

A G E N D A

LINCOLN TON CITY COUNCIL

July 7, 2016

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
LINCOLNTON CITY COUNCIL

July 7, 2016

7:00 p.m.

CALL TO ORDER – Mayor Hatley

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 of June 2nd regular meeting
June 4th Special Meeting**

4. Approval of amended Ward Boundary Map reflecting changes due to the recent annexation (ANX-1-2016 Triangle Real Estate(– approved by Council at their June 2nd meeting; adding property annexed to Ward 1.

REGULAR AGENDA

PUBLIC HEARINGS

5. ZMA-4-2016 – Application from Ha of Newton LLC requesting the rezoning of 0.24 acres of land from Residential-8 (R-8) to General Business (GB). The subject property is located behind 2514 East Main Street (Eddy's Auto Parts) and has frontage on Ross Street and Openiew Drive (Parcel ID 25212)

Laura Elam, Planning Director

6. ZTA-4-2016 – Request from City of Lincolnton Planning Department to amend various sections of the UDO to revise the standards and definitions regarding taverns and bars to reflect recent election results allowing “On Premise and Off Premise” sale of alcohol.

Laura Elam, Planning Director

RECOGNITION

7. Recognition of members of the Lincolnton Police Department for the Receipt of the following Certifications:
Officer Tiffany Cline – Intermediate Law Enforcement Certificate
Officer Rick Hensley – Intermediate Law Enforcement Certificate
Officer Billy Siebenhaar – Intermediate and Advanced Law Enforcement Certificate
Rodney Jordan, Chief of Police

POLICIES
(P-06-16)

8. Consideration of amendment to the City's Administrative Policy Manual – *ADDING* # 11 – Service Contract Procedures

Steve Zickefoose, Interim City Manager

(P-07-16)

9. Consideration of amendment to the City's Administrative Policy Manual – *ADDING* # 12 – Employee Identification

Steve Zickefoose, Interim City Manager

(P-08-16)

10. Consideration of Policy defining guidelines for Re-Development Revolving Loan Fund

Steve Zickefoose, Interim City Manager

RESOLUTION
(R-13-16)

11. Resolution endorsing abandonment of a portion of Elm Grove Road (SR#1221) from the State Highway System as requested by the NC Department of Transportation through a petition from South Fork Industries

Greg Brittain, NCDOT

RESOLUTION

(R-14-16)

12. Resolution designating the Main Street Manager as a Downtown Development Association (DDA) position, hired and funded through the DDA

Steve Zickefoose, Interim City Manager

OTHER BUSINESS

13. Consideration of appropriating \$ 9,000 to the Lincoln Historical Association to assist with restoration of the 1920's Clock that hung on the former First National Bank Building along E Main and Courtsquare

Jason Harpe, Director of LCHA

Bill Beam, LCHA member

14. Update on bids received for First Federal Park

Richard Haynes, Recreation Director

15. Consideration of request from Lincoln County Schools Superintendent for a School Resource Officer – Asbury Academy

Steve Zickefoose, Interim City Manager

Rodney Jordan, Police Chief

16. Update on the Steering Committee meeting held June 9th comprised of B&CD, DDA, Chamber of Commerce, Lincoln Economic Development Association and the Lincoln Tourism Development Authority

Steve Zickefoose, Interim City Manager

17. Monthly Financial & Overtime Report

Steve Zickefoose, Interim City Manager

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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

REGULAR MEETING – JUNE 2, 2016

The Mayor and City Council met in regular session on June 2, 2016 at 7:00 p.m. in the Council Chambers of City Hall, located at 114 West Sycamore Street, Lincolnton, North Carolina.

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

BLACK EADDY JETTON

Councilman *Rhyné* was absent due to health issues.

Councilman Eaddy made the motion unanimously approved the **REGULAR AGENDA**.

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

- Approved minutes from the following meetings:
 - May 5, 2016 – Regular Meeting
 - May 19, 2016 – Special Meeting
- Approved the following Calls to Public Hearing for the July 7th City Council meeting:
 - ZMA-4-2016 – Application from Ha of Newton LLC requesting the rezoning of 0.24 acres of land from Residential-8 (R-8). The subject property is located behind 2514 East Main Street (Eddy's Auto Parts) and has frontage on Ross Street and Openview Drive (Parcel ID 25212)
- Approved (C-12-16) contract between the City and Mark Knuckles Associates, Inc. for Annual Compliance Watch Consultation Services
- Approved (C-13-16) Service contract between the City and the Lincolnton Housing Authority for Community Policing
- Approved disposal of records from Police Department in accordance with NCDCCR Records Retention Policy. *NOTE: Disposition can be arranged once confirmation is received from the NC Department of Cultural Resources in Raleigh, after approval from the governing body.*

REGULAR MEETING – JUNE 2, 2016

Mayor Hatley called for a motion to open the public hearings, noting that one motion would be made at the conclusion of all of the hearings to close the hearings. Councilman Black made the motion unanimously approved to open the hearings.

APPLICATION FROM CITY OF LINCOLNTON PLANNING DEPARTMENT REQUESTING AN AMENDMENT TO SECTION 153.315(1) OF THE LINCOLNTON UNIFIED DEVELOPMENT ORDINANCE IN REGARDS TO REZONING PROTEST PETITIONS IN ACCORDANCE WITH HOUSE BILL 201:

ZTA-2-2016

Laura Elam, Planning Director, told Council effective August 2015, the General Assembly (Session Law 2015-160, House Bill 201) modified the General Statutes regarding rezoning protest petitions. The modifications eliminated a municipality's ability to allow protest petition triggering a super-majority vote by City Council. The General Assembly has replaced the protest petition enabling legislation with language on "Citizens Comments".

She proposed a text amendment to replace the current language in the UDO regarding protest petitions with newly adopted statutory language regarding citizen's comments as follows:

If any resident or property owner in the City submits a written statement regarding a proposed amendment, modification, or repeal to a zoning ordinance to the clerk to the board at least two business days prior to the proposed vote on such change, the clerk to the board shall deliver such written statement to the City Council. If the proposed change is the subject of quasi-judicial proceedings, the clerk shall provide only the names and addresses of the individuals providing written comment, and the provision of such names and addresses to all members of the board shall not disqualify and member of the board from voting.

With no one signing to speak to this public hearing, Mayor Hatley closed the Public Hearing. Councilman Eaddy made the motion unanimously approved to adopt the amendment to the Code of Ordinances as presented.

REGULAR MEETING – JUNE 2, 2016

APPLICATION FROM CITY OF LINCOLNTON PLANNING DEPARTMENT REQUESTING AN AMENDMENT TO THE LINCOLNTON UNIFIED DEVELOPMENT ORDINANCE REGARDING LOT SIZE REQUIREMENTS IN THE RESIDENTIAL-8 (R-8) DISTRICT. THE LOT SIZE REQUIREMENT WOULD BE CHANGED FROM 8,000 SQUARE FEET TO 6,000 SQUARE FEET FOR SINGLE FAMILY DWELLINGS.

ZTA-3-2016

Laura Elam, Planning Director, reviewed the above stated request noting in the R-8 (Single and Two-Family Medium Density Residential) district, both single family detached homes may be located on a lot of at least 8,000 square feet and a duplex may be located on a lot of at least 12,000 square feet. Laura said a property owner has expressed interest in constructing homes on a tract of land zoned R-8. The tract includes enough land area to allow construction of either one single family dwelling or one duplex. The property owner would prefer to build two single family homes rather than one duplex. She reviewed two options the property owner would have in order to pursue the desired development of two single family detached homes.

In conclusion Laura said, staff views an amendment to the R-8 zoning district that would reduce the minimum lot size required for a single family residence to 6,000 sq ft as worthy consideration since it would not result in any more density than would already be allowed if duplexes were being developed. She said it would just allow two units to be detached rather than attached within a duplex. Staff recommended the UDO approach rather than a variance as the property owner would still have to abide by the setbacks.

Mayor Hatley closed the Public Hearing. Councilman Black made the motion unanimously approved to amending the UDO as recommended by staff and Planning Board.

