

A G E N D A

LINCOLN TON CITY COUNCIL

October 2, 2014

7:00 p.m.

Council Chambers

City Hall

FOR YOUR CONVENIENCE A COPY OF
TONIGHT'S AGENDA
IS AVAILABLE, LOCATED TO THE
RIGHT OF THE ENTRANCE TO THE
COUNCIL CHAMBERS

*ANYONE WISHING TO SPEAK
DURING THE PUBLIC COMMENT
PORTION OF THE AGENDA
PLEASE SEE THE CITY CLERK PRIOR
TO THE MEETING TO SIGN UP
NON-AGENDA ITEMS WILL BE
DISCUSSED AND SPEAKERS WILL BE
LIMITED TO THREE (3) MINUTES
A COPY OF THE RULES FOR PUBLIC COMMENT
ARE AVAILABLE AT THE CITY CLERK'S DESK*

THANK YOU FOR ATTENDING
OUR MEETING
AND FOR YOUR INTEREST
IN THE CITY OF LINCOLNTON

A G E N D A

LINCOLN TON CITY COUNCIL

October 2, 2014

7:00 p.m.

CALL TO ORDER – Mayor John O. Gilleland, Jr.

PLEDGE OF ALLEGIANCE

1. Approval of Regular Agenda

2. Approval of CONSENT AGENDA:

All items placed under the Consent Agenda are considered routine, to be enacted by one motion without discussion. If a member of the Governing Body requests discussion of an item, the item will be removed from the Consent Agenda and considered separately.

3. Approval of Minutes from the following meetings:

August 27, 2014 - Special Meeting

September 4, 2014 – Regular Meeting

REGULAR AGENDA

PUBLIC HEARING

4. CUP-4-2014 – Application from First Federal Savings Bank requesting a conditional use permit to construct a parking lot on 0.60 acres of land in the Residential-Office (R-O) District. The subject property is located on the south side of East Water Street approximately 100 feet west of the intersection of East Water Street and South Cedar Street. The physical address of the property is 324 Water Street (Parcel ID 00629).

Laura Simmons, Planning Director

PRESENTATIONS

5. Proclamation – 60th Anniversary of Polio Awareness – October 12 – 19, 2014

Mayor Gilleland

AGENDA

October 2, 2014

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PRESENTATIONS

6. Presentation from Lincoln Economic Development Association

Cliff Brumfield, Director of LEDA

7. Departmental Report from the Lincolnton Public Works Department

Steve Peeler, Director PW&U

8. Request for erection of signage to acknowledge Lincolnton as a Military Honor of the Purple Heart (MOPH) City

Mr. Stephen Reep

CONTRACT

(C-19-14)

9. Consideration of awarding bids to SSI-Schaefer in the amount of \$ 105,880.00 for 2,000 Wheeled Refuse Containers

Jeff Emory, City Manager

APPOINTMENT

(APPT-04-14)

10. Appointment of nominees to the 2014-15 Lincolnton Student Advisory Council

Mayor Gilleland

POLICY

(P-02-14)

11. Addition of language regarding the use of body camera's to the Lincolnton Police Department Standard Operating Procedures (SOP)

Rodney Jordan, Chief of Police

OTHER BUSINESS

12. Consideration of adjusting fees for online payments

Steve Zickefoose, Finance Director

13. Update on delinquent sewer customers

Jeff Emory, City Manager
Steve Zickefoose, Finance Director

14. Discussion of dates for a special called meeting to discuss the next step of the Strategic Planning process

Jeff Emory, City Manager

15. Monthly Financial Report/Overtime Report

Jeff Emory, City Manager

PUBLIC COMMENT

*Speakers will be limited to three (3) minutes to address Mayor and City Council
Concerning Non-Agenda Items.*

You must sign in with the City Clerk prior to the meeting to be eligible to speak.

NEWS MEDIA

ADJOURNMENT

ITEM #

1

APPROVAL

OF

REGULAR

AGENDA

ITEM #

2

APPROVAL

OF

CONSENT

AGENDA

ITEM #

3

SPECIAL MEETING - AUGUST 27, 2014

The Mayor and City Council held a special called meeting on Wednesday, August 27, 2014 at 5:30 p.m. in the Council Chambers of City Hall, located at 114 West Sycamore Street Lincolnton, NC. The purpose of the meeting was to consider a proposed water agreement between the City and Lincoln County and to discuss a strategic plan.

Mayor Gilleland called the meeting to order. The Mayor established a timeframe of fifteen minutes for discussion of the water contract and one hour and fifteen minutes for discussion of a strategic plan. Council members in attendance were:

RHYNE CLONINGER EADDY HOVIS

CONSIDERATION OF PROPOSED WATER CONTRACT BETWEEN THE CITY AND LINCOLN COUNTY:

(C-13-14)

The City Manager presented a draft of the proposed water contract. The proposed contract addresses water only and sets a selling price of \$ 1.15 per 1000 gallons, if adopted. The effective date of the contract would be September 1, 2014 for a 10 year period unless written notice is given by party, five years, prior to September 1, 2024.

Mr. Emory briefly reviewed the contract. He thanked Mayor Gilleland, and Councilman Hovis along with City staff for their hard work and dedication to making this contract a reality. He said, "Negotiations took place over a two year period to finally get to the proposed draft you see in front of you." He said, "I think the proposed agreement is a good deal and I would recommend Council adopt it."

Mayor Gilleland also thanked Councilman Hovis and City staff for working hard to see this contract through. He said, "I think it is good for both parties. It is not an immediate fix; we still need to sale water in large volumes today." He hopes we can take advantage of the County's steady growth and large customer base and increase our water sales.

Councilman Hovis said, "I think we did as good as we could do, so that the citizens of Lincolnton and Lincoln County can both benefit from this deal." "Hopefully this deal can help us from having to raise our water rates each year."

Councilman Rhyne questioned the overall impact to our citizens. Mr. Emory said at the bare minimum the City will see \$ 127,000 per year in water sales, but he hopes the volume goes up.

After further discussion, Councilman Hovis made the motion unanimously approved to enter into the agreement as recommended. The City Clerk will forward a copy to Lincoln County for their consideration on their September 8th meeting agenda. If approved the contract would be retroactive to September 1, 2014.

SPECIAL MEETING - AUGUST 27, 2014

DISCUSSION OF A STRATEGIC PLAN:

Mayor Gilleland opened discussion calling on Council members for input and ideas and areas of importance to shape the future and identify the vision for Lincolnnton. He said "Tonight's meeting should define issues, discuss action steps and allow us to obtain measurable goals." He encouraged Council to get employee and citizen involvement.

The City Manager told Council he has had discussions with Centralina Council of Governments regarding a strategic plan. He reference a handout outlining a balanced decision process, which involves three steps, (1) process discussion, (2) policy discussion (3) decision discussion.

Councilman Eaddy feels Lincolnnton needs to become a Destination City, all the way to Boger City in both directions. He said infrastructure to support this vision is important.

Councilman Rhyne also feels we need to continue to focus on downtown development, so we can move toward becoming a Destination City. He also hopes we can focus on our downtown, rejuvenating our downtown continually not just three or four times per year.

Councilman Cloninger said he feels it is very important to do anything we possibly can to keep the County offices downtown. He said, "We need the County."

Councilman Rhyne said "If the County moves what plan do we have in place to replace them?" He felt having a plan in place to market properties we currently have or may have in the near future is important. He also said the City should take a look at the properties it owns, "See if we have a piece of property that is green space, in or around downtown, to build a place that families can go to relax downtown.

Councilman Eaddy said "We certainly need to preserve and maintain the things we have in place now." He suggested possibly taking another look at purchasing the old depot property, to create a vending machine area and bathrooms for rail trail and thread trail users.

Dr. Eaddy said he would like to see a plan in place to pursue contract mowing citywide. He believes we need to be in keeping with our current mission statement to provide cost effective services to our citizens.

Councilman Rhyne said a discussion needs to take place now to address our ever growing health insurance costs. "We do not need to wait until March or April to begin discussions; we need to get a handle on insurance cost."

After further discussion, Councilman Eaddy said, "There are many outside agencies driving our money. We don't pay our employees a whole lot. How much of a raise would we have to pay them to get out of the insurance business?" He said, "If their salaries go up, then they can get in the insurance business themselves but we need to make sure the trade off is fair to the employees." Mayor Gilleland agreed we need to be smart about it if that is the direction that we go.

SPECIAL MEETING - AUGUST 27, 2014

Mayor Gilleland felt to be more efficient we need to get more people to recycle. Educate the citizens, promoting recycling and other services to become more cost effective.

Councilman Rhyne said "Form an identifiable written plan to get more water customers, and A to Z plan, so we can have something measurable."

Councilman Eaddy said "Identify buildings available for use; what are our recruitment strategies? Let our primary focus remain on recruitment of water users. Form a plan; detailing identified properties, to see where businesses can go should they look at locating in Lincolnton."

Councilman Rhyne said, "Business and Community Development should be aggressive in pursuing industrial customers and keeping downtown viable. He questioned if this recruitment could be handled by one department." He agreed with Dr. Eaddy saying, "It would be interesting to know where there are opportunities inside the City for industrial users."

The City Manager said he feels Lincolnton's biggest obstacle is we are currently in the Tier 3 class, for incentives. There are tier levels, he used Shelby as an example as they are a tier 1, due to the tax base and they have better recruiting options available because of being in this tier. Mayor Gilleland said the eastern part of Lincoln County has an impact on how Lincolnton and Lincoln County are classed as a Tier 3.

After some discussion, Councilman Rhyne suggested that we meet with our local representatives of the General Assembly, when they are not in session, to discuss possibilities of changing the tier.

Councilman Rhyne said, "The toughest part is none of this is free. A large part of the plan may be identifying how we can fund our strategic plan."

Councilman Eaddy again reiterated that taking care of the current businesses who have made the investment in our downtown is important. We should seek citizen input on identifying the issues and the barriers.

Councilman Hovis said, "I think we should strengthen our public relations, being sensitive to all demographics. He suggested reinstating a Human Relations Council to assist the City with identifying issues throughout the City." Some suggestions were made to possibly develop a Human Resources Diversification Initiative.

Councilman Cloninger expressed the importance of our elected officials networking with other cities. He said, "It is a good perk, and it allows us to provide better services to our citizens when we see and hear what issues other cities are facing."

After further discussion, items were narrowed to;

- (1) Becoming a Destination City – determine barriers that slow development; infrastructure
- (2) Cost Efficient and productive City services – customer focused
- (3) Water Plan – A to Z written plan; identify industrial property locations within the City; plan to meet with legislature regarding our tier 3

SPECIAL MEETING - AUGUST 27, 2014

Councilman Eaddy said he would like to see what staff and citizen input would reflect in respect to the goals identified. It was the consensus of all of the Council members to have all goals measureable. They directed the City Manager to talk with Mr. Jim Processor of Centralina (COG) prior to our September 4th meeting to discuss their assistance in beginning a strategic planning process.

Council also directed the City Manager to reach out to Lincoln-Lincoln County Chamber of Commerce Director Ken Kindley to see what progress the "Citizens for Smart Spending" group has made in discussions with County Commissioners keeping Lincoln County offices located in downtown.

