed.
- C. The injured participants' parents or guardian should be immediately notified of the suspected concussion or head injury so that they can be evaluated by an appropriate health-care professional.
- D. An accident/injury report form must be completed and submitted to the Recreation Program Supervisor or Athletic Coordinator within 24 hours or on the next business day following the incident.

The parent or guardian of a participant who is suspected of a concussion or head injury must submit written medical clearance from an appropriate health-care professional to the Mount Holly Parks & Recreation Department prior to returning to any activity. Players will not be allowed to participate until this document is produced.

The undersigned acknowledges receipt of the above document and agrees that he/she will take the online course referenced in paragraph 2 above.

By: _____

Print Name: _____

Date: _____



MOUNT HOLLY PARKS AND RECREATION DEPARTMENT POLICY REGARDING SPORTS INJURIES

RELEASE AND INDEMNITY AGREEMENT

By my signature below on this release I hereby consent to my child, listed below, participating in any City of Mount Holly sports programs. This document is intended to release any claims which my child or the undersigned parent(s) or legal guardian may or might have resulting from activities relating to my child's play or other activities relating to the above. The undersigned, for him/herself and the minor child or children listed below, and their heirs, executors, and assigns, does hereby knowingly and voluntarily agree to release, waive, discharge, hold harmless, defend, and indemnify all City of Mount Holly employees, City Council members, coaches, assistant coaches, and volunteers associated with City of Mount Holly sports programs, from any and all claims, actions, or losses due to bodily injury, property damage, wrongful death, loss of services, or any other injuries, damages, or claims which may arise out of the activities described above. I specifically understand that I am releasing, discharging, and waiving any claims that I or my child or children may have presently or that may arise in the future related to these types of activities. The undersigned understands and acknowledges that the activities set forth above may have inherent risks, dangers, and hazards, and participation in such activities and/or use of equipment may result in injury, including but not limited to, disease, strains, sprains, fractures, partial and or total paralysis, death, or other ailments that could cause serious disability. The undersigned, for him/herself and the minor child or children listed below, does hereby accept and assume all these risks and dangers and any others arising from such activities.

If I am accompanying a minor child or children, then I further agree that I will be solely responsible for the safety and oversight of such child or children who may be in my custody during the activities described above.

I have carefully read this Agreement and agreed to be bound by the terms hereof. This Agreement shall continue in full force and effect covering the above described activities from and after the date below. This Agreement also permits the children listed below to participate in the activities described above whether or not the undersigned parent or legal guardian is present and without any further permission from the undersigned.

MATTERS PERTAINING TO CONCUSSION PROTOCOL

The following policy and procedures are being implemented by the Mount Holly Parks & Recreation Department with the intent to reduce the potentially serious health risks associated with sports related concussions and head injuries.

A concussion is a type of traumatic brain injury that is caused by a blow to the head or body that jars or shakes the brain inside of the skull. It is important to note that an athlete does not have to lose consciousness to have suffered a concussion.

SIGNS AND SYMPTOMS OF CONCUSSIONS

Signs Observed by Others

- Appears dazed or stunned
- Is confused about assignment
- Forgets plays
- Is unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Cannot recall events prior to hit
- Cannot recall events after hit

Symptoms Reported by Athlete

- Headache
- Nausea
- Balance problems or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

I hereby understand that if my child is suspected of a concussion or head injury that I must submit a written medical clearance from an appropriate health-care professional to the Mount Holly Parks & Recreation Department prior to returning to any activity. I understand that my child will not be allowed to participate until I have produced this document.

Conduct Statement

I HEREBY CONSENT TO MY CHILD PARTICIPATING IN SPORTS PROGRAM SPONSORED BY THE MOUNT HOLLY PARKS & RECREATION DEPARTMENT. BY SIGNING THIS RELEASE I ALSO SIGN FOR ANY FAMILY MEMBER OR GUEST THAT IS IN ATTENDANCE FOR MY CHILD. I ALSO UNDERSTAND THAT REQUESTS FOR CERTAIN COACHES OR TEAMS WILL NOT BE GUARANTEED. I UNDERSTAND FULLY THAT THE RECREATION DEPARTMENT WILL NOT TOLERATE UNSPORTSMANLIKE BEHAVIOR OF ANY KIND. I AGREE THAT ANY BEHAVIOR SUCH AS CURSING AND/OR YELLING AT OFFICIALS, COACHES, PARENTS OR PLAYERS WILL RESULT IN SUSPENSION FROM THE DEPARTMENT'S ACTIVITIES FOR ME AND MY CHILD.

By signing below, the undersigned acknowledges that they have read and understand the Release and Indemnity Agreement, together with matters pertaining to the concussion protocol and consent to the terms of the Conduct requirements set forth herein.

Date: _____

Name of Child: _____ Age: _____

Parent/legal guardian Signature: _____(SEAL) Cell Phone: _____

Printed Name of Parent/legal guardian: _____

Witness: _____

Contact Connor Sisk at 704-951-3024 or connor.sisk@metholly.us if you have any questions.



April 29, 2019
Council Work Session Meeting

Mayor Bryan Hough
Mayor Pro-Tem Perry Toomey
Councilwoman Carolyn Breyare
Councilman Charles McCorkle
Councilman Jeff Meadows
Councilman David Moore
Councilwoman Lauren Shoemaker
Kemp Michael, City Attorney
Danny Jackson, City Manager