REGULAR MEETING – JUNE 2, 2016

APPLICATION FROM GOODSONVILLE PROPERTIES LLC REQUESTING THE REZONING OF APPROXIMATELY 2.42 ACRES OF LAND FROM RESIDENTIAL-8 (R-8) TO GENERAL BUSINESS (GB) DISTRICT. THE SUBJECT PROPERTY IS MADE UP OF TWO PARCELS OF LAND LOCATED BEHIND 2464, 2480, 2490 EAST MAIN STREET (PARCEL ID 90928 & 90929)

ZMA-3-2016

Laura Elam, Planning Director, reviewed the above stated request. Laura said the subject property is made up of two parcels located behind 2464, 2480 and 2490 East Main Street (Parcel ID 90928 & 90929). The site has frontage on Ross Street adjacent to the City of Lincolnton Fire Station II. The site is currently vacant and lies behind property that fronts on East Main Street that was formerly developed with a bank. That bank building has been demolished and that site and the property requested for rezoning is owned by Goodsonville Properties, LLC.

Laura reviewed the applicant's compliance with the Land Use Plan, and concluded noting the zoning request is in compliance with the Lincolnton Land Use Plan. The front part of the property along East Main Street is already zoned General Business. The rezoning of the back portion will allow for a larger tract to be developed. Screening would be required by any development adjacent to residential property. She recommended on behalf of the Planning Board and staff that the request be approved as presented, rezoning the property to the GB District.

Ms. Kris Ziemba-Tolbert, of 232 Openview Drive, spoke against the rezoning. She said, "What is going to go in there if it becomes commercial. If a business comes in there is no control over what will come in. She said it is not pleasant to live next to a restaurant and smelling the food daily. What impact will it have on Main Street it's self. There are concerns with Ross Street itself and handling that traffic influx. Our biggest concern is what is going in there. Once it is zoned commercial, what are the protections for us? It may not be a high end community but it is individuals who have lived in those homes for years."

Mr. Willie Heafner, of Piedmont Companies also representing Goodsonville Properties, spoke in favor of the rezoning. He said he has empathy for these folks and can obviously understand why they would not want to see change to their property but if you just think about the area, past uses for this property

REGULAR MEETING – JUNE 2, 2016

have been similar. Mr. Heafner said since he has owned the property he has gone in and made improvements which should help with water issues and other items. He is currently trying to get the property ready to market, and said Ms. Tolbert is correct in that he does not know what type use would be locating on that site to date.

With no one else requesting to speak to this hearing, the Mayor closed the Public Hearing. Councilman Eaddy made the motion unanimously approved to rezone the property to the GB District as requested and recommended by Planning Board and staff.

PUBLIC HEARING TO CONSIDER A PROPOSED AMENDMENT TO THE CITY'S CODE OF ORDINANCES – TITLE IX – GENERAL REGULATIONS – CHAPTER 90 – ANIMALS AND FOWL; AMEND THE CITY'S CODE TO ALLOW "LAYING HENS" TO BE KEPT AT RESIDENCES INSIDE THE CITY LIMITS.

(O-04-16)

Laura Elam, Planning Director, reviewed the draft ordinance that would amend the City's current code to allow hens within the City limits. The proposed amendment read as follows:

Section 90.02 – FOWL AT LARGE

It shall be unlawful for any person to keep any ducks, geese, guinea, roosters or other domestic fowl in the City. Residents of single family homes may keep hens as authorized under this section.

1. The tract on which the hens will be kept shall be at least one-third of an acre in size.
2. A maximum of five hens shall be permitted on a tract of land that is between one-third and one-half acre in size and a maximum of ten hens on a tract of land that is larger than one-half acre in size.
3. No person shall allow his or her hens to run at large. Such hens must be contained in a fowl house, coop or other secure, fenced enclosure at all times.
4. Such fowl house, coop or other enclosure must be situated at least fifteen feet from all property lines, at least 50 feet from the nearest residence other than that of the owner and may not be located between the street and a line drawn parallel to the street facing walls of a residence.
5. Fowl houses, coops and enclosures must be kept in a neat and sanitary condition at all times to prevent offensive odors.

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Section. 2 That this ordinance shall become effective July 1, 2016.

This item generated discussion among Council. Councilman Jetton questioned the positioning of the coops, so they would not be visible from the side yard/street or visibly seen when driving by the residence. Laura confirmed that proposed language would prevent the coops from being visible through a side street or the front view of the house.

Councilman Eaddy wanted to verify that there was not an issue with property owners having a visual barrier or concerns about enforcement. After some discussion, and having no citizens to speak to this hearing, Mayor Hatley closed the public hearing.

Councilman Eaddy made the motion unanimously approved to amend the ordinance as recommended and to be clear with applicants that permit holders have 180 days notice if the ordinance is rescinded. No one would be grandfathered.

PUBLIC HEARING TO RECEIVE COMMENT ON THE PROPOSED 2016 – 2017 FISCAL YEAR BUDGET. (SECOND READING – FIRST HEARING MAY 5, 2016) (O-03-16)

*NOTE: Action on this item, after closing the Public Hearing, includes
adopting the Budget Ordinance (O-03-16) and 2016-17 schedule of fees*

Steve Zickefoose, Interim City Manager/Finance Director told Council that there have been no changes to the proposed draft budget, officially presented at our May 5th regular meeting. The total proposed budget is \$ 27,236,047 for fiscal year 2016-17. He said the current budget does include a one cent property tax reduction, a one percent water and sewer decrease and a \$ 30.00 per registered vehicle tax.

He entertained questions and or concerns about the proposed budget noting now would be the time for any further discussions.

Having no one sign to speak to the budget, Mayor Hatley again ask if anyone in attendance wanted to speak to the proposed budget, hearing none he called for a motion to approve the proposed budget as recommended by the Interim City Manager.

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Councilman Jetton said, “I know there has been some controversy to this fee and I would just like to entertain a motion to leave the tax rate where it is today, bring the vehicle tax down to \$ 20.00 and leave out trailers, only making this fee applicable to vehicles.”

Councilman Eaddy asked the City Manager, “Does this keep us on track with ramping up our paving and infrastructure program?” Steve Zickefoose said, “This will generate the same amount of money as originally proposed. Dollar wise it would still be the same \$ 160,000 that would be devoted additionally to paving and sidewalk repair. There is somewhat, in my opinion, an advantage to this method, in that we would have a greater flexibility with the first five dollars of the fee collected, which we could in turn use directly on sidewalk repairs. Whereas, in the other scenario we would have to use the monies as a part of a street upgrade, to include sidewalk repairs. We would not change an expenditure amount, it is just a difference in the revenue structure for that.”

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

Mayor Hatley called for the vote on Councilman Jetton’s motion to approve the budget contingent upon the tax rate remains at .56 per one hundred dollar valuation; the vehicle tax be reduced to \$ 20 per vehicle and trailers not be included to be taxed.

Councilman Jetton’s motion, as stated above, was unanimously approved.

HONORING ETHEL GARVER FOR HER RETIREMENT ON JUNE 1, 2016 FROM THE PUBLIC WORKS & UTILITIES ADMINISTRATIVE DIVISION:

(R-07-16)

Mayor Hatley called Ethel Garver to the front to read aloud and present her with the following resolution honoring her retirement:

WHEREAS, the City of Lincolnton does desire to recognize and honor employees of the City for dedicated and distinguished contributions to our City and its citizens; and

REGULAR MEETING – JUNE 2, 2016

WHEREAS, Ethel L. Garver began employment with the City in February of 1996 as a Switchboard Operator/Receptionist for the Public Works and Utilities Administration. In 1999 she earned the title of Administrative Support Specialist and served in that capacity until her retirement; and

WHEREAS, Ethel L. Garver has served on the City's Wellness Committee assisting with the betterment of health and welfare of all City employees. Ethel has done an excellent job as the initial point of contact for the Public Works & Utilities Divisions, handling problematical situations effectively reassuring our citizens that whatever the problem may be it would be resolved in an efficient timely manner; and

NOW THEREFORE BE IT RESOLVED, that the governing body of the City of Lincolnton wishes to officially commend Ethel L. Garver for her valuable service rendered to the City, and that appreciation and honor be shown to her upon her retirement June 1, 2016. May congratulations and best wishes be extended as she begins the next chapter in her life.