Begin no further discussion; Councilman Cloninger made the motion unanimously approved to ADJOURN

DONNA C. FLOWERS, MMC
CITY CLERK

JOHN O. GILLELAND, JR.
MAYOR

August 27, 2014---City of Lincolnton Strategic Planning Session

Below is a summary of comments from City Council Members at a special called meeting to begin discussing a strategic plan for the City of Lincolnton.

Downtown/Main Street

- Making downtown a destination for business and living, address obstacles such as infrastructure
- Opportunities such as more dining, something to do
- Efforts to keep county offices downtown
- Restrooms downtown, particularly on rail trail
- Acquire depot
- Develop green space downtown

Customer Service and Industrial Recruitment

- Provide cost effective services to citizens
- Take care of existing businesses, get their feedback
- Develop A-Z plan for recruiting business that are large water users
- Improve city website
- Take advantage of vacant lots for development
- Plan for major capital improvements
- Address Health Insurance needs for employees
- Take advantage of recycling, more publicity to citizens on what is available

Human Resources

- Make efforts in recruitment to assure a diverse workforce that reflects the makeup of the city as a whole
- Reinstate Human Resources Council

REGULAR MEETING - SEPTEMBER 4, 2014

The Mayor and City Council met in regular session on Thursday, September 4, 2014 at 7:00 p.m. in the Council Chambers of City Hall, located at 114 West Sycamore Street Lincolnton, NC.

Mayor Gilleland called the meeting to order and led the Pledge of Allegiance. Council members in attendance were:

RHYNE CLONINGER EADDY HOVIS

Councilman Eaddy made the motion unanimously approved to adopt the *REGULAR AGENDA* as presented.

Councilman Cloninger made the motion unanimously approved the *CONSENT AGENDA* as follows:

- Approved Minutes of the August 7th, 2014 – Regular Meeting
- Approved the following PROCLAMATIONS:
Constitution Week – September 17 – 23, 2014
Industry Appreciation Month – October 2014
- Approved a Call to Public Hearing for October 2nd meeting:
CUP-4-2014 – Application from First Federal Savings Bank requesting a conditional use permit to construct a parking lot on 0.60 acres of land in the Residential-Office (R-O) District. The subject property is located on the south side of East Water Street approximately 100 feet west of the intersection of the intersection of East Water Street and South Cedar Street. The physical address of the property is 324 Water Street (Parcel ID 00629).

REGULAR AGENDA

TO RECEIVE PUBLIC COMMENT ON A REQUEST FOR A CERTIFICATE OF CONVENIENCE AND NECESSITY TO OPERATE A TAXI CAB/VEHICLE FOR HIRE SERVICE WITHIN THE CORPORATE LIMITS OF LINCOLNTON:

(O-07-14)

Mayor Gilleland opened the Public Hearing. Byron Porras, the applicant, spoke to Council about the need for additional taxi service in Lincolnton. He said, "Lincolnton doesn't offer a service where people can call and have

REGULAR MEETING - SEPTEMBER 4, 2014

someone to pick them up and drop them off at a nearby mall and then phone back to be picked up.” He explained that he and his wife had operated a similar service when they lived in New Jersey several years ago. If approved he said he hoped to reach out to the Hispanic population as well as the general population of Lincolnton and surrounding areas to provide transportation services.

The City Clerk said the application along with the required letters of reference were submitted and were in order. Chief of Police Rodney Jordan provided a memo which stated the driving background for both Mr. & Mrs. Porras-Lopez reflected no violations.

Having no one signed to speak to this public hearing other than the applicant, Councilman Eaddy made the motion unanimously approved to close the Public Hearing.

Councilman Eaddy then made the motion unanimously approved to grant the certificate of convenience and necessity to Mr. Porras-Lopez to operate a taxi service. Upon approval the City Clerk told Mr. Porraz that he would need to contact the Police Department to set up a time to meet to discuss the necessary requirements to begin operation.

TO CONSIDER A PROPOSED AMENDMENT TO THE CITY'S CODE OF ORDINANCES TO ENACT SPEED LIMITS AND BE CONCURRENT WITH NCDOT'S CODE: TITLE VII. TRAFFIC CODE - # 74. TRAFFIC SCHEDULE VI. SPEED LIMITS ON STATE MAINTAINED STREETS; US 321 FROM SR 1405, NORTHWARD TO A POINT 0.16 MILE SOUTH OF SR 1463, THE NORTHERN CORPORATE LIMIT OF LINCOLNTON AND BETWEEN SR 1405 AND A POINT 0.16 MILES NORTH OF SR 1463:

(O-08-14)

Mayor Gilleland opened the Public Hearing. City Clerk Donna Flowers told Council that she was contacted by Mr. Jimmy Hamrick, of NCDOT, requesting that the City take action to amend the above referenced section to reflect the new US Hwy 321 and the former US Hwy 321, now Generals Blvd having a 45 mph speed limit. Mr. Hamrick said if approved he would then take the proposed amendment to the NCDOT board for adoption at its September 15th meeting.

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The City Clerk said Mr. Hamrick said there would be no apparent changes on the ground only a language change to both the City and State ordinances.

Councilman Rhyne made the motion unanimously approved to close the Public Hearing.

Councilman Cloninger made the motion unanimously approved to amend the City's Code as requested by NCDOT.

DEPARTMENTAL REPORT FROM LINCOLNTON PUBLIC WORKS DIVISION:

Steve Peeler, Director PW&U, gave a report on the following departments within the Public Works & Utilities Department;

- Comprised of 9 separate, and distinct operational Divisions (Public Works, Street & Property Maintenance, Solid Waste, General Services, Equipment Services, Water Treatment Plant, Distribution & Collection, Waste Water Treatment Plant, Electric Distribution)
- 67 Budgeted positions (not including 4 in our Budget that report to another Department)
- We comprise 42.7 % of the Budgeted Positions in the City. In 1987 we comprised over 50 % of the Budgeted Positions. Since 1987 the population, and service area of the City of Lincolnton has more than doubled.
- We are responsible for \$16,455,526 of the Municipal Budget
- **WHO IS PUBLIC WORKS & UTILITIES:** All of the Divisions of the Public Works & Utilities Department are staffed with skilled, capable, dedicated, and loyal employees. I see them as the “unsung heroes” of Lincolnton. They are often the brunt of jokes, snide remarks, and unwarranted cussins’. When natural disaster strikes they don’t make headlines. Without their efforts the water stops flowing, streets & bridges decay and crumple, the sewers back up, the trash doesn’t get picked up, the light go out, disease can run rampant. *Your comforts of life no longer exists.*

REGULAR MEETING - SEPTEMBER 4, 2014

- I could talk to with you for hours about the Divisions of Public Works & Utilities Department. I could bore you to tears with numbers, graphs, statistics, etc.
- Tonight, in the interest of time, we will take a broad brush look at the Utility Divisions of the Public Works & Utilities Department (WTP, WWTP, D&C, and Electric Distribution)
- **Water Treatment Plant:** Mission is to provide potable, and process water for the customers/citizens of the City of Lincolnton
- Superintendent Robert Pearson, and 9 other employees operate and maintain the Plant, 6 elevated tanks, and 3 water pump stations.
- The Plant is staffed 24/7
- The Plant is a “Surface Water Plant”, and withdraws its raw water from the South Fork of the Catawba River.
- It is permitted for a treatment capacity of 9 MGD, and holds a Letter of Withdrawal Authorization for 12 MGD
- WTP’s are rated on Max Daily Production.
- 9 MGD Permitted Treatment Capacity; 5.88 MGD Max Daily, 2.27 MGD Daily average
- 2 MGD Contract to sell water to Cherryville, and proposed 2.25 MGD Contract to sell water to Lincoln County
- Other parts of the country have been engaged in “water wars” for decades. We are just beginning to see it rear its ugly head. Our region of the country has grown at an unbelievable rate in recent years. This growth needs water to sustain itself. Water used for the purposes of human consumption, both domestic and process, is a finite commodity. Centralina Council of Governments has begun meetings with water providers in the 9-county area served by COG to discuss long-term water issues, and potentials for regional management of this resource. We who live in the Catawba River Basin of the State of North Carolina are indeed fortunate.

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- The South Fork has been a stable and reliable source of raw water even during previous droughts, when raw water sources for neighboring entities have become, at best, “marginal”.
- We will see increased pressure on our ability to provide potable water in the future, as our area continues to grow and develop economically.
- Remember it is a finite resource, and we are a “Surface Water” Plant.
- When our utility infrastructure is the catalysts for economic development, I feel we need to make sure that we participate in the fruits resulting from that economic development.
- **Distribution & Collection:** Mission is to distribute potable & process water from the Water Treatment Plant to our customers/citizens, and to collect domestic and process waste water from our customers/citizens, and transport it to the Water Treatment Plant.
- The Distribution, and Collection System, like the water Treatment Plant, is permitted for operation and maintenance by NCDENR.
- Superintendent Clay Harrelson & 10 other employees service and maintain @ 260 miles of water lines, @ 240 miles of sewer lines, 18 sewer pump stations, and 5,000 (+) water meters
- Water line breaks, sewer line blockages, and equipment failures are their main challenges
- Our Distribution & Collection System has served the needs of the customers/citizens of the City of Lincolnton since the early 1920's
- Improvements have been made, but we have an ageing system, and more needs to be done
- Installing water and sewer lines, repairing water leaks, cleaning and clearing clogged sewers at all hours of the day and night, in all types of weather is the daily work in the life of these employees.
- They truly will never catch up
- They must prioritize the leaks into most critical to least critical. Some small leaks may flow for several weeks before being repaired.

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- **Waste Water Treatment Plant:** The WWTP is an Activated Sludge Process Plant whose primary function is environmental protection. To this end it treats the waste water influent from the sewer collection system, and discharges it back into the South Fork River, a true model in recycling.
- Superintendent Don Burkey and 9 other employees operate and maintain the Plant.
- The WWTP, like the WTP, and the Distribution & Collection Divisions is Permitted by NCDENR
- The Plant is Permitted to discharge 6 MGD in treated effluent into the receiving stream, the South Fork River.
- Peak flow at the WWT for 2013 was 3.30 MGD, average flow was 2.6 MGD. ,
- Years ago the common term in waste water treatment was “dilution is the solution”, and raw sewerage was discharged straight into the nearest stream.
- Today’s WWTP’s are complex, highly sophisticated facilities.
- Industrial Users that discharge large quantizes of waste water, and/or waste water that contains regulated contaminates are Permitted to discharge by either the City of Lincolnton, and/or NCDENR.
- The WWTP is Permitted to discharge certain levels of contaminants to the receiving stream, the South Fork River.
- In years past the greater the volume of discharge, say from a textile company discharging 100,000’s of GPD, would have a predictable level of contaminant, or constituent loading.
- We are seeing more and more industries that do not discharge large quantities of waste water, but are discharging the same, or greater, levels of contaminants.
- We bill our customers on volume of flow discharged. We will need to rethink this process, and begin to look at billing based on the contaminants (constituent loading) from these industries. I do not

REGULAR MEETING - SEPTEMBER 4, 2014

believe they pay their “fair share” when compared to higher volume dischargers.

