

August 26, 2014- Town Board of Commissioners – Overview of Meeting & Actions

Unfinished Business

- **Field and Facility Use Policy Handbook:** *(Discussion and possible action to adopt the Field and Use Policy Handbook for use of town parks and facilities- copy in packet)*
 - ❖ Adopted as a guideline to use this Fall and bring back recommendations for adjustments in the Spring 2015 by the Parks & Recreation staff member.

- **Notice of Major Variation Request:** *(A request by staff for board approval for a major variation under Section 20 of Unified Development Ordinance – reference Waxhaw Police Department for installation of a communications tower - Staff Rice - documents in packet - tabled from last meeting)*
 - ❖ Tabled to the second meeting in September. Reason: more research

- **Economic Development:** *(Discussion and direction for staff on how to proceed with economic development - tabled from last meeting)*
 - ❖ No action, but a better defined role of the new staff position of Downtown Main Street Director to help guide economic development involving Small Town Main Street, Economic Development Committee and the Waxhaw Economic Development Corporation. On the September 9 BOC meeting, staff will be bringing forth new job descriptions related to this position for BOC feedback.

- **Review RFP's:** *(Request for Proposal's submitted by consulting firms for the update to the 2030 Comprehensive Plan and award the contract to the selected consultant. [Planning staff has included the evaluation criteria and their recommended consultant in the packet] - memo in packet - tabled from last meeting).*
 - ❖ Board directed Planning Staff to schedule a joint work session between the Waxhaw Planning Board (who requested the joint meeting) and the Waxhaw Board of Commissioners on the selection of a firm to help update the 2030 Comprehensive Plan.

New Business

The Little Free Library Project: *(Commissioner Fitzgerald requested the board receive a presentation by Ms. Moubarak and Ms. Austin on placing “little libraries” around the Waxhaw downtown area - proposed request in packet)*

- ❖ Board liked the proposed “Little Free Library Project” and directed the applicants to work with town staff to start the process for three possible locations:
 - Overhead bridge
 - Water Tank
 - Outside the Police Department
 - Planning & Community Development is to work with the group to obtain necessary permits issued.

Board Appointments: *(Request appointments to the following boards/committees- applications in packet)*

- ❖ **Planning Board:** One Vacancy

- **Applicants**

- Thomas Dwyer (Alternate)
- Dan Gingrich, Jr. (Alternate)
- Mr. James Mathieson –Applicant

- Appointed Mr. Dwyer to member and Mr. Mathieson as alternate

- ❖ **Park & Recreation Advisory Boardz:** Two Vacancies

- **Applicant**

- Robert Figueroa
- Appointed Mr. Figueroa to the Waxhaw Park & Recreation Advisory Board, term ending June 30, 2017.

Consent Agenda

- **Minutes for approval:**

- ❖ July 8, 2014 Public Hearing/Regular Meeting/Closed Session Minutes

- ❖ July 9th, 2014 Special Called Meeting
 - ❖ July 14th, 2014 Joint Work Session – Waxhaw Planning Board
 - ❖ July 22, 2014 Minutes/Closed Session
 - ❖ July 30, 2014 Work Session Minutes – Day Session
 - ❖ July 30, 2014 Work Session Minutes – Night Session
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- **Additional Christmas Holiday Approval:** *(A recommendation by Human Resource Manager Davenport to grant an additional Christmas Holiday being December 26th, 2014 - memo in packet)*

 - **Charge Tax Collector with the collection of 2014 Property Taxes:** *(Direct Tax Collector Sutton to collect the 2014 Taxes – memo enclosed – State mandated by board to charge tax collector to collect current taxes - memo in packet)*

 - **Proclamation:** *(Adopt Proclamation declaring September 17th - 23rd as Constitution Week – proclamation in packet).*

 - **Request for Refunds:** *(Approve the refunds as requested by the Waxhaw Tax Collection department - memo in packet)*

 - **Wayfinding Signage Proposal - RFQ:** *(Request for approval seeking Request for Quotes for fabrication cost for wayfinding signage.)*
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- ❖ **All items on the Consent Agenda were approved as requested.**