BE IT FURTHER RESOLVED that this resolution be made a part of the permanent records of the City of Lincolnton and that a copy of this resolution be presented to Ethel L. Garver.

Adopted and presented this the 2nd day of June, 2016.

CITY OF LINCOLNTON – 2016– 2017 SALARY SCHEDULE / SCHEDULE OF BUDGETED POSITIONS:

(R-08-16)

Tanya Osborne, HR Director, recommended Council approve the following resolution thereby adopting the 2016-17 Salary Schedule and Schedule of Budgeted positions:

WHEREAS, the proposed 2016-17 fiscal year budget has been prepared by the City Manager and presented to the Mayor and City Council; and

WHEREAS, the proposed 2016-17 fiscal year budget includes a recommended salary schedule and schedule of budgeted positions;

NOW, THEREFORE, BE IT RESOLVED, that the City of Lincolnton adopts the "Salary Schedule", and "Schedule of Budgeted Positions", as attached to this resolution, for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Adopted this the second day of June 2016.

Councilman Eaddy made the motion unanimously approved the above said resolution as recommended.

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RESOLUTION OF INTENT FOR SUPPORT TO LED TO SUBMIT A GRANT APPLICATION TO AFG THROUGH FEMA – 21 SCOTT AIR PACKS (NOTE: A 5% MATCH OR \$ 7,750 WOULD BE REQUIRED IF WE WERE SUCCESSFUL IN SECURING THE GRANT TOTAL OF \$ 155,000):

(R-09-16)

Ryan Heavner, Fire Chief, recommended Council approve the following resolution:

WHEREAS, the Lincolnton Fire Department would like to replace air packs and existing two-way radios nearing their life expectancy; and

WHEREAS, the Lincolnton Fire Department has researched various opportunities that may provide financial assistance towards the purchase of the items; and

WHEREAS, the Mayor and City Council, through this resolution, approve submittal of a grant application to the Assistance to Firefighters Grant Program operated and managed through the Federal Emergency Management Association (FEMA);

NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council, that should the grant be approved and funding secured, the City would provide matching funds of five (5) percent of the total grant. The proposed grant amount awarded could be up to \$ 155,000 for air packs which would require a five (5%) percent match or \$ 7,750 in funds from the City.

Adopted this the 2nd day of June, 2016.

Councilman Jetton made the motion unanimously approved to adopt the resolution as recommended by the Fire Chief.

RESOLUTION SUPPORTING THE LINCOLNTON FIRE DEPARTMENT TO SUBMIT A GRANT APPLICATION TO GEORGIA-PACIFIC IN THE AMOUNT OF \$ 10,000 TO PURCHASE FIREFIGHTER SURVIVAL EQUIPMENT (NOTE: NO GRANT MATCH WOULD BE REQUIRED PER CHIEF HEAVNER)

(R-10-16)

Ryan Heavner, Fire Chief, recommended that Council approve the following resolution:

WHEREAS, the Lincolnton Fire Department continually strives to find opportunities to upgrade equipment within their department to keep the department current and compatible with surrounding agencies at minimal or no cost to the City; and

REGULAR MEETING – JUNE 2, 2016

WHEREAS, the Lincolnton Fire Department has researched various opportunities that may provide financial assistance towards the upgrade of survival equipment; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council, that submittal of a grant application to Georgia-Pacific Bucket Brigade be completed, requiring no matching cost to the City, to potentially receive monies to fund equipment and resources needed to continue efforts be safe, efficient and effective to the City and its citizens.

Adopted this the 2nd day of June, 2016.

Councilman Eaddy made the motion unanimously approved the above resolution as recommended by the Fire Chief.

**RESOLUTION ADOPTING THE IMPLEMENTATION OF A
VEHICLE LICENSE TAX DEFINING THE TYPE OF
VEHICLES/TRAILERS APPLICABLE TO THE \$ 30 FEE TO BE
IMPLEMENTED JULY 1ST (CONTINGENT UPON APPROVAL OF THE
2016-17 BUDGET/FEE SCHEDULE):**

(R-11-17)

TJ Wilson, City Attorney, recommended Council adopt the following resolution implementing a vehicle tax for Lincolnton residents:

WHEREAS, as of July 1, 2016 the North Carolina General Statute 20-07 (b) states a city or town may levy a tax of not more than twenty dollars (\$ 20.00) per year per vehicle resident in city or town; and

WHEREAS, the proceeds of the tax may be used for lawful purposes as outlined by state statute; and

WHEREAS, the Lincolnton City Council finds that the implementation of a vehicle tax in the amount of \$ 20.00 would be appropriate as a means to provide additional revenue to sustain the services and maintain the streets of the City of Lincolnton and its residents. This fee would be applicable to all registered vehicles that are driven along the highway;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Lincolnton, hereby impose in the amount of twenty dollars (\$ 20.00) per motor vehicle owned by any resident of the City of Lincolnton and authorize Lincoln County Tax Collector to levy this tax in accordance with the law effective July 1, 2016.

Adopted this the 2nd day of June 2016.

REGULAR MEETING – JUNE 2, 2016

Councilman Jetton made the motion unanimously approved to adopt the above resolution in accordance with the changes made earlier in the meeting during the adoption of the budget ordinance/fee schedule.

RECOGNITION OF THE LINCOLNTON POLICE DEPARTMENT FOR THEIR ACCOMPLISHMENT OF ALL POLICE DEPARTMENT PERSONNEL (32 OFFICERS) COMPLETING TRAINING - CRISIS INTERVENTION TEAM (CIT) THROUGH PARTNERS BEHAVIORAL HEALTH MANAGEMENT:

Mayor Hatley, on behalf of City Council, presented Chief Jordan his certificate from Gaston College, Economic and Workforce Development, a certificate of achievement for him and his entire department for Crisis Intervention Team Training.

Mayor Hatley said through his tenure as an educator he too dealt with handicapped, and mentally ill individuals and felt this training deserves special recognition as Lincolnton is the first department in the State to have the entire department complete this training. Mayor Hatley said, "I am proud of you and your department for going above and beyond obtaining this training."

RECOGNITION OF THE LINCOLNTON WATER TREATMENT PLANT FOR RECEIPT OF THE "GOLD STAR" AWARD FOR SURPASSING STATE AND FEDERAL DRINKING WATER STANDARDS FROM THE NC DEPARTMENT OF ENVIRONMENTAL QUALITY:

Mayor Hatley called on Robert Pearson, Water Treatment Plant Superintendent, and those employees from the WTP to come forward to receive recognition for receipt of the (AWOP) Area Wide Optimization Program for ten years in a row. In a press release from the NC Division of Water Resources, Department of Environmental Quality they said; "Your staff at the water plant should be congratulated and recognized for their hard work, dedication, and attention to detail. This award is not easily achieved, because the goals of the program are significantly more stringent than the current Federal (U.S. EPA) regulatory drinking water standards."

Also in attendance with Mr. Pearson was Todd Cochrane and JoAnne Sigmon to receive recognition. Mayor and Council thanked them for their hard work and dedication to make Lincolnton eligible for this award.

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PROPOSED AMENDMENT TO THE CITY'S PERSONNEL POLICY – ARTICLE 4. SECTION 13 – INCENTIVE BONUS PLAN:

(P-05-16)

Tanya Osborne, HR Director, told Council that several months back Chief Jordan made a presentation to City Council regarding implementing an incentive salary increase for certifications attained by Police Department staff. Tanya said in light of the positive discussions among Council regarding this matter, funding has been included for certifications in the Police, Fire, Water, Wastewater, and Distribution and Collections Departments. She recommended approval of an amendment to the City's Personnel Policy adding Employee Incentive Bonus Plan.

Councilman Eaddy made the motion unanimously approved to amend the personnel policy as recommended. He said "I think this is one of the best things as a governing body that we can do to help our employees."