- **Electric Distribution:** The Electric Distribution Division is charged with the operation and maintenance of the City of Lincolnton electric system.
- The system extends from the South Fork River on the west side of the City to McDonalds on the east side of the City, and from NC 150 Bypass on the south to Bi Lo on the north side of the City.
- The City of Lincolnton is one of 70 Public Power Communities in North Carolina serving @ 500,000 customers.
- Lincolnton is one of 19 Public Power Participants in the western part of the State that comprise NCMPPA #1
- The Participants own @ 87% of the Catawba Nuclear Generating Station, located in the South Carolina portion of Lake Wylie. We also have rights to part of the generating capacity of the McGuire Nuclear Generating Station on Lake Norman.
- Approximately \$3 Billion of tax exempt Municipal Bonds were issued to pay for the construction of the Catawba Station.
- Except for approximately \$250 Million, this debt will be paid off in 2019.
- We have successfully competed for electric load, and have kept the new Wal Mart Super Center on our system rather than on an investor owned utilities.
- We have also been successful in adding Hampton Inn to our system rather than seeing them being served by an investor owned.
- Superintendent Chris Wilson and 4 employees maintain an electric system that has @ 75 miles of primary line, and a main substation on South Flint Street.
- The beautiful downtown we enjoy each Christmas that make Lincolnton a “Holiday Destination” is the result of many days work on the part of the Electric Distribution Division.

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- The employees of the Electric Distribution Division can be found in buckets 40 (+) feet in the air restoring power while lighting is flashing all around them.

Steve concluded saying, "The City of Lincolnton Electric Distribution System employees have a track record of providing service to our citizens/customers, and restoration of power during outages, that other utilities can only dream about."

Mayor and Council thanked Mr. Peeler for his thorough review and for the job he and his staff do on a daily basis.

PRESENTATION FROM TARHEEL CHALLENGE ACADEMY:

Mr. Jim Bright, Tarheel ChalleNGe Recruiter, told Council that the Tarheel ChalleNGe Academy is a quasi-military style program for at-risk high school dropouts, and is sponsored by the North Carolina National Guard. He said the mission of the Academy is to redirect the efforts of young adults who have trouble succeeding in the normal high school environment, and give them the skills and attitude to become productive citizens in their community.

The Academy is located in Sampson County in Salemburg, NC. It is a seventeen month program divided into two distinct phases: a 5 month in-residence phase, and a 12 month post-residential phase immediately following graduation from the in-residence phase.

Mr. Bright said that even though the NC National Guard sponsors the Tarheel ChalleNGe Academy, there are no military obligations for attending. Cadets are free to choose the military service as one of their options. There is no cost to the cadet, parents or family for attending this program other than the cadets personal items (underclothes, tennis shoes, and toilet articles). He noted that nine cadets, of the last six classes, have been from Lincoln County.

Qualification for entry into the program are (1) at least 16 years of age, but less than 19 years old at time of entry (2) a high school dropout or expellee without a GED certificate (3) A US citizen and North Carolina resident (4) free from illegal drugs/substances and any serious involvement with the criminal justice system (5) physically and mentally capable of completing the program (6)

REGULAR MEETING - SEPTEMBER 4, 2014

unemployed or underemployed (7) successfully pass a medical screening exam (8) be a volunteer. He concluded noting 3,938 proud young men and women have graduated the program and of these 2,687 obtained their GED while in the residential phase. He said these young men and women seized their "second chance" and made it work.

Mayor Gilleland and City Council members commended Mr. Bright for his successes and thanked him for all that he and the Tarheel ChalleNGe program are doing to assist at risk youth.

CONSIDERATION OF CONTRACT BETWEEN THE CITY AND NCDOT FOR IMPROVEMENTS TO THE INTERSECTION OF EAST MAIN STREET AND GENERALS BLVD:

(C-14-14)

Jeff Emory, City Manager, reviewed a proposed contract/project agreement for Federal Aid for Improvements to the intersection at East Main Street and Generals Blvd. He said the project has been ongoing for two years and in light of the approval to utilize Powell Bill monies rather than general fund monies he proposes the City move forward with this project.

Councilman Rhyne expressed concerns with some of the language of the contract. He asked, "If the contract design is approved tonight, could the City opt out if the project amounts exceed the budget?" The City Manager said yes, but someone would have to pay the cost of the design services. Councilman Rhyne said \$ 20,000 has already been paid toward this project, now an additional \$ 48,000 for design. Jeff confirmed the amount spent thus far and said if the City opted out these costs would not be reimbursable through grant funds but would need to be paid by the City.

Jeff said that both Jackie McSwain, and Mike Holder, of NCDOT, on multiple occasions verbally have said the state would put \$ 100,000 toward the paving of the intersection, but would not agree to written confirmation at this time. Jeff said, "Mike Holder himself actually promised that contribution."

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Mr. Emory gave the following breakdown of costs for the proposed project:

Actual Proposed Construction Costs:	\$ 580,000
Projected Design Fee:	48,000
Projected Inspection Fee:	<u>52,000</u>
Total Projected Cost:	\$ 680,000

Reimbursement for Paving Cost (by NCDOT):	(100,000)
*Possible Charges to Project by NCDOT $\pm$ 5%:	<u>30,000</u>
(for QA of signals & computer charges)	<u>\$ 610,000</u>

**According to Jackie McSwain at NCDOT on 8/7/14*

Proposed Funding

NCDOT Grant	\$ 465,000
*City Powell Bill	<u>145,000</u>
	\$ 610,000

*The Powell Bill contribution is in the FY 2014-15 budget. If the project exceeds \$ 610,000, the City may use additional Powell Bill Funds. As of June 30th 2014, Powell Bill Fund Balance was \$ 833,000. There will be no expenses from the General Fund.

Jeff stressed the grant was awarded based on pedestrian safety and that should the project costs exceed the designated funding the City could opt to remove some items proposed if necessary. He said, "If worse comes to worse metal poles which are to replace the wooded poles are an item that could be changed." "But I don't think it would be that drastic." Jeff said he would recommend allocating more monies from the Powell Bill fund if necessary to cover any additional costs.

Utility easements were discussed and Mr. Peeler felt no additional right of way would be needed only construction easements. Councilman Eaddy questioned if the cost included medians and running underground wiring rather than the current unsightly overhead wiring. Steve Peeler said, "Yes, as much as the City can, would be moved to underground." Dr. Eaddy also expressed concerns that the yield lanes should be regulated for pedestrian crossing. Mr. Peeler said the yield lanes would remain the same and if we want regulation to be considered that would be something we would need to specify in the design phase.

REGULAR MEETING - SEPTEMBER 4, 2014

Councilman Eaddy said, "It has been my experience that the engineer needs to understand very clearly upfront the budget for this project before they start the design, and we need to monitor him to make sure the project cost is as budgeted." He also said for the record, he would like the minutes to reflect that the City has received two verbal commitments from NCDOT for \$ 100,000 for the resurfacing of the intersection. The City Manager referenced Laura Simmons emails with NCDOT. (NOTE: *Emails to Planning Director Laura Simmons on March 6, 2014 and May 16, 2014 reference the project and NCDOT's position*)

Councilman Cloninger said, "Since it is a grant of 80/20 grant with some variation there, and since it is the gateway to Lincolnton, I think we should absolutely move forward."

Councilman Rhyne said, "I will say this issue has been out there forever, and I know I have voted against it three or four times because I have never felt the City should be spending money on something we don't own. We are going to put quite a bit of money into something we don't own and we have had money issues. Using Powell Bill monies makes the issue more palatable with the money not coming from the general fund."

Councilman Rhyne commended the Student Advisory Council for bringing the issue to the forefront noting they have endorsed improvements for several years and they have done a good job bringing about the awareness of the need for improvements to the intersection.

In conclusion of discussion, Councilman Cloninger made the motion unanimously approved to enter into the contract as recommended by the City Manager.

CONSIDERATION OF LEASE/CONTRACT FOR BUSINESS & COMMUNITY DEVELOPMENT OFFICE LOCATED AT 114 EAST MAIN STREET – (NOTE: \$ 30 INCREASE PER MONTH FOR AN ANNUAL LEASE AMOUNT OF \$ 6300 PER YEAR – EFFECTIVE THROUGH JANUARY 31ST 2016)

(C-15-14)

Jeff Emory, City Manager, reviewed a proposed lease agreement for 114 East Main Street to house the Business & Community Development office. The lease is a renewal that if approved would be effective through January 31, 2016.

REGULAR MEETING - SEPTEMBER 4, 2014

The lease as proposed included a \$ 30 per month increase for a total of \$ 6300 per year. Jeff said the document has been reviewed by the City Attorney and the terms are in order with the previous lease.

Mr. Emory said the City has been operating for several months on a month to month basis with no lease in place. He feels it is a reasonable amount for that facility. Councilman Rhyne asked if that location best serves that departments needs. Mr. Emory said while there is crowding at that facility with this department he feels it is the best option and is meeting their current needs.

Councilman Eaddy made the motion unanimously approved to enter into the lease as recommended by the City Manager.

CONSIDERATION OF CONTRACT FOR 2015 HOG HAPPENING EVENT & BEER GARDEN MAP:

(C-16-14)

Brooke Sherrill, Chair of Downtown Development Association, spoke to Council requesting the endorsement of the 2015 Hog Happenin contract. She said the DDA is trying to be proactive and would like to put things in place earlier for next year's event. She indicated there would be no change in the beer garden location, on West Main Street from Grove Street to Government Street. Ms. Sherrill said the corn hole tournament for this year's event has the possibility of being on National television.

Mayor Gilleland asked that they continue to be careful with the closing of streets. The map shows 3:00 pm for the closing of streets he asked that proper communication and notification be given to businesses and property owners of these times for street closings. Ms. Sherrill said with the new system the City uses to send text alerts and emails DDA has been successful in communicating with these businesses and property owners.

Councilman Eaddy made the motion unanimously approved to enter into the contract as recommended.

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**CONSIDERATION OF CONTRACT FOR 2014 WINE FESTIVAL
FOR ALCOHOL SALES - MAP INCLUDED:**

(C-17-14)

Brooke Sherrill, Chair of Downtown Development Association, requested permission to organize the third annual Loveable Lincolnton Wine and Art Festival on Saturday, October 11th. She said the event requires approval to close East Main Street between Court Square and Poplar Street and Academy Street between East Water Street and East Sycamore Street as well as permitting the sale and consumption of beer and wine within the event area.

She said DDA volunteers and Business and Community Development staff will coordinate the event. Approximately 40 vendor spaces will be available on Main Street. DDA will be responsible for securing and coordinating all required permits and insurance for the event as well as monitoring alcohol sales and consumption in the event area.

Councilman Rhyne confirmed that this event only sales wine, no beer. Abby Cole confirmed that the vendor's sell wine not the DDA and that no beer is sold.

Councilman Cloninger made the motion unanimously approved to enter into the contract with DDA as requested and recommended.

**REQUEST FOR COUNCIL TO CONSIDER EXTENSION OF BEER
GARDEN AT THE ALIVE AFTER FIVE CONCERT SERIES FOR
THE SEPTEMBER 2014 EVENT:**

Brooke Sherrill, Chair of Downtown Development Association, requested that Council approve extending the beer garden for the one remaining Alive After Five Concert (September 25th) into the 200 block of East Main Street.

Ms. Sherrill said attendees of the event have made the request to the DDA and they would like to try it for this one event for 2014. Concerns were expressed by the Police Department about having beer around vintage/classic cars.

Councilman Hovis expressed his concerns about people driving after drinking from this event. Councilman Eaddy confirmed with Ms. Sherrill that no

REGULAR MEETING - SEPTEMBER 4, 2014

additional beer vendors would be permitted, just the area that drinks would be consumed.