CONVEYANCE OF PROPERTY FORMERLY KNOWN AS THE "OLD RECREATION CENTER" LOCATED AT 119 E. PINE STREET FROM THE DOWNTOWN DEVELOPMENT ASSOCIATION TO THE CITY

(C-14-16)

TJ Wilson, City Attorney, presented City Council with a draft agreement between the City and the Lincolnton Downtown Development Association, agreeing that DDA would convey title to the property located at 119 E Pine Street to the City for the purpose of the City contributing to Piedmont Companies downtown housing project. In the event Piedmont Companies has not commenced construction on the project within five years from the date of this agreement, then the City agrees to convey the property back to DDA at no cost to DDA. The proposed agreement would become effective upon execution.

Councilman Jetton made the motion unanimously approved to enter into the agreement as recommended by the City Attorney.

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CONSIDERATION OF MASTER AGREEMENT BETWEEN THE CITY AND PIEDMONT PROPERTIES FOR PROPOSED DEVELOPMENT IN DOWNTOWN LINCOLNTON (3 PHASES)

(C-15-16)

TJ Wilson, City Attorney, presented final drafts of the purchase agreements and development agreements between the City and Piedmont Companies for the Downtown projects that are to be completed in three (3) phases.

The City Attorney gave a brief summary of the agreements and felt they are beneficial to both the City and Piedmont Companies. He concluded recommending Council enter into the agreements.

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

CONTRACT BETWEEN THE CITY AND SOUTHEASTERN CONSULTING ENGINEERS FOR THE UNDERGROUND ELECTRICAL AT THE EAST MAIN STREET – GENERALS BLVD. INTERSECTION IN THE AMOUNT OF \$ 16,500.00 FOR DESIGN SERVICES:

(C-16-16)

Laura Elam, Planning Director, presented the proposed contracts between the City and Southeastern Consulting Engineers, Inc. for the underground electrical at the East Main Street Intersection upgrade project. The contract amount for the design of the underground electrical was \$ 16,500.00. Laura said once this contract is in place Leonard Fletcher of TGS will be able to coordinate with other utility providers to get the project moving.

Councilman Eaddy asked Mrs. Elam if there are any other obstacles that she was aware of to deter this project. Laura said none that we anticipate.

Councilman Black made the motion unanimously approved to enter into the agreement as recommended.

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APPOINTMENT TO THE LINCOLN ECONOMIC DEVELOPMENT ASSOCIATION IN ACCORDANCE WITH LEDA BY-LAWS - APPOINTMENT WOULD BEGIN JULY 1, 2016 WITH FIRST TERM ENDING JUNE 30, 2019):

(APPT-06-16)

Mayor Hatley reviewed two (2) applications received for a vacancy on the Lincoln Economic Development Association. The seat becomes vacant June 30th as Mr. Fred Houser will complete his second three year term and in accordance with City policy would not be eligible for reappointment to this board at this time.

Councilman Eaddy nominated Mr. Tommy Huskey, who had completed an application for this seat, to begin his first three year term on the LEDA, representing the City, beginning July 1, 2016. NOTE: Mr. Houser also completed an application to be considered for this appointment but was not eligible in accordance with City policy.

The City Clerk will notify Mr. Huskey and set up an appointment to administer his oath of office and complete the necessary paperwork prior to his first meeting.

CONCERNS REGARDING THE RECYCLING CENTER ON GEORGETOWN ROAD:

Neva Robinson, of 1312 Georgetown Road Lincolnton, said she came before Council in 2012 regarding this issue. The property in question in her opinion is any eyesore. It generates debris that has at times blown into her yard. She has talked with Mark Carpenter numerous times complaining and things would get better for a short period of time. She has since discovered that the recycling center is also serving the community as a solid waste vendor. She now sees garbage everyday and the screening originally approved has not been installed correctly. Ms. Robinson said, "I have tried to take the approach that they are running a business and over time it will get better, it has not it is getting worse." She is asking the City for some help with this matter. She said there are sixteen garbage cans at the road of their business and they are full of garbage not recycling.

Steve Zickefoose, Steve Peeler and Rob Buff talked with State officials today, based on information from Ms. Robinson, the City was able to find that this business is in violation with the state and is also in the rears with Lincoln

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County from non-payment of tipping fees at the landfill. Based on this information, effective today the City will only be picking up office waste/garbage. Once the state issues the proper permitting the City will revisit its pickup.

Councilman Eaddy asked City officials to move forward with accessing civil penalties as permitted in our ordinance as he felt this seems to have gone on long enough. Mayor and Council thanked Ms. Robinson for her information and hopes the matter will get resolved.

UPDATE FROM VICKI DAVIS REGARDING THE DDA MEMBERS/ELECTED OFFICIAL'S RECENT VISIT TO STATESVILLE:

Vicki Davis, B&CD Director displayed a power point presentation recapping the visit with Statesville, touring their downtown. She said the meeting was very informative and provided a great opportunity to network with elected officials, citizens and Downtown Development staff.

Mayor Hatley along with several City staff members as well as Lincolnton DDA board members represented Lincolnton. Mayor Hatley thanked Vicki for organizing and for the opportunity to learn more about how other cities have made improvements to their downtowns.

REQUEST FROM ROBERT TOMLINSON TO ADDRESS COUNCIL REGARDING A WAY TO GENERATE \$ 500K TO LINCOLNTON ECONOMY:

Robert Tomlinson, of 501 S. Grove Street Lincolnton, had completed within the appropriate time an agenda request form to appear before Council as an agenda item. He contacted the City Clerk earlier today and said he could not attend the meeting as he had a stomach virus. He reserved the option to appear at the July 7th meeting if necessary. Mayor and Council told the City Clerk to contact him before the deadline for the July 7th regular meeting and give him the option to appear.

REGULAR MEETING – JUNE 2, 2016

MONTHLY FINANCIAL & OVERTIME REPORT:

Steve Zickefoose, Interim City Manager, reviewed the following financial report:

June 2016 Council Meeting
Executive Summary
April 2016 Year-To-Date
 Comparative for Budgetary Purposes

General Fund		15-16	% of Budget	14-15	Difference	
Fund 10	Revenues	8,501,004.38	(1) 71.62%	7,866,550.23	634,454.15	(1)
	Expenses	8,057,827.75	(2) 75.89%	7,605,134.21	452,693.54	(2)
	Difference	443,176.63		261,416.02	181,760.61	
Water & Sewer Fund						
Fund 61	Revenues	7,139,478.87	(3) 76.64%	7,015,396.74	124,082.13	(3)
	Expenses	7,032,918.74	(4) 88.33%	7,143,881.22	(110,962.48)	(4)
	Difference	106,560.13		(128,484.48)	235,044.61	
Electric Fund						
Fund 63	Revenues	6,817,864.57	(5) 88.06%	6,922,800.42	(104,935.85)	(5)
	Expenses	5,851,791.62	(6) 77.43%	6,094,276.55	(242,484.93)	(6)
	Difference	966,072.95		828,523.87	137,549.08	
Overtime	80+ hours	219,973.94		266,774.66	(46,800.72)	

- (1) Property tax, sales tax, franchise tax up total of \$73,000. Cemetery sales up \$17,000. State Grant \$96,000. Loan proceeds for capital purchase \$228,000. LTDA donation \$220,000.
- (2) Salaries and Benefits up \$55,000 due to health insurance and COL and CMO payoffs. Elections cost up \$28,000. GF Debt Service up \$192,000. Capital purchases up \$179,000.
- (3) Water & Sewer revenues up \$329,000. Late/Default Fees up \$7,000. Miscellaneous revenue down (\$216,000). We had received FEMA and Insurance claim payments for \$216,000 in 2014. Interest up \$8,000.
- (4) Capital expense up \$33,000. Obligations and services up \$98,000. Supplies down (\$26,000). Fixed charges down (\$74,000). Debt Service down (\$141,000).
- (5) Electric revenues up \$66,000. Sales tax no longer a budget line (\$179,000.) GovDeals up \$8,000.
- (6) Sales tax due to State no longer a budget line. Taxes collected and given directly to State. (\$177,000). Salaries and Benefits up \$41,000 due to COL and health insurance. Meter testing down (\$14,000). Electric Cost down (\$312,000). Fixed Charges up \$114,000. Capital outlay up \$93,000. Supplies up \$11,000.