After some discussion, Councilman Cloninger made the motion unanimously approved to extend the beer garden for this event only.

DISCUSSION OF CURRENT GOLF CART ORDINANCE AND REQUEST FOR POSSIBLE REVISIONS:

Chief Rodney Jordan spoke to Council about the current Golf Cart Ordinance. He reviewed the current language noting he drafted that particular language based on another agency. He was open for suggestions to possible revisions if Council felt they were necessary. Discussions on potential amendments were initiated by Mr. Mark Ingle a downtown resident.

Mr. Ingle spoke to Council noting several concerns he has with the current ordinance wording. One concern being that gold carts be registered through the NCDMV. Mr. Ingle felt a one page application, with an application fee, registering the cart locally rather than through the state are some potential changes he would like to see made. He referenced the City of Morganton's ordinance and application process as an example.

Chief Jordan had no opposition to reviewing and recommending potential changes. He did feel that we may need to specify miles per hour on City streets and State maintained highways in the ordinance. After some discussion Mayor Gilleland suggested that Chief Jordan form a committee to discuss potential changes. A recommendation will be presented at a future Council meeting for any potential changes.

DISCUSSION OF STRATEGIC PLANNING PROCESS :

(C-18-14)

City Manager Jeff Emory introduced Mr. Bob Henderson, of Centralina Council of Governments to discuss possible ways to begin the Strategic Planning process. He said he and his colleagues would assist with a one and a half day retreat to discuss ideas and narrow down a scope of work for a road map for the next year. This outcome would be to have a plan that would define issues, define funding and resources and develop bench marks for the City.

REGULAR MEETING - SEPTEMBER 4, 2014

This item generated some discussion among Council members. The general consensus was to move forward developing a process quickly and involve the citizens.

Councilman Eaddy made the motion unanimously approved to enter into a contract with Centralina in the amount of \$ 2500 to assist with a Strategic Planning Plan. Mr. Henderson is to draft a contract and the City Manager is to execute for said amount on behalf of the City.

MONTHLY FINANCIAL REPORT/OVERTIME REPORT :

Jeff Emory, City Manager reviewed the following financial report:

September 2014 Council Meeting

Executive Summary

July 2014 Year-To-Date

Comparative for Budgetary Purposes - Prior to Closing 2014 Fiscal Year

		% of			
General Fund		14-15	Budget	13-14	Difference
Fund 10	Revenues	372,556.09	3.63%	407,003.35	(34,447.26)
	Expenses	897,667.57	13.55%	895,016.88	2,650.69
	Difference	(525,111.48)		(488,013.53)	(37,097.95)
Water & Sewer Fund					
Fund 61	Revenues	767,977.52	8.76%	739,614.42	28,363.10
	Expenses	225,280.51	7.04%	303,409.89	(78,129.38)
	Difference	542,697.01		436,204.53	106,492.48
Electric Fund					
Fund 63	Revenues	615,741.80	7.54%	569,063.09	46,678.71
	Expenses	61,402.07	2.76%	88,567.22	(27,165.15)
	Difference	554,339.73		480,495.87	73,843.86
Overtime		19,693.46		21,283.03	(1,589.57)

PUBLIC COMMENT:

Mary Donahue spoke to Council about the City's Noise Ordinance. She expressed concerns that the City has no way of measuring the current decimal level of noise as stated in our ordinance. She said she has had to contact the

REGULAR MEETING - SEPTEMBER 4, 2014

Police Department several times regarding a neighbor and loud noise. When the Police respond they have no way of measuring the noise level to see if a violation is in order. She suggested the City consider making revisions to our current ordinance. She said Chief Jordan has on numerous occasions offered to look at the ordinance to see if changes can be made.

NEWS MEDIA:

The City Manager asked the LTN reporter Elizabeth Heafner for assistance with publication of an article outlining our new procedures for roll out/solid waste containers. He said his goal is to have containers in stock and available to one half of City residents, on the North side of town, by January 1, 2015.

Ms. Heafner said she would contact Mr. Emory to discuss this project. There were no questions from the News Media.

ADJOURNMENT:

Councilman Rhyne made the motion unanimously approved to adjourn the meeting.

DONNA C. FLOWERS, MMC
CITY CLERK

JOHN O. GILLELAND, JR.
MAYOR

ITEM #

4

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

THROUGH: Jeff Emory, City Manager

SUBJECT: Conditional Use Permit Application from First Federal Savings Bank (CUP-4-14)

DATE: October 2, 2014

SITE AND AREA DESCRIPTION

The property is located on approximately 0.607 acres of land in the Residential-Office (R-O) District. The subject property is located on the south side of East Water Street approximately 100 feet west of the intersection East Water Street and South Cedar Street. The physical address of the property is 324 East Water Street (Parcel ID 00629).

The applicant is requesting a conditional use permit in order to construct a 40 space asphalt parking lot for remote parking for the bank. The parking lot will have one entrance onto East Water Street and will be gated for use by the bank employees. A crosswalk will be constructed across East Water Street.

The site is currently vacant but recently had several apartment buildings located on it until they were demolished earlier this year. The subject property and properties located to the east, west, and south are zoned R-O. Properties located to the north are zoned CB.

The property to the north is the Lincolnton Post Office, to the west is the former Rutherford Electric Office, to the south and across the railroad track is warehousing, and to the west is a vacant parcel.

The property to backs up to the CSX Railroad but according to the engineers plan all parking will be located off the railroad right of way. If any parking is located on the railroad right of way and agreement between the owner and CSX Railroad will have to be obtained.

Street landscaping will be provided along East Water Street. Parking lot landscaping will be provided around the parking lot, and screening will be provided on the west side of the property adjacent to the vacant lot. Screening is not required along the other boundaries because they are being used for business purposes.

SITE LIGHTING

Site lighting will be provided within the interior of the parking lot. The proposed lighting is downwardly directed and based on the lighting plan submitted should not create any off site lighting problems with adjacent properties. (See attached lighting plan).

WATER SUPPLY WATERSHED

The subject property is located within the WS-IV PA Watershed area but less than one acre of land is being disturbed so all requirements have been met.

STAFF REVIEW COMMITTEE COMMENTS

The Staff Review Committee met on September 9, 2014 and noted the following comments:

1. Applicant needs to contact Chris Wilson, Electrical Department Superintendant, concerning electrical plans for the property prior to development.
2. North arrow on the site plan needs to be shown correctly.
3. Any damage done to the existing sidewalk must be repaired or replaced by the developer per City of Lincoln Sidewalk Standards.
4. Required landscaping must be planted outside the sight triangle so that sight distance is adequate for motorists entering and leaving the site.
5. Storm water plan must be submitted and approved by Rob Buff, Assistant Public Works Director. Storm Water should be diverted so as not to create problems for East Water Street or Adjacent properties.
6. The existing sewer line and manhole located on the property should be left in place and the manhole should be brought to the elevation of the finished parking lot.
7. Applicant needs to contact Clay Harrelson, Utilities Superintendant, concerning any water that may be needed for the site or questions regarding the existing sewer line and manhole.
8. Erosion Control plans must be submitted and approved by Lincoln County Natural Resources.

COMPLIANCE WITH CONDITIONAL USE PERMIT APPLICATION REQUIREMENTS

The UDO requires that a conditional use permit application contain specific terms and meet specific requirements. Subject to compliance with the Staff Review Committee comments, the application would meet the requirements of the Ordinance.

OTHER CONDITIONAL USE PERMIT REQUIREMENTS

The UDO requires that four findings be determined by City Council. They are as follows:

1. The use will not materially endanger the public health or safety if located where proposed and developed according to plan. and
2. The use meets all required conditions and specifications, and
3. The use will not substantially injure the value of adjoining or abutting property unless the use is a public necessity, and
4. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and will be in general conformity with the Lincoln Land Use Plan and other plans for the physical development of the City as officially adopted by the City Council.

COMPLIANCE WITH REQUIRED FINDINGS

1. It does not appear that the use will endanger the public health or safety.
2. Subject to compliance with the Staff Review Committee comments, the use meets all required conditions and specifications.
3. It does not appear that the use will substantially injure the value of adjoining or abutting property.
4. The use, if approved, should be in harmony with the area.

PLANNING BOARD RECOMMENDATION

The Planning Board recommends approval of the conditional use permit subject to the Staff Review Committee comments and an additional condition that the bank allow use of the parking lot by the general public during special events such as festivals.

MEMO TO: Jeff Emory
Donna Flowers

FROM: Laura Elam

SUBJECT: Agenda Packet for the October 2, 2014 City Council Meeting

DATE: September 18, 2014

PUBLIC HEARINGS

There is one public hearing scheduled for the October City Council meeting as follows.

- CUP-4-2014- Application from First Federal Savings Bank requesting a conditional use permit to construct a parking lot on 0.60 acres of land in the Residential-Office (R-O) District. The subject property is located on the south side of East Water Street approximately 100 feet west of the intersection of East Water Street and South Cedar Street. The physical address of the property is 324 East Water Street (Parcel ID 00629).

CALLS TO PUBLIC HEARING

We have no calls to hearing for the October meeting as of today. The deadline is September 29 and we will let you know if any applications are filed prior to the deadline.

MONTHLY REPORT

The September 2014 monthly report is attached.



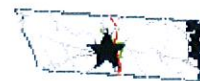


Lincoln County, NC

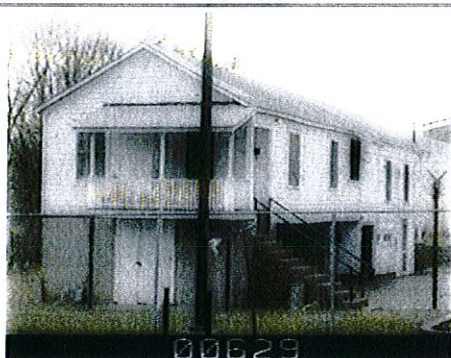
Office of the Tax Administrator, GIS Mapping Division

Lincoln County and its mapping contractors assume no legal responsibility for the information contained on this map. This map is not to be used for land conveyance. The map is based on NC State Plane Coordinate System 1983 NAD.

Date: 9/10/2014 Scale: 1 Inch = 100 Feet



PHOTOS



PARCEL INFORMATION FOR 3623-94-4128

Parcel ID	00629	Owner	FIRST FEDERAL SAVINGS BANK OF LINCOLNTON	
Map	3623-16	Mailing	320 E MAIN ST	
Account	0149130	Address	LINCOLNTON NC 28092	
Deed	2470-412	Recorded	8/6/2014	Sale Price
Land Value	\$97,653	Total Value	\$237,012	Previous Parcel
----- All values are for tax year 2014. -----				
Description	320 THRU 334 WATER ST			Deed Acres
Address	324 E WATER ST			Tax Acres
Township	LINCOLNTON			CITY OF LINCOLNTON
Main Improvement	(4) UNIT APT HOUSE			Value
Main Sq Feet	3705	Stories	1.77	Year Built
Zoning	Calculated	Voting Precinct		Calculated
District	Acres	LINCOLNTON SOUTH (LS12)		
R-O	0.59	Sewer District		
Watershed Class		Not in the sewer district		
2000 Census County		Tract	Block	
37109		070100	5007	
37109		070100	5018	
Flood	Zone Description	Panel		
X	NO FLOOD HAZARD	3710362300		

JOB NAME / AGENCY
LINCOLN
EGI Associates, Inc.

POINT-BY-POINT CALCULATION

Illuminance at Grade (Footcandles)

SCALE: 1" = 15'0"

NOTES:

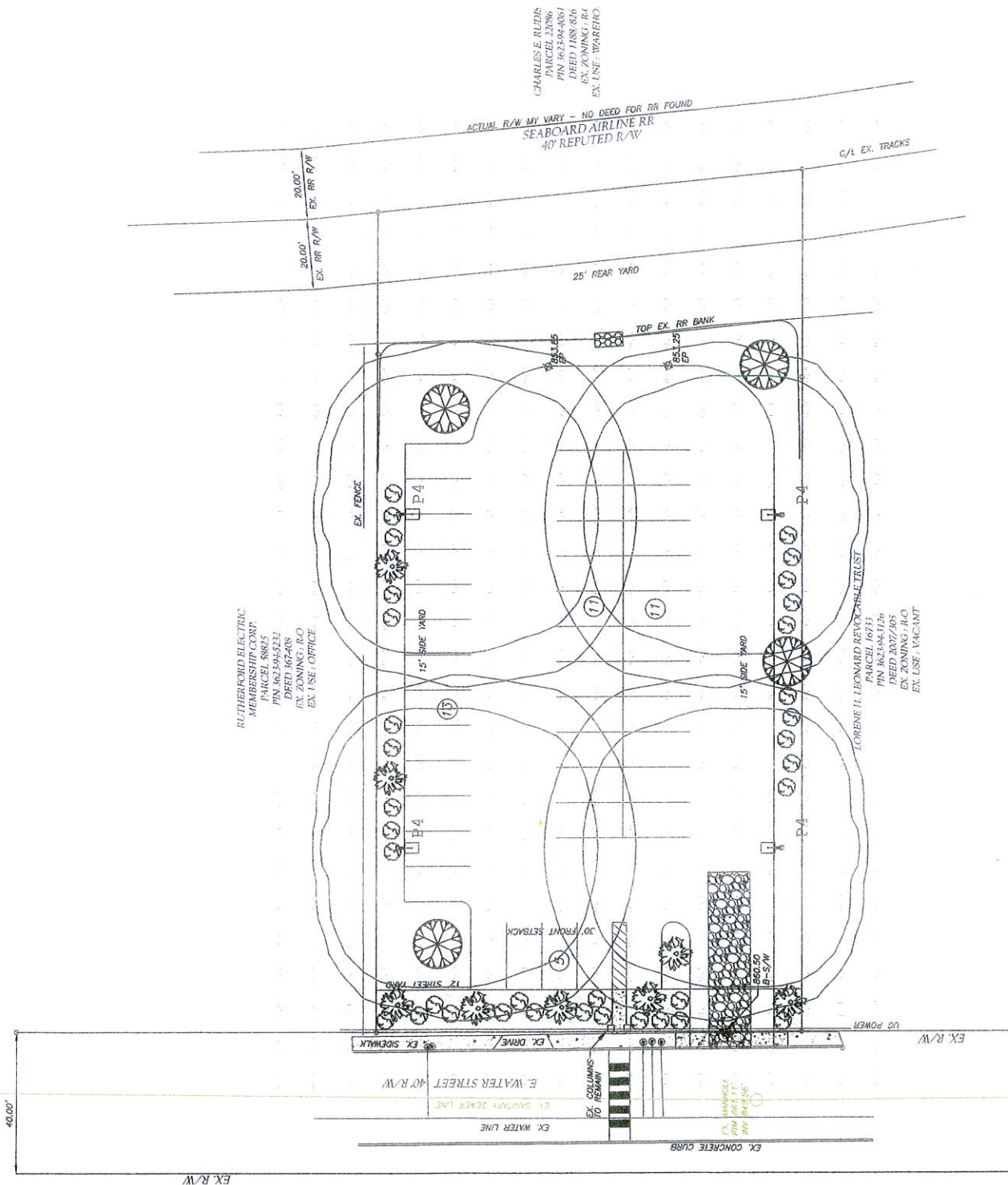
See schedule for luminaires specifications.
Luminaires Symbols are not to scale.
Varying the position, mounting height,
or orientation from what is specified in this
drawing will invalidate the calculation performed.

DATA SUMMARY

Calculation Summary				
Local	CalSign	State	Age	
Subtotal of				
	Balance	F.C.	1.04	7.9

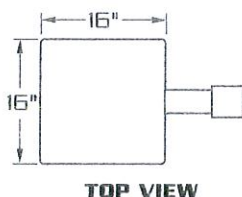
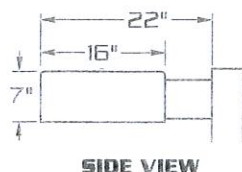
LUMINAIRE SCHEDULE

Type	Symbol	Manufacturer / Catalog #	Description
P-4		U.S. ARCHITECTURAL LIGHTING (TEL: 800-550-6100/550-6104)	Notes Required, 2500-3000mK Outputs, Typical 1000lm @ 1Vdc, Typical 100lm @ 1Vdc, Output on 2500mK or P-100.



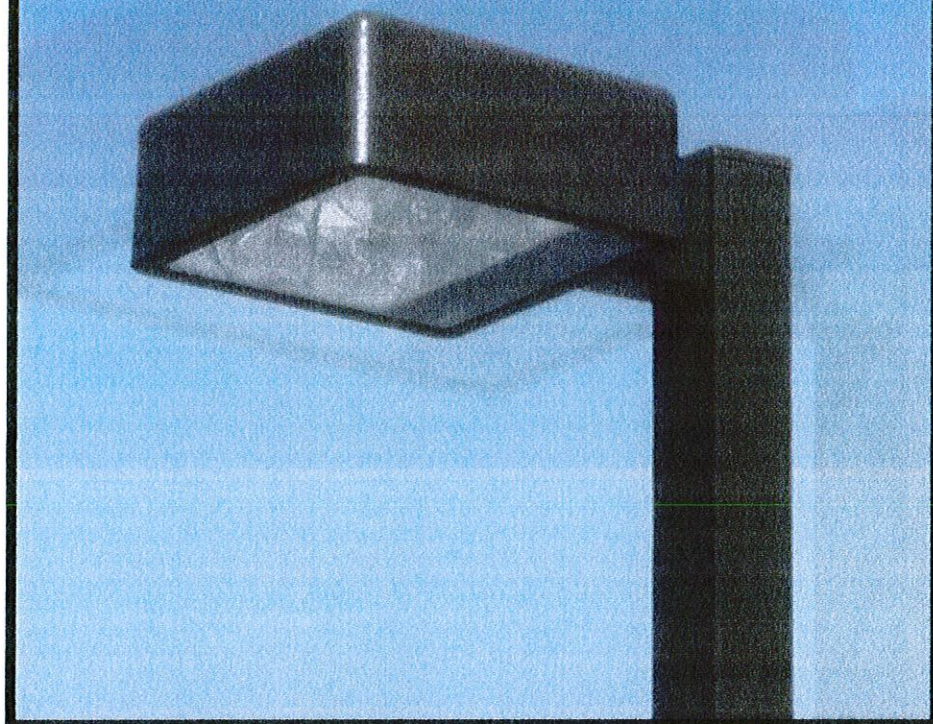
CHARLES E. RUDIS
PARCEL 22086
PIN 3623-94-4061
DEED 1188/826
EX. ZONING: R-1
EX. USE: WAREHO.

[400 WATT MAX.]



E.P.A. = 1.12

LUMENATOR-SEG



SPECIFICATIONS

HOUSING: PRECISE, ROUND CORNER CAST ALUMINUM CONSTRUCTION.

LENS ASS'Y: PRECISE, DURABLE CAST ALUMINUM DOOR FRAME SURROUNDS 3/16" CLEAR TEMPERED GLASS LENS. GLASS IS SEALED TO DOOR WITH HIGH TEMPERATURE SILICONE SEAL.

OPTICS: COMPUTER DESIGNED SPECULAR SEGMENTED REFLECTOR WITH AN AUXILIARY HAMMERED PATTERNED TOP REFLECTOR COMBINES WITH LENS TO PRODUCE AN EFFICIENT SHARP CUTOFF LIGHT DISTRIBUTION.

GASKETING: CLOSED CELL EPDM GASKETING COMPRESSED BETWEEN DOOR AND HOUSING SEALS OPTICAL CHAMBER.

LAMP HOLDER: MOGUL BASE PORCELAIN.

LAMP: (BY OTHERS)

BALLAST: H.P.F./C.W.A. AUTOTRANSFORMER, -20° STARTING TEMPERATURE.

ARM: 3"X5"X6" LONG HEAVY WALL EXTRUDED ALUMINUM. ARM IS SECURED TO HOUSING AND TO POLE WITH STAINLESS STEEL RODS.

FINISH: POLYESTER POWDER COAT-STATE OF THE ART 20 PSI PRESSURE POWER WASH AT 140° TEMPERATURE INCORPORATES FOUR STEP IRON PHOSPHATE PROCESS TO CLEANSE AND PRETREAT THE METAL SURFACE FOR MAXIMUM PAINT ADHESION. ELECTROSTATICALLY APPLIED TEXTURED POLYESTER POWDER TOP COAT IS BAKED AT 400° TEMPERATURE FOR MAXIMUM HARDNESS AND EXTERIOR DURABILITY.

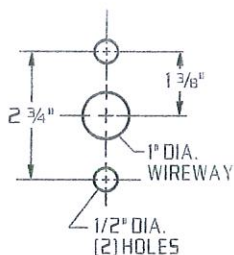
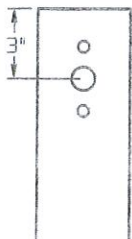


**U.S. ARCHITECTURAL
LIGHTING**

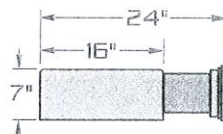
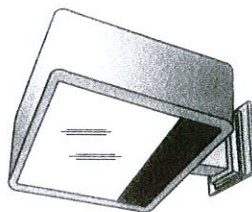
660 WEST AVENUE O, PALMDALE, CA 93551
(661) 233-2000
FAX NO. (661) 233-2001
www.usaltg.com

A4-1

POLE DRILLING TEMPLATE

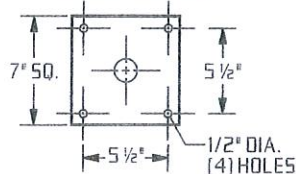


WALL MOUNT

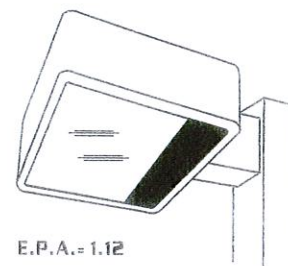


EXTRUDED ALUMINUM ARM AND CAST ALUMINUM WALL BRACKET ASSEMBLY PROVIDED WITH BUILT IN GASKETED WIRE ACCESS FOR FIXTURE/SUPPLY WIRE CONNECTION.

WALL PLATE



LAMP SIZE:
100 - 400 WATT



E.P.A. = 1.12

PRECISE COMPUTER DESIGNED,
SEGMENTED SHARP CUTOFF
OPTICS.

IMPACT RESISTANT TEMPERED
GLASS LENS.

SOFT CORNER DESIGN HOUSING.