REGULAR MEETING – JUNE 2, 2016

PUBLIC COMMENT:

Sherry Rhinehart spoke to Council thanking them for their support to the Child Advocacy Center.

NEWS MEDIA:

Lincoln Times News reporter Phil Perry asked for clarification on the type of vehicles the City would be assessing the \$ 20.00 fee towards, asking if mopeds would be included. The Interim City Manager said they would not, in his opinion. Mr. Perry was to get official clarification from the Lincoln County Tax Department.

ADJOURNMENT:

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

DONNA C. FLOWERS, MMC
CITY CLERK

ED HATLEY
MAYOR

ONE (1) Attachment – Employee Incentive Policy

Proposed Revision

SECTION 13. EMPLOYEE INCENTIVE PLAN:

The City endeavors to encourage and reward employees to complete training, development, and certification programs that provide them with knowledge, skills, and abilities that will enable the City of Lincoln to become more flexible and adaptable, improve customer services, ensure work is performed in a safe manner, and develop capacity to provide continuous services at a high level into the future. This plan would cover training and certification beyond the minimum training and certification requirements listed in job descriptions and classification specifications, and any others that are required and specified upon hire or promotion. Successful completion of such courses of study is typically recognized by some type of certification or degree after completion of an outlined course of study, and is awarded by professional organizations and/or regulatory bodies. City employees may participate in the Incentive Plan in accordance with the following:

- The Employee Incentive Plan Evaluation Spreadsheet (Appendix A) should be reviewed to determine if the intended course of study is eligible for compensation; and
- The Certification and Training Request Approval form (Appendix A) must be completed by the employee and approved by the Department Head, Human Resources Director, and City Manager.
- Upon successful completion of the course of study, and receipt of the associated certificate, the employee will receive the applicable onetime bonus payment or salary increase in the fiscal year following the fiscal year in which the certification was obtained. Certifications/degrees received March 1st thru June 30th of any given year will not be eligible the following fiscal year, but the next. (Ex: A class or certification which is completed/passed in March - June 2016, will be eligible for incentive July 2017.)

- The onetime bonus incentive payment will be based on the employee's base pay at the time of receipt of the certification as determined in accordance with the Employee Incentive Plan Evaluation Spreadsheet.
- Employees will only be eligible for one (1) bonus incentive payment in any given fiscal year.
- The continuation of the Employee Incentive Plan is contingent upon funds available as determined by the City Manager.

If the intended or desired course of study is not included in the Employee Incentive Plan Evaluation spreadsheet, the employee may bring this to the attention of their Department Head for consideration. The employee must provide written justification demonstrating how and why the course of study is job related, a copy of the outlined course of study, and the expected job related benefits upon completion. Upon review and consideration, the employee's Department Head and the Human Resources Director will make a determination regarding: 1. Applicability of the request, 2. Compensation amount if any, 3. Difficulty of completing the training or certification, 4. Improvement to customer services or on-the-job safety, and 5. Improved capacity to provide continuous services at a high level into the future. The City Manager will review the determination and have final approval.

If an employee fails to complete continuing education requirements and subsequently loses a certification that resulted in a bonus or continuing salary increase, the employee may be required to reimburse the bonus amount or be subject to a reduction in pay.

SPECIAL MEETING - JUNE 4, 2016

The Mayor and City Council held a special called meeting on Saturday, June 4, 2016 at 8:00 am. in the conference room of the Lincolnton-Lincoln County Regional Airport, located at 716 Jack Dellinger Drive, Iron Station, NC.

Council members in attendance were:

BLACK EADDY JETTON

Mayor Ed Hatley called the meeting to order requesting that the minutes reflect everyone's presence and the purpose of the meeting being to continue discussions and interview potential candidates for the Lincolnton City Manager position.

Councilman Black made the motion unanimously approved to enter into closed session in accordance with NCGS 143-318.1186 to discuss personnel regarding reviewing the qualifications and interviewing of a new City Manager.

At the conclusion of the closed session discussions, Councilman Eaddy made the motion unanimously approved to return to Regular Session.

Councilman Black then made the motion unanimously approved to adjourn.

DONNA C. FLOWERS, MMC
CITY CLERK

ED HATLEY
MAYOR

ITEM #

4

***NO BACKUP
NECESSARY
FOR THIS ITEM***

ITEM #

5

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

THROUGH: Steve Zickefoose, Interim City Manager

SUBJECT: ZMA-4-2016 - Request from Ha of Newton LLC for Rezoning from Residential-8 (R-8) to General Business (GB) for a 0.24 acre site located behind Eddy's Auto Parts at 2514 East Main Street

DATE: July 7, 2016

SITE AND AREA DESCRIPTION

The applicant is requesting the rezoning of approximately 0.24 acres from the Residential-8 (R-8) district to the General Business (GB) district. The subject property is located behind 2514 East Main Street (Eddy's Auto Parts) and has frontage on Ross Street and Openview Drive (Parcel ID 25212). See attached map.

The site is currently used as a gravel parking lot and driveway for Eddy's Auto Parts. Uses surrounding the site are the auto parts store to the north, McDonalds to the east, single family residential to the south and a pawn shop to the west. Zoning in the area is a mixture of General Business (GB) and Residential-8 (R-8).

COMPLIANCE WITH THE LAND USE PLAN

The Lincolnton Land Use Plan shows the property in the Neighborhood Business Corridor Planning Area. The rezoning of the property to the General Business (GB) district generally complies with the intent of the Land Use Plan in that the districts are similar and the front portion of the property is already zoned General Business (GB).

CONCLUSION

The rezoning request is in compliance with the Lincolnton Land Use Plan. The front portion of the property along East Main Street is already zoned General Business.