ORDERING INFORMATION

MODEL NO. : LUM-SEG	OPTICS	WATTAGE TYPE VOLTAGE	MOUNTING	FINISH	OPTIONS
MODEL NO. : LUM-SEG	OPTICS	LAMP	MOUNTING	FINISH	OPTIONS
LUM-SEG	☐ TYPE III III.....	☐ 400 ☐ HPS ☐ 120 ☐ 250 ☐ MH ☐ 208 ☐ 200 ☐ MV ☐ 240 ☐ 175 ☐ 277 ☐ 150 ☐ 480 ☐ 100 ☐ MT	ARM MOUNT ☐ 1 STREET LIGHTING ARM MOUNT ☐ ST23..... (TO FIT OVER 2 3/8" O.D. ARM) ADJUSTABLE KNUCKLE ☐ NKLE23..... (TO FIT OVER 2 3/8" O.D.) ☐ NKLE27..... (TO FIT OVER 2 7/8" O.D.) WALL MOUNT ☐ WM	STANDARD TEXTURED FINISH ☐ BLACK RAL-9005-T ☐ WHITE RAL-9003-T ☐ GREY RAL-7004-T ☐ DRK BRONZE RAL-8019-T ☐ GREEN RAL-6005-T FOR SMOOTH FINISH REMOVE SUFFIX "T" (EXAMPLE: RAL-9500) SEE WEBSITE FOR ADDITIONAL COLORS	☐ CLEAR POLYCARBONATE DIFFUSERLEX ☐ HOUSE SIDE SHIELDHS ☐ PHOTO CELL + VOLTAGE (EXAMPLE: PC120V)PC+V ☐ TWIST LOCK PHOTO CELL+VOLTAGE (EXAMPLE TPC120V)TPC+V ☐ TWIST LOCK RECEPTACLE ONLY.....TPR ☐ SINGLE FUSE (120V., 277V)SF ☐ DOUBLE FUSE (208V., 240V)DF
	☐ TYPE IV (FORWARD THROW) IV.....				
	☐ TYPE V V-S.Q.....				
		METAL HALIDE UNITS ONLY USE ED28 LAMP FOR 400 W. USE MEDIUM BASE LAMP FOR 100 W.	SEE ACCESSORIES SECTION FOR ST23 AND NKLE DETAILS		

ITEM #

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CITY OF LINCOLNTON

CITY COUNCIL

John O. Gilleland, Jr., Mayor
Larry Mac Hovis, Mayor Pro-Tem
Devin Rhyne
Martin A. Eaddy
John L. Cloninger



CITY MANAGER

JEFF EMORY
jeffemory@ci.lincolnton.nc.us

CITY CLERK

DONNA C. FLOWERS, CMC
donnaflowers@ci.lincolnton.nc.us

CITY ATTORNEY

THOMAS J. WILSON, JR.

POLIO AWARENESS 2014 A PROCLAMATION

WHEREAS, 2014 marks the 60th anniversary of the successful nationwide trail of the Injectable killed polio vaccine that included “polio pioneer” children; and

WHEREAS, Polio is a crippling and potentially fatal disease that still threatens children in parts of Africa, Asia and the Middle East; and

WHEREAS, while many people think that polio is no longer a threat, the disease still exist not only in places around the world, but it also exist in the United States; and

WHEREAS, it is critical that individuals be vaccinated against Polio in order to avoid infection by the Polio virus;

WHEREAS, Polio Awareness calls attention to the continued risk of polio exposure, while promoting research into the cause and cure of post polio syndrome.

NOW, THEREFORE, I, John O. Gilleland, Jr., Mayor of the City of Lincolnton, do hereby Proclaim October 12th – 19th, 2014 as

“POLIO AWARENESS WEEK”

in the City of Lincolnton, North Carolina, and encourage this observance to all our citizens.

Donna Flowers, CMC
City Clerk

John O. Gilleland, Jr.
Mayor

ITEM #

6

CITY OF LINCOLNTON

CITY COUNCIL

John O. Gilleland, Jr., Mayor
Larry Mac Hovis, Mayor Pro-Tem
Devin Rhyne
Martin A. Eaddy
John L. Cloninger



CITY MANAGER

JEFF EMORY
jeffemory@ci.lincolnton.nc.us

CITY CLERK

DONNA C. FLOWERS, CMC
donnaflowers@ci.lincolnton.nc.us

CITY ATTORNEY

THOMAS J. WILSON, JR.

MEMORANDUM

TO: Mayor and City Council Members

FROM: Jeff Emory, City Manager *JE*

SUBJECT: Presentation from Cliff Brumfield

DATE: September 26, 2014

Mr. Cliff Brumfield, director of LEDA, will be present to discuss with Council some of the various programs LEDA has available that may be helpful as the City continues to focus on economic development. Cliff called me a couple of weeks ago and said that some of the items he read in the paper that were discussed at our strategic planning session regarding economic development, the LEDA office may be able to assist with immediately. I thought it might be a good time for Cliff to come and just talk about LEDA and discuss with Council their various ideas and tools they have available that can be of great assistance as we go forward with our economic development initiatives.

If you have any questions or comments do not hesitate to contact me.

ITEM #

7

**NOTE: THE DIRECTOR OF
PUBLIC WORKS & UTILITIES
PLANS TO HAVE AN OUTLINE
OF HIS DEPARTMENTAL
PRESENTATION THE NIGHT OF
THE MEETING**

ITEM #

8

Donna Flowers

From: John O Gilleland Jr [johngilleland@gillelandrealty.com]
Sent: Tuesday, September 16, 2014 1:21 PM
To: 'Stephen Reep'
Cc: Donna Flowers
Subject: RE: Purple Heart City

Thanks Mr. Reep,
Please let Donna know at least a week in advance of the Oct 2nd meeting to make sure we have you on the agenda.
Thanks
John

From: Stephen Reep [mailto:topreep@bellsouth.net]
Sent: Tuesday, September 16, 2014 12:05 PM
To: John O Gilleland Jr
Subject: Re: Purple Heart City

Sir

I will get with our commander and get on it. We will bring all the necessary information with us to the 2 October Meeting.

Our Commander is Robin Rex and he may call you to update you early next week. I guarantee you it will happen this time.

I felt ashamed when I found out how easy this project is and that we have thousands of purple heart recipients in Lincoln County and Lincoln Country who have never been properly recognized.

I am very proud to work with you and the commissioners on this program.

The MOPH is the lowest priced Veterans organization to join. A recipient can become a life member for only fifty dollars.

This membership gives him access to up to date information on all veteran programs and handicap services.

Thank You
Steve F. Reep

PS
Thursday this week is POW/MIA Recognition Day. POW/MIA flags should be flown.

On Tuesday, September 16, 2014 11:01 AM, John O Gilleland Jr <johngilleland@gillelandrealty.com> wrote:

Mr. Reep,
Donna reminded me we had already voted to be a Purple Heart City. It sounds like we just need to take the next steps. Let us know what we need to do.
Thanks
John

REGULAR MEETING - AUGUST 1, 2013

MOPH REQUESTING THAT LINCOLNTON BE PROCLAIMED A PURPLE HEART CITY:

Mr. Mike Stubbs – Commander of the Military Order of the Purple Heart (MOPH) Chapter 634, spoke to Council about Lincolnton becoming a Purple Heart City. Commander Stubbs asked Council to consider adopting the following proclamation;

In Honor Of The Military Order Of The Purple Heart

WHEREAS, The Purple Heart is the oldest military decoration still in present use and was initially created by George Washington in 1782, as the “Badge of Military Merit”; and,

WHEREAS, The Purple Heart was the first American Service Award made available to the common soldier, and is awarded to any member of the United States Armed Services wounded or killed in combat with a declared enemy of the United States; and,

WHEREAS, The mission of The Military Order Of The Purple Heart, chartered by an act of Congress, is to foster an environment of goodwill among the combat-wounded veteran members and their families; to promote patriotism; to support related legislative initiatives; and, most importantly, to make sure we never forget the sacrifices made by those so decorated; and,

WHEREAS, There have been many former Lincolnton residents who made the ultimate sacrifice in giving their lives in the cause of freedom, and there are numerous combat-wounded veterans who currently reside within the City, and as Purple Heart awardees who contribute to their community in countless ways; and,

WHEREAS, The City of Lincolnton falls within the purview of Chapter 634 of the Military Order of the Purple Heart, and wishes to pledge its strong support for this noble organization and for those who put their lives at risk in service of their Country and their fellow citizens.

NOW, THEREFORE BE IT PROCLAIMED by the City of Lincolnton, Lincoln County North Carolina, that honor and gratitude be bestowed upon the Military Order of The Purple Heart, Chapter 634, recognizing the City of Lincolnton as a “Purple Heart City in The State of North Carolina”.

Commander Wade concluded asking City Council to adopt the proclamation, whereby Lincolnton would become a Purple Heart City and also ask that signage reflecting such be erected in the near future. He had sample signage available posted in other cities and urged Lincolnton to follow suit with erecting signage at our four major entrances into the City limits.

REGULAR MEETING - AUGUST 1, 2013

Mayor Gilleland thanked them for their service and said signage recognizing Lincolnton as a Purple Heart City in the State of North Carolina, would be considered.

ADDED ITEM – UPDATE FROM LEDA (Kara Brown):

Lincoln Economic Development Association representative Kara Brown provide Council an update, sharing her excitement for the proposed Harvest Moon Restaurant locating in downtown Lincolnton. Mrs. Brown said, “New food venture Farmer Baker Sausage Maker will bring new life into the former Bob Ramseur’s Diner. Mac Harvey owner and Lillie and Doug Marshall investors will provide dining, serving foods from local farmers within a 100 mile radius of Lincolnton. The team is excited to join to her downtown restaurants and will prove to be a game changer to our downtown”.

CONSIDERATION OF RENEWAL OF CONTRACT FOR LEASE OF PROPERTY AT 530 EAST MAIN STREET FOR LPD DETECTIVES DIVISION *(Note: Contract increase of \$ 50 per month for a total of \$12,600 annually for a one year period)*

(C-14-13)

Rodney Jordan, Chief of Police, presented a proposed contract which included a slight increase of \$ 50 each month, for rental of property owned by Ann Ford, located at 530 East Main Street to serve as the Lincolnton Detectives Division. Chief Jordan said the lease is similar to the prior lease, for a one year period. (September 1, 2013 through August 31, 2013) He assured Council he had budgeted for the slight increase and the total lease line item would not be over expended due to the increase.

Councilman Heavner made the motion unanimously approved the lease agreement as recommended.

CONSIDERATION OF MEMORANDUM OF UNDERSTANDING (MOU) FOR MEMBERSHIP IN THE METROPOLITAN PLANNING ORGANIZATION FOR TRANSPORTATION PLANNING SERVICES – *(The membership fee for fiscal year 2013-14 would be \$ 2,303.00)*

(C-15-13)

Laura Simmons, Planning Director, told Council that the City would become a member of a new transportation planning organization this year. The Lake Norman RPO has been dissolved and Cleveland and Lincoln Counties and

ITEM #

9



TO:	Jeff Emory, City Manager
FROM:	Steve Peeler, Dir. Public Works & Utilities
DATE:	September 24, 2014
Subject:	Residential Roll Out Bid Opening

September 24, 2014 at 2:00 pm in the Downstairs Conference Room of the Public Service Center bids were opened for residential roll outs. Rob Buff (Assistant Director of Public Works), Steve Zickefoose (Finance Director), Randi Bratyanski (representing Toter), and I were in attendance.