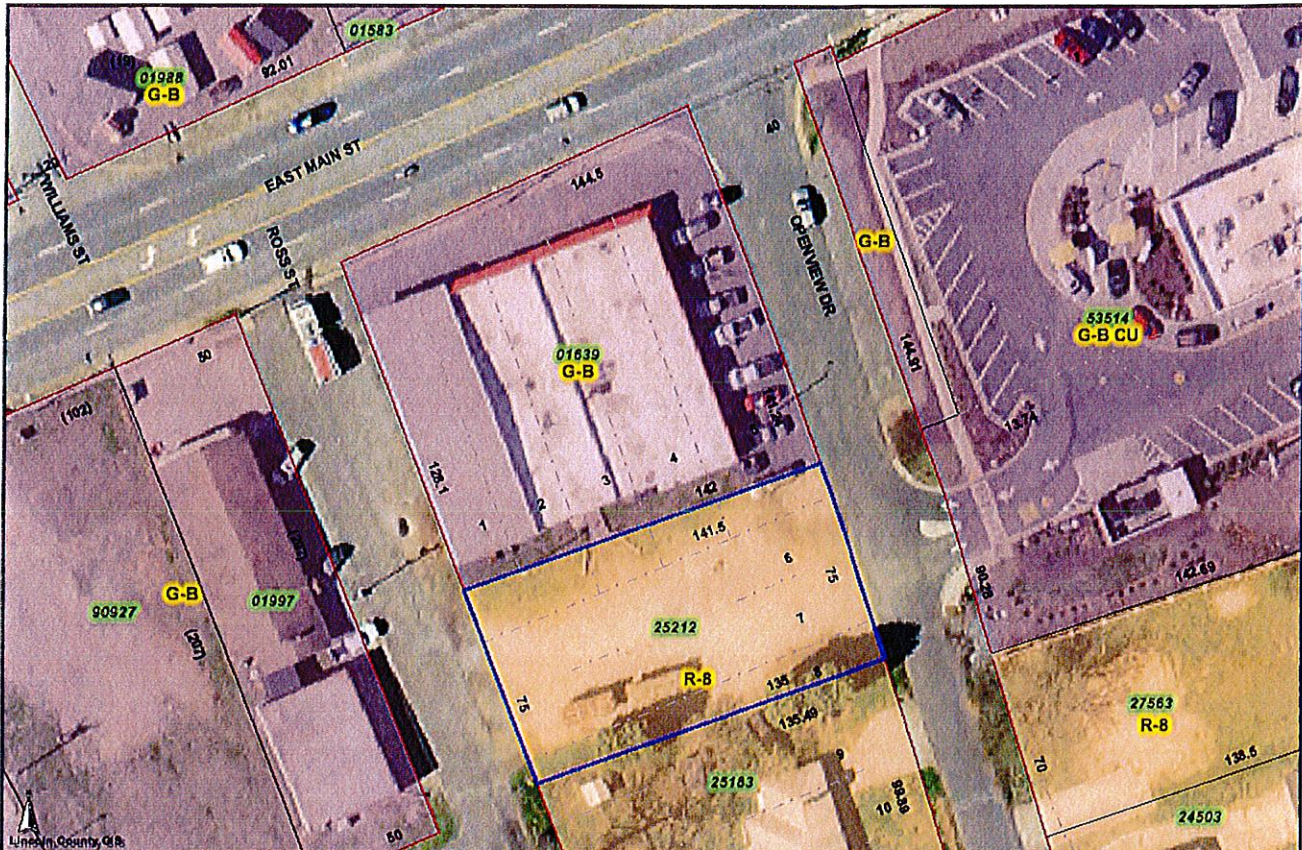
PLANNING BOARD AND STAFF RECOMMENDATION

Planning Board and Staff recommend rezoning the property to the GB District as requested by the applicant.



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: 5/19/2016 Scale: 1 Inch = 66 Feet



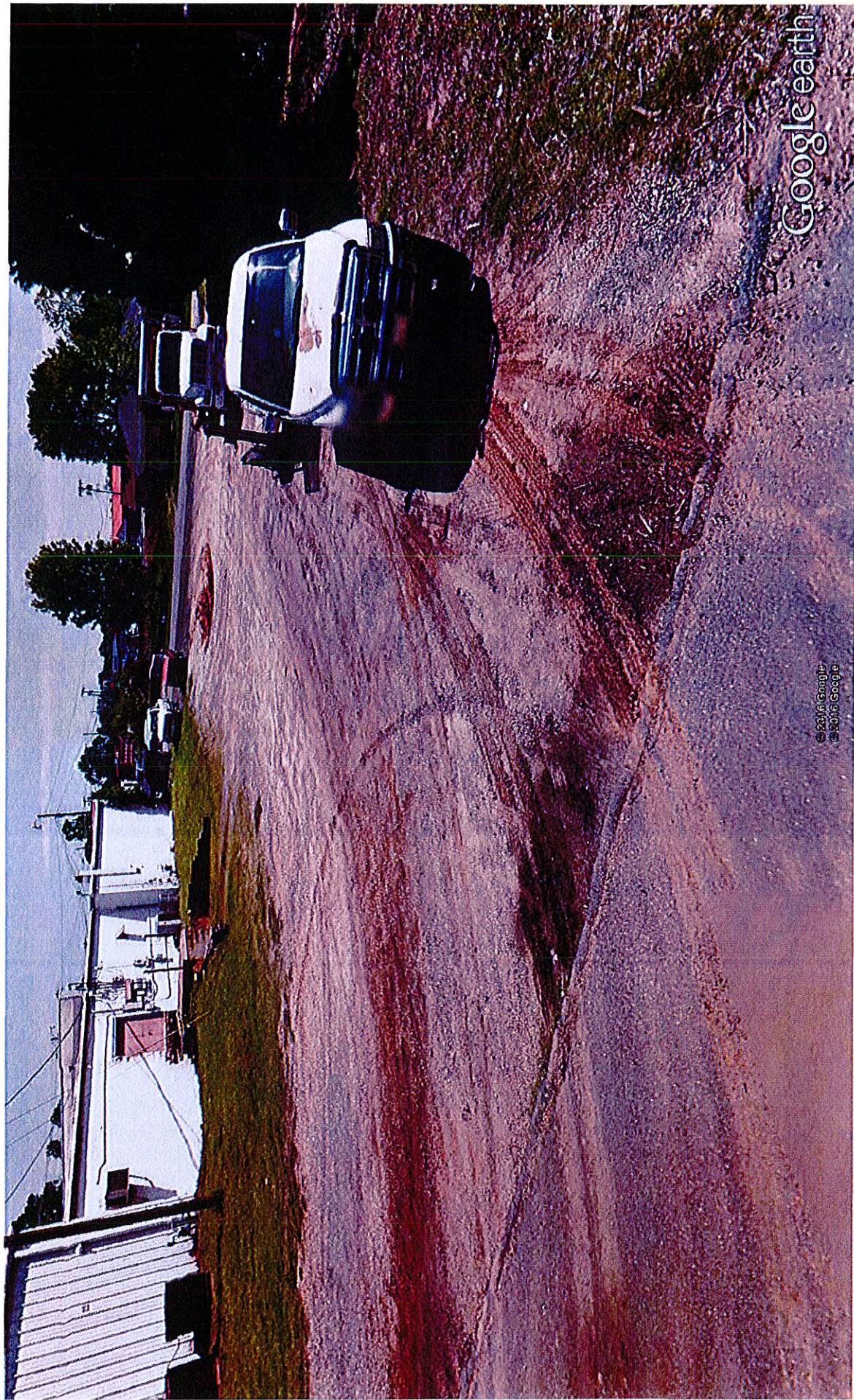
PHOTOS



Photo Not Available

PARCEL INFORMATION FOR 3643-26-0817

Parcel ID	25212	Owner	CALDWELL EDDY R CALDWELL JILL E	
Map	3643-09	Mailing	3940 LITTLE MOUNTAIN RD	
Account	0186690	Address	NEWTON NC 28658	
Deed	1724-764	Recorded	8/2/2005	Sale Price Previous Parcel \$350,000
Land Value	\$41,992	Total Value	\$41,992	
----- All values are for tax year 2016. -----				
Subdivision	Lot PTS OF 1-5 & 8 ALL OF 6-7 LINCOLN COUNTY			Plat A-136
HOME				
Description	100 OPENVIEW DR.		Deed Acres	0
Address	OPENVIEW DR		Tax Acres	0.24
Township	IRONTON	Tax/Fire District	CITY OF LINCOLNTON	
Improvement	No Improvements			
Zoning District	Calculated Acres	Voting Precinct	Calculated Acres	
R-8	0.24	ASBURY (AS25)	0.24	
Watershed Class		Sewer District		
WS-IVP	0.24	Not in the sewer district	0.24	
2000 Census County		Tract	Block	
37109		070200	3005	0.2
37109		070200	3006	0.04
Flood	Zone Description	Panel		
X	NO FLOOD HAZARD	3710364300	0.24	