The vendor's submitting bids were; Rehric Pacific, SSI- Schaefer, and Toter.

Please see the attached tab sheet as prepared by Steve Zickefoose.

The low bid of \$105,880 was submitted by SSI-Schaefer.

I request that City Council authorize us to proceed with the purchase of the roll outs from the low bidder, SSI-Schaefer.

Cc: Rob Buff, Assistant Director Public Works
Steve Zickefoose, Finance Director
Donna Flowers, City Clerk

MAILING LIST FOR RFP's For SOLID WASTE CONTAINERS

Waste Equipment
6525 Morrison Blvd
Suite 300
Charlotte, NC 28211
(Randi Bratyanski) *Rob emailed*
rbratyanski@wasteequip.com

Rehrig Pacific Co.
4010 East 26th St
Los Angeles, CA 90058
(Faith Zydowsky) *Rob emailed*
FZydowsky@RehrigPacific.com

SSI-Schaefer
10125 Westlake Drive
Charlotte, NC 28273
(Larry Wiegman) *Rob emailed*
Larry.wiegman@ssi-schaefer.us

Toter
841 Meacham Rd.
Statesville, NC 28677
(Rikki Shumaker)

JK Direct
2865 S 160th Street
New Berlin, WI 53151
(Noelle Lahey)

Grainger
2533 N Chester Street
Gastonia, NC 28052

PAK-R Disposal & Recycling, Inc.
1290 Mill Rd
Washington, NC 27889

Wasteline Containers Ltd
2141 Queen Street
Abbotsford, B.C. Canada V2T6J3

The Parks & Facilities
2250 NW Boca Raton Blvd
Suite B
Boca Raton, FL 33431

Republic Services of NC
Cleveland Container Division
1160 Airport Road
Shelby, NC 28150

NOTICE TO RECEIVE BIDS

NOTICE IS HEREBY GIVEN that bids will be received by the City of Lincolnton, Public Works Department located at 128 Motz Avenue, Lincolnton, North Carolina until 2:00 p.m. September 24, 2014. Bids will then be publicly opened and read, for 2,000 Wheeled Refuse Containers.

General Specifications are as follows:

- Containers shall be minimum capacity of 94 gallons and maximum capacity of 98 gallons
- Length: 33" min. 38 " max
- Width: 29" min. 36 " max
- Height: 45" min. 50" max
- Containers shall be compatible with Type B (American semi-automated bar locking lifters) and type G (Automated arm lifters)
- Container body shall have two handles, each a minimum of 1" in diameter, molded as intergral parts of the container body, not the container lid. Bolted-on handle mounts or handles are not acceptable.
- Containers shall utilize sealed stop bar sleeves with a 1" diameter 360 rotating steel bar. Plastic stop bars are not acceptable. Upper lift points must be integrally mlded into body of container.
- Container shall be designed to regularly receive and dump up to 335 lbs of waste material, excluding the weight of the container without permanent damage and distortion.
- Container shall comply with ANSI Standard Z245.30 which limits max. Load rating of 3.5 lbs per gallon.
- Wheels shall be 1 3/4" in width with a min. diameter of 10"
- Each wheel shall have a min load capacity of 200 lbs
- Containers will be brown in color
- The container will have white serial numbers on front, City of Lincolnton hot stamp into both sides and loading rating on lid.
- Containers will have RFID chip
- Bids should include assembly, delivery, and RFID Scan with serial number to address data base for route control.

Bids must be sealed and plainly marked "Wheeled Refuse Containers" and mailed to;

City of Lincolnton
Public Works & Utilities Division
ATTN: Rob Buff, Director of Public Works
P.O. Box 617

Lincolnton, North Carolina 28093-0617
or delivered to 128 Motz Avenue, Lincolnton, North Carolina. Bids must arrive at or before the above stated date and time.

The City of Lincolnton reserves the right to accept or reject any or all bids and to waive formalities.

ADVERTISE: 1tl - Wednesday September 10th, 2014

ITEM #

10

CITY OF LINCOLNTON

CITY COUNCIL

John O. Gilleland, Jr., Mayor
Larry Mac Hovis, Mayor Pro-Tem
Devin Rhyne
Martin A. Eaddy
John L. Cloninger



CITY MANAGER

JEFF EMORY
jeffemory@ci.lincolnton.nc.us

CITY CLERK

DONNA C. FLOWERS, CMC
donnaflowers@ci.lincolnton.nc.us

CITY ATTORNEY

THOMAS J. WILSON, JR.

MEMORANDUM

TO: Mayor and City Council Members

FROM: Jeff Emory, City Manager *J E*

SUBJECT: 2014 – 2015 Lincolnton Student Advisory Council

DATE: September 26, 2014

It is time once again to approve the names for the members of the Lincolnton Student Advisory Council. Jill Eaddy has been nice enough to serve as advisor once again for this group. Each public high school has five representatives, and the charter school has two. One member has been appointed from the charter school to serve as an at-large member, giving them three members. Another member has also been approved by Councilman Cloninger from North Lincoln High School. Right now twenty-four spots are filled. The By-Laws allow for twenty-five. By no means do we have to be at full capacity.

I certainly look forward to working with this group of students through-out the year. If you have questions or comments please feel free to contact me.

2014 - 2015
CITY OF LINCOLNTON
STUDENT ADVISORY COUNCIL

Jill Eaddy – Advisor – (704)735-3462 – eaddy01@bellsouth.net
Donna Flowers – (704)736-8980 - donnaflowers@ci.lincolnton.nc.us

EAST LINCOLN
736-1860
483-6751 – Fax

Haley Herrick – Sr.
7212 Killarney Drive
Stanley, NC 28164
(704)822-0606
haleymherrick@gmail.com
(704)604-9882 (cell)

Candace Burgin – Jr.
2526 Mount Zion Church Rd
Alexis, NC 28006
cburgin@gmail.com
(980)238-7714 (cell)

Alyssa Atwell – Jr.
1788 Timber Run Drive
Iron Station, NC 28080
Atwell.alysa0@gmail.com
(704)240-8437 (cell)

Sam Krehnbrink – Sr.
1292 Valhalla Drive
Denver, NC 28037
(704)966-0284
Chiefs47sk@yahoo.com
(704)641-7340 (cell)

Nick Loftin – Jr.
1515 Valhalla Drive
Denver, NC 28037
(704)489-1324
NickLoftin@gmail.com
(704)489-1324 (cell)

WEST LINCOLN
736-9453
276-2004 – Fax

Layn Tallent – Sr.
623 E. Pine Street
Lincolnton, NC 28092
(704)740-6867 (cell)
layntallent@outlook.com
(704)740-6867 (cell)

Seth Baxter – Sr.
724 Hulls Grove Ch Rd
Vale, NC 28168
(704) 276-3675
sethbaxter123@gmail.com
(704)472-5996 (cell)

Jake Clary – Jr.
120 Eagles Terrace
Shelby, NC 28150
(704)466-3422
jake.clary.2@gmail.com
(704) 689-1593 (cell)

Olivia Godfrey – Sr.
4053 Killian Road
Lincolnton, NC 28092
(704)736-1835
og902@yahoo.com
(704)692-5074 (cell)

Logan Scott – Jr.
2745 Highland Drive
Lincolnton, NC 28092
(980)429-2288
logan.scott1310@gmail.com
(704)241-4868

LINCOLN CHARTER SCHOOL

483-6611

483-1039 – Fax

Danielle Fowler – Sr.
6912 Jake Seagle Road
Vale, NC 28168
(704)276-3963
[dfowler@student.
lincolncharter.org](mailto:dfowler@student.lincolncharter.org)
(704)600-8398 (cell)

Chapel Fowler – Jr.
956 Rabbit Run Trail
Denver, NC 28037
(704)483-4711
[cfowler@student.
lincolncharter.org](mailto:cfowler@student.lincolncharter.org)
(704)616-0110

*Rachel Sellers – Jr.
833 Lemond Lane
Denver, NC 28037
(704)608-3689
[rsellers@student.
lincolncharter.org](mailto:rsellers@student.lincolncharter.org)
(704)608-3698 (cell)

LINCOLNTON HIGH SCHOOL

735-3089

736-4234 – Fax

Macy Emory – Sr.
206 Julia Drive
Lincolnton, NC 28092
(704)735-6661
jmemory@charter.net
(980)241-5738 (cell)

Lana Logan – Sr.
1072 Bethel Church Rd
Lincolnton, NC 28092

llogan145@gmail.com
(704)240-6293 (cell)

Andi Parker – Jr.
704 N. Oak Street
Lincolnton, NC 28092

andip6294@yahoo.com
(704)682-6632 (cell)

Will Saine – Sr.
1940 Hidden Valley Ave.
Lincolnton, NC 28092
(980) 241-3269
williamsaine@gmail.com
(980) 241-3269 (cell)

Kathryn Macomson – Sr.
2739 River Road
Lincolnton, NC 28092
(704) 576-7150
kathrynmacomson@gmail.com
(704) 748-3896 (cell)

NORTH LINCOLN HIGH SCHOOL

736-1969

736-1966 – Fax

TJ Carswell – Sr.
1721 Arden Drive
Lincolnton, NC 28092
(980)241-3494 (cell)
tjcarswell10@gmail.com
(980)241-6423 (cell)

Jared Moore - Sr.
210 Lariat Dr.
Lincolnton, NC 28092
(704)530-8571
jaredmoore66@yahoo.com
(704)666-0510 (cell)

Raxel Leiton - Sr.
5413 E Hwy 150
Lincolnton, NC 28092

leitonraxel@gmail.com
(704)648-7183 (cell)

Catherine Stegal – Jr.
7854 Shelter Cove Lane
Denver NC 28037

(704)489-1227 (cell)

Codey Sliwoski – Jr.
8062 Golf Course Drive N
Denver, NC 28037

(704)489-1352 (cell)

*Karleigh Morrison -Jr
98 Julia Drive
Lincolnton, NC 28092
(704)735-6304 (home)
(704)689-2353 (cell)

**Nominated by an elected official*

ITEM #

11

TO: Jeff Emory, City Manager
FROM: Chief R. Jordan
SUBJECT: New Body Camera Policy and Procedure
DATE: September 23, 2014

In light of recent events around the nation the Lincolnton Police Department is in the process of purchasing ten body worn cameras with the new vehicle purchases. This means that each officer who is assigned one of the new vehicles will also be assigned a body worn camera instead of the traditional in-car cameras that the department currently has in many of its vehicles.

The body worn cameras are less expensive than the standard in-car camera and can go with the officer on enforcement activities outside of the vehicle. The department will measure the use of the body worn cameras over the next year and evaluate whether or not this is something that we would implement for all officers at some point in the future.

Having said that, the department has come up with a new policy and procedure to be added to the department's current Standard Operating Procedures manual to cover the use of the new cameras. The policy has been reviewed by the city attorney and is attached for review for all city council. We request that this new policy be accepted by the council and added to our current manual.

Your consideration in this matter is greatly appreciated.

Cc: Donna Flowers, City Clerk
Members of Council

Body Worn Cameras

<i>Subject</i> Body Worn Cameras		<i>Effective Date</i> October 15, 2014	<i>Policy #</i> 400-28
<i>Distribution</i> All Personnel	<i>Order Category</i> Operational Procedures	<i>Special Instructions</i>	

Department Policy

It is the policy of the Lincolnton Police Department for officers assigned a Body Worn Camera (BWC) during their tour of duty to capture enforcement activity, interactions with citizens, suspects and other persons associated with an officer's response.

I. Definitions

- A. Body Worn Camera (BWC)** - A Body Worn Camera (BWC) is an "on-the-body" video and audio recording system assigned to an officer as an additional means of documenting specific incidents in the field. The purpose of this policy is to establish guidelines related to the use, management, storage, and retrieval of the audio and video recordings from the departmentally issued BWC.

II. Procedures**A. Training**

The BWC will be carried only by personnel who have been properly trained in its use. The BWC issued by the Department will be the only BWC authorized for use. Any use of a BWC will conform to the current Department approved methods and techniques.

B. Guidelines for Use

1. BWC(s) shall be used only for legitimate law enforcement purposes in accordance with applicable law and Department policy.
2. Officers shall ensure prior to the start of each shift that the assigned BWC is functioning properly. Officers shall notify their supervisor if the camera is found to be functioning improperly. The supervisor will inform the Captain of the need for repair.
3. Activation is required for all enforcement actions, including arrests; for pedestrian and traffic stops; during consensual encounters with citizens; during warrantless searches of

individuals, vehicles, buildings, and other places; during knock and talks; during the inventorying of seized money or any high value property; while operating a vehicle in a manner that requires activation of its blue lights and siren, and, if not already activated, the BWC should be activated for potentially adversarial or hostile situations or in other situations as deemed necessary.

4. Officers shall activate the BWC as soon as practical at the onset of a given situation.
5. Once the BWC is activated, officers will continue to record until the conclusion of their involvement in an event. If working an event that becomes investigative in nature, an officer should deactivate the BWC when the initial response has transitioned into that of a controlled and orderly investigation. When utilized during the execution of a search warrant, an officer may deactivate the BWC after the initial sweep of the location when the incident transitions from tactical in nature to investigatory. Additionally, an officer may deactivate the BWC at any point he/she reasonably believes that doing so will not result in the loss of critical documentary information, or when directed to do so by a supervisor.
6. Body Worn Cameras (BWC) shall be used only for legitimate law enforcement purposes in accordance with applicable law and Department procedures.
7. The BWC will not be used to record fellow employees except during the course of an investigation of a suspected violation of criminal, traffic, or local law.
8. Unless present in an official capacity, the BWC shall not be used in bathrooms, locker rooms, or other places where there is an expectation of privacy.
9. Intentional recording of interactions with confidential informants or undercover officers is prohibited unless specifically authorized by the unit commander for the purpose of documenting an undercover operation in furtherance of a criminal investigation.
10. Using the camera for the recording of an Administrative Investigation without prior approval of the Chief of Police is prohibited.
11. Officers are encouraged to inform their supervisors of any type of recorded sequences that may be of value for training purposes.

12. Citizens are not permitted to view BWC recordings unless permission has been obtained from the Chief of Police or his designee.
13. The downloading or converting of any recording captured by a BWC for any type of personal use is strictly prohibited. Dissemination of any recording captured by a BWC, except in accordance with official Lincoln TON Police Department business and this policy, is strictly prohibited.

C. Collection of Body Worn Camera Data

1. Video and audio captured from body worn cameras will be used for official purposes only.
2. Officers shall not erase or attempt to erase, alter, or tamper with any recorded media captured by a BWC.
3. A download of recorded events will be performed prior to the end of duty for each officer assigned a BWC. The captured media will be properly stored in the Department's designated BWC digital evidence media management location.
4. All BWC digital media will be erased after a 90-day retention period unless a longer period is needed for discovery, court, and criminal or administrative investigative purposes. (See paragraph E, Retention, below).
5. Officers assigned a BWC are responsible for advising their supervisor of any recordings required to be held longer than 90 days. Lincoln TON Police Department's BWC Retention Form will be used when making the notification for retention.

D. Supervisor Responsibilities

- A. Supervisors with officers assigned a BWC will ensure that all officers follow established procedures for the use and maintenance of BWC equipment, the handling of BWC recorded media, and the completion of BWC downloads.
- B. Supervisors will conduct routine reviews of selected recordings captured by officers assigned a BWC in order to assess officer performance, ensure that the BWC is being utilized properly and to identify videos that may be appropriate to enhance training programs or experiences.

Body Worn Cameras

- C. Upon receiving a Lincoln TON Police Department Body Worn Camera Retention Form, a supervisor will ensure the requested recording is held for retention and the discoverable material is included in the records system associated with the proper case file.

E. Retention

- 1. The Body Worn Camera (BWC) and all video files are the property of the Lincoln TON Police Department and are to be used for official purposes only.
- 2. Any portion of a recorded image that records an event surrounding a violation of the law, which includes an infraction or a crime or offense prosecutable in the criminal courts in this State or the United States, is considered a record of a criminal investigation, as described by NCGS 132-1.4, and not a public record, as deemed in NCGS 132-1.
- 3. Any portion of a recorded image that may be used to subject an employee to Departmental disciplinary action is a part of that employee's personnel file as defined in NCGS 160A-168, and is open to inspection only as provided by that statute unless otherwise required to be disclosed as evidence in a criminal proceeding.
- 4. It shall be the assigned case officer's responsibility to ensure that all recordings which constitute evidence, or are required to be included in the case file, are properly labeled and categorized for storage prior to their scheduled purge date from the department's designated BWC digital evidence media management location.
- 5. Digital files associated with an investigation shall be purged in conjunction with other evidence associated with that case and in accordance with current Lincoln TON Police Department policy, state and federal laws.

Body Worn Camera Retention Form

All videos may be erased after the 90-day retention period unless a longer period is needed for discovery, court, and criminal or administrative investigative purposes.

Officers are responsible for advising their supervisor of any digital video/audio file required to be held longer than 90 days. In criminal cases, your supervisor will be responsible for ensuring the discoverable material is included in the records system, associated with the proper case file.

Please complete this form and submit it to your immediate supervisor if you are involved in an incident that requires longer storage for discovery, court, and criminal or administrative investigative purposes.

Requesting Officer: _____

Request Made To: _____

Request Date: _____

Incident #: _____

Incident Type: _____

Incident Date: _____

Incident Time: _____

Incident Location: _____

****Supervisors shall forward a copy of this form to the Captain****

ITEM #

12

CITY OF LINCOLNTON

FINANCE DIRECTOR
Steve Zickefoose
Finance Director
stevezickefoose@ci.lincolnton.nc.us
FAX (704) 736-8999



UTILITY BILLING DEPARTMENT
Myrl Peeler
Utility Customer Services Supervisor
myrlpeeler@ci.lincolnton.nc.us
FAX (704) 736-8955

MEMORANDUM

TO: Jeff Emory
FROM: Steve Zickefoose
SUBJECT: Online Payment Fee Adjustment Request
DATE: September 19, 2014

As you know, the City implemented an Online Utility Bill Payment program in July, 2013. The initial fee for this service was set at \$4.75 per transaction, with the understanding that this be monitored and evaluated on an ongoing basis. On average we have 800 plus customers using the program.

The biggest complaint about our Online Payment system is the amount of the fee. I believe that this is limiting the number of online payments, which is minimizing the advantages identified with the implementation of the program listed below:

- Accessibility is available 24/7 (customer assigned a PIN number) and the server is updated within minutes of the transaction
- Beneficial for customers out of town on vacation, business, or emergencies
- Customers making timely payments by having access to their accounts could avoid monthly late fees up to \$ 40
- Customers can view six months of account history at no charge
- A time saving tool for both the customers and City staff by eliminating in person contact to process a debit or credit card payment

Evaluation of the actual cost to the City for the third party billing service indicates a cost closer to \$2.75 per transaction. Based on this information, I feel a more appropriate fee for Online Bill Payment services would be \$2.75.

Also, currently for customers paying in person, only "Walk-ins" are able to make credit/debit payments. I am recommending that this be expanded to the Drive-In window as well for customer convenience.

Thank you for consideration of these changes.

ITEM #

13

CITY OF LINCOLNTON

CITY COUNCIL

John O. Gilleland, Jr., Mayor
Larry Mac Hovis, Mayor Pro-Tem
Devin Rhyne
Martin A. Eaddy
John L. Cloninger



CITY MANAGER

JEFF EMORY
jeffemory@ci.lincolnton.nc.us

CITY CLERK

DONNA C. FLOWERS, CMC
donnaflowers@ci.lincolnton.nc.us

CITY ATTORNEY

THOMAS J. WILSON, JR.

MEMORANDUM

TO: Mayor and City Council Members

FROM: Jeff Emory, City Manager *JE*

SUBJECT: Delinquent Sewer Customers

DATE: September 26, 2014

I would like to have a discussion regarding delinquent sewer customers within the city. This has been discussed on numerous occasions. I sent information to council recently regarding the approximate number of customers that are sewer-only, and the amount owed. Staff has been talking about some potential options and we can discuss these with Council at this meeting.

If you have any questions please feel free to contact me.

ITEM #

14

CITY OF LINCOLNTON

CITY COUNCIL

John O. Gilleland, Jr., Mayor
Larry Mac Hovis, Mayor Pro-Tem
Devin Rhyne
Martin A. Eaddy
John L. Cloninger



CITY MANAGER

JEFF EMORY
jeffemory@ci.lincolnton.nc.us

CITY CLERK

DONNA C. FLOWERS, CMC
donnaflowers@ci.lincolnton.nc.us

CITY ATTORNEY

THOMAS J. WILSON, JR.

MEMORANDUM

TO: Mayor and City Council Members

FROM: Jeff Emory, City Manager *JE*

SUBJECT: Strategic Planning Process

DATE: September 26, 2014

I forwarded to Council an email from Mr. Jim Prosser of Centralina Council of Government's regarding the process for completing a strategic plan for Lincolnton. After the last meeting I informed Jim that Council wanted citizen involvement as part of the process. This is now included in COG's proposal.

COG will be meeting with department heads on October 6th regarding the strategic planning process. After that, a meeting will need to be held with City Council. I am hoping at next week's City Council meeting to have some proposed dates from COG so that we can schedule this meeting.

I feel very confident about the process that is currently in place for developing our strategic plan. If you have any questions please contact me.

ITEM #

15

October 2014 Council Meeting

Executive Summary

August 2014 Year-To-Date

Comparative for Budgetary Purposes - Prior to Closing 2014 Fiscal Year

		14-15	% of Budget	13-14	Difference
General Fund					
Fund 10	Revenues	1,011,657.67	9.53%	937,676.64	73,981.03
	Expenses	1,601,614.31	24.95%	1,643,123.37	(41,509.06)
	Difference	(589,956.64)		(705,446.73)	115,490.09
Water & Sewer Fund					
Fund 61	Revenues	1,422,778.08	16.23%	1,384,506.94	38,271.14
	Expenses	575,874.21	12.99%	564,068.00	11,806.21
	Difference	846,903.87		820,438.94	26,464.93
Electric Fund					
Fund 63	Revenues	1,353,546.29	16.57%	1,228,017.73	125,528.56
	Expenses	843,940.89	14.15%	789,737.44	54,203.45
	Difference	509,605.40		438,280.29	71,325.11
Overtime		46,439.27		48,457.78	(2,018.51)