Google earth

feet

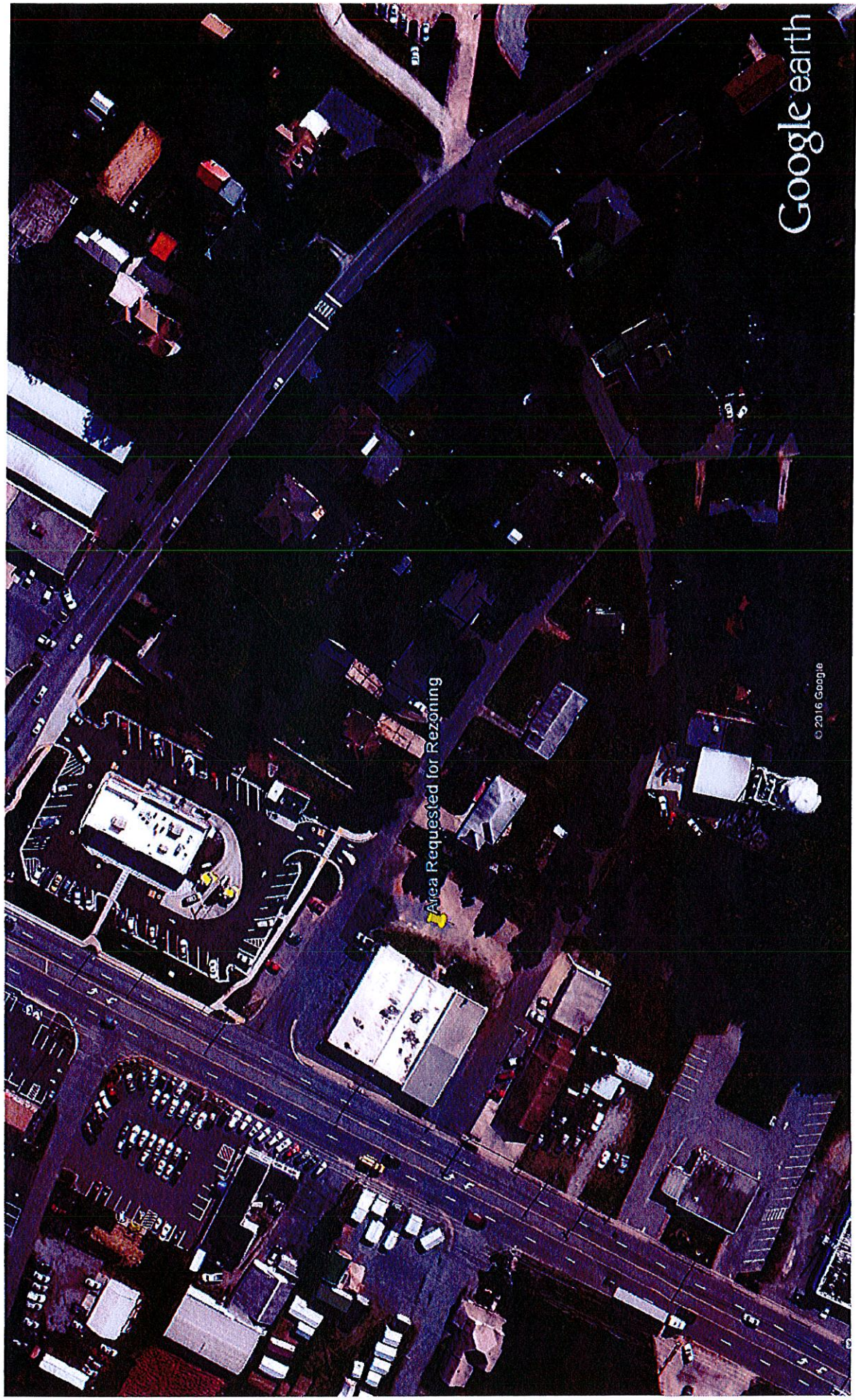
meters

10

3

Google earth

© 2015 Google
© 2015 Google



Google earth

© 2016 Google

Google earth

feet
meters

700
200



ITEM #

6

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

THROUGH: Steve Zickefoose, Interim City Manager

SUBJECT: ZTA-4-2016 - Request from Planning Staff for Amendment to the Unified Development Ordinance to Revise the Standards for Taverns

DATE: June 21, 2016

INTRODUCTION

In light of the recently approved malt beverage referendum, Planning Staff has drafted a proposed amendment to the Lincoln Unified Development Ordinance that would revise the zoning regulations related to establishments that serve alcohol such as taverns or pubs. (This does not relate to or impact restaurants that serve alcohol.)

BACKGROUND

Currently, the UDO allows “social clubs” or “lounges” in the Neighborhood Business (NB), Central Business (CB), Central Business Transitional (CBT), General Business (GB) and Planned Business (PB) districts subject to the issuance of a conditional use permit by City Council.

In addition to the requirement for a conditional use permit, a proposed social club or lounge is subject to separation requirements from residentially zoned properties, churches, elementary and secondary schools, child day care and nursery schools, and public parks and playgrounds. The separation requirement in downtown is 50 feet. Outside of downtown, the separation requirement is 300 feet.

In addition to the above local zoning regulations, an establishment that sells alcoholic beverages is required by the State to obtain an ABC permit and adhere to all applicable State ABC laws. Those laws include consideration of whether the establishment is located within 50 feet of a church, public school, or any nonpublic school.

PROPOSED TEXT AMENDMENT

Staff recommends amendments to the UDO as follows:

1. The elimination of the outdated “social club” and “lounge” terminology along with elimination of the 50-foot and 300-foot separation requirements for those uses.
2. The addition of a new term, “tavern,” which would include uses such as pubs, microbreweries, brewpubs and bars.

3. The allowance of taverns as a conditional use in all of the City's commercial zoning districts including NB, CB, CBT, PB, GB and GMC.

RATIONALE FOR AMENDMENTS

1. The terms "social club" and "lounge" are somewhat dated concepts and the terms are not commonly used any longer.
2. The proposed term "tavern" and related terms such as pubs, microbreweries, brewpubs and bars are more typically used and understood.
3. The proposed elimination of the 50-foot and 300-foot separations from residentially zoned properties, churches, elementary and secondary schools, child day care and nursery schools and public parks and playgrounds will eliminate a significant barrier to potential small business owners seeking a location for a tavern in the City. Through the conditional use permit process, City Council would consider, on a case by case basis, whether the proposed tavern is appropriate for the proposed location. City Council could reject the conditional use permit request if it is viewed as unacceptable due to the location's proximity to certain uses or its potential impact on nearby uses. Elimination of the separation requirements will allow City Council to determine the appropriateness of a specific request in a particular location rather than it being pre-determined by one size fits all standards in the Ordinance.

SUMMARY

The proposed text amendment would make the following changes:

1. Delete the definition and references to "lounge" and "social club;"
2. Delete the separation standards for lounges and social clubs;
3. Add a new term, "Tavern", that includes a pub, brewpub, microbrewery and bar, and
4. Add taverns as a conditional use in all commercial districts (NB, CB, CBT, GB, PB and GMC).

PLANNING BOARD AND STAFF RECOMMENDATION

Planning Board and Staff recommend amendment of the UDO as outlined above.

An Ordinance to Amend the City of Lincolnton Unified Development Ordinance to Revise the Standards for Taverns, Pubs, Microbreweries, Brewpubs and Bars

Section 1. Amend Section 153.031, Definitions of Specific Terms and Words, to delete the term “Lounge” and add the term “Tavern” as follows. Newly adopted language is underlined and highlighted in blue and language to be deleted is ~~struck through~~ and ~~highlighted in red~~.

~~LOUNGE. An establishment operated for profit which provides food and beverage along with live entertainment or dancing other than a country club or fraternal, social or civic club.~~

TAVERN. An establishment devoted primarily to serving alcoholic beverages to the public for on-premises consumption including pubs, microbreweries, brewpubs and bars.

Section 2. Amend Section 153.112 (B)(1)(d) and (e) and (2)(d) and (e), Neighborhood Business District, Retail Uses and Services, to delete “fraternal, social and civic clubs” and “lounge” and add “tavern” as a conditional use as follows:

~~Fraternal, social and civic clubs (excluding adult establishments); and~~

~~Lounge (subject to a limit of 2,000 square feet in gross floor area and excluding adult establishments).~~

Tavern

Section 3. Amend Section 153.113 (B), Central Business District, to delete “fraternal, social and civic clubs” and add “tavern” as a conditional use as follows:

~~Fraternal, social and civic clubs (excluding adult establishments)~~

Tavern

Section 4. Amend Section 153.115 (B), General Business District, to delete “fraternal, social and civic clubs” and to add “tavern” as a conditional use as follows:

~~Social clubs and lounges (excluding adult establishments)~~

Tavern

Section 5. Amend Section 153.117 (B), General Manufacturing and Commercial District, to add “Tavern” as a conditional use.

Section 6. Delete Section 153.238 (H) Additional Review Criteria for Social clubs and lounges as follows:

~~(H) Social clubs and lounges.~~

~~(1) In the Central Business (CB) District:~~

~~(a) No business shall locate within 50 feet of a church, public or private elementary and secondary schools, child day care or nursery school, public park or playground or residentially zoned property.~~

~~(b) The 50-foot distance shall be measured in a straight line from building to building, with no consideration to intervening structures, roads or landforms.~~

~~(2) In all other districts that permit social clubs and lounges:~~

~~(a) No business shall locate within 300 feet of a church, public or private elementary and secondary schools, child day care or nursery school, public park or playground or residentially zoned property.~~

~~(b) The 300-foot distance shall be measured on a straight line from property line to property line, with no consideration to intervening structures, roads or landforms.~~

Section 7. That this ordinance shall become effective upon its adoption.

ITEM #

7

CITY OF LINCOLNTON POLICE DEPARTMENT

RODNEY JORDAN • CHIEF OF POLICE



PO BOX 617 • 627 EAST MAIN STREET
LINCOLNTON, NORTH CAROLINA 28093-0617
PHONE: (704) 736-8900 • FAX: (704) 736-8904

TO: Steve Zickefoose, Interim City Manager
FROM: Chief R. Jordan *per*
SUBJECT: Presentations
DATE: June 21, 2016

The purpose of this memorandum is to request permission to present Officer's Tiffany Cline and Rick Hensley with their Intermediate Law Enforcement Certificates and Officer Billy Siebenhaar both his Intermediate and Advanced Law Enforcement Certificate at the July 7th City Council Meeting. Each of these officers have logged hundreds of hours of training and worked several years to earn these certifications. The Intermediate Certificate is the second highest award issued by the North Carolina Training and Standards Commission and the Advanced is the Highest Level of Certification that can be obtained.

Your Consideration is greatly appreciated.

ITEM #

8

CITY OF LINCOLNTON

CITY COUNCIL

Ed L. Hatley, Mayor
Martin A. Eaddy, Mayor Pro-Tem
Devin Rhyne
David M. Black
Roby D. Jetton



INTERIM CITY MANAGER

Steve Zickefoose
szickefoose@lincolntonnc.org

CITY CLERK

Donna C. Flowers, CMC
donnaflowers@ci.lincolnton.nc.us

CITY ATTORNEY

Thomas J. Wilson, Jr..

MEMORANDUM

TO: Mayor and Council

FROM: Steve Zickefoose *Steve*

SUBJECT: Administrative Policy Additions

DATE: June 28, 2016

I am submitting for consideration two new Administrative Policies as follows:

Policy Number 11- Service Contracts

- The purpose of this policy is to provide a consistent process for the selection and approval of service contracts that promotes opportunities for competition and increased value. The procedures shall apply for Professional Services Contracts including but not limited to engineering services, architectural services, consulting services, design services, surveyor services, etc.

Policy Number 12- Employee Identification

- The purpose of this policy is to establish guidelines for the issuance of a photo identification badge to all employees and for the use of said badge by employees while at work or when representing the City in any official capacity in an effort to provide a safe and secure workplace for all employees. (Public Safety employees that are required to wear uniforms are exempt from wearing the photo identification badge.)

The full versions of these policies are attached.

Please let me know if you have any questions.

CITY OF LINCOLNTON ADMINISTRATIVE POLICY

Subject: Service Contract Procedures	Manual: Administrative
Policy Number: 11	Effective Date: July 8, 2016 Revision Date:
Issued By: Steve Zickefoose, Finance	City Manager Approval: Steve Zickefoose

A copy of this policy must be maintained in the City of Lincolnton's Administrative Manual for each City department and division.

Section I. Purpose

To provide a consistent process for the selection and approval of service contracts that promotes opportunities for competition and increased value. The procedures shall apply for Professional Services Contracts including but not limited to engineering services, architectural services, consulting services, design services, surveyor services, etc.

Section II. Policy Guidelines

A. Contracts under \$10,000

For contracts under \$10,000, the following regulations shall apply unless otherwise authorized by the City Manager or designee:

1. The appropriate Director or Supervisor shall submit a copy of the Request for Proposal ("RFP") to the City Manager or designee.
2. The City shall advertise for the services contained in the RFP for at least five (5) full days.
3. A minimum of two (2) written bids is required. Three (3) bids are preferred whenever possible. If possible, the bids should be obtained on the same day.

4. Bidders shall submit all bids, in a sealed envelope, directly to the Finance Director. Bids will not be accepted that do not come directly from the contractor. The bid must include, at a minimum: scope of work, pricing for supplies and labor, where applicable, and expected completion date(s).
5. Bids are considered confidential and shall remain sealed until all bids are received and inspected.
6. Bids shall be evaluated by the City Manager or designee, the Finance Director, Purchasing Agent and the Director or Supervisor. The group will recommend the successful bidder based on pricing, references, experience and RFP compliance.
7. After the selection has been made, the Director or Supervisor shall submit a purchase order to the Finance department along with a copy of written bids for processing.
8. Work cannot begin prior to the receipt of an approved purchase order issued by the Finance Director.
9. A copy of the bids shall be maintained by the Finance department or department director, where applicable, as part of their records.
10. Exceptions to these requirements shall be as follows: 1) emergencies that involve health and safety of people or their property, with the approval of the City Manager or designee; and 2) sole source service contracts.
11. For all contracts issued in this category, the City Manager shall make a monthly report to the Council.

B. Contracts Between \$10,000 and under \$50,000

For contracts between \$10,000 and under \$50,000, the same regulations as stated in Section A shall be used except as follows:

1. Council approval is required as a regular agenda item.

C. Contracts \$50,000 and Over

The City shall use the Qualification-Based Selection procedure per GS 143-64.31.

CITY OF LINCOLNTON ADMINISTRATIVE POLICY

Subject: Employee Identification	Manual: Administrative
Policy Number: 12	Effective Date: July 8, 2016 Revision Date:
Issued By: Steve Zickefoose, Interim City Manager	City Manager Approval: Steve Zickefoose

A copy of this policy must be maintained in the City of Lincolnton's Administrative Manual for each City department and division.

Section I. Purpose

To establish guidelines for the issuance of a photo identification badge to all employees and for the use of said badge by employees while at work or when representing the City in any official capacity in an effort to provide a safe and secure workplace for all employees. (Public Safety employees that are required to wear uniforms are exempt from wearing the photo identification badge.)

Section II. Policy Guidelines

All employees will be issued and must wear and visibly display photo identification badges as provided by the City. Identification badges must be worn in a manner that allows the identification of an employee by photo, first and last names and department. This badge may also provide location access to areas through keyless entry.

Public Safety employees that are required to wear uniforms are exempt from wearing the photo identification badge.

Definitions:

Employee: For the purpose of this policy, staff member shall refer to fulltime, part-time and seasonal employees, including interns.

Official Capacity: Includes any time while on City property as well as any business where the employee is representing the City. This also includes wearing the ID badge while operating any vehicle owned or leased by the City.

REQUIREMENTS

- 1) Because the policy and procedures described herein are intended to provide for the safety and security of City employees, all employees are expected to fully comply with all provisions of this policy. Any employee who is found to be in violation of this policy may be subject to disciplinary action.
- 2) All employees are required to wear the ID badge at City work areas during official capacity. ID badges are to be prominently worn so the photo is clearly visible to others. The requirement may be temporarily waived at the department's discretion when wearing the ID presents a safety issue. However, the employee must carry the ID at all times during work hours or when acting in an official capacity. It can be placed in a pocket or wallet.
- 3) The ID is to be worn between the shoulders and waist on a clip or lanyard. Each department will provide a clip, chain or lanyard for each employee to wear the ID. The ID shall not be defaced or altered with pins, stickers, decals, etc.
- 4) Employees are responsible for safeguarding their own ID. Any lost or damaged ID should be reported immediately to the employee's supervisor, who is responsible for reporting the lost or damaged ID to the ITS department.
- 5) A fee of \$3 will be assessed to replace all lost, stolen or damaged badge for replacement for non public safety employees. IDs that are replaced due to normal wear and tear will not be assessed a charge.
- 6) Upon termination or retirement, an employee must turn in their ID to their supervisor.

ITEM #

9

CITY OF LINCOLNTON

CITY COUNCIL
Ed L. Hatley, Mayor
Martin A. Eaddy, Mayor Pro-Tem
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INTERIM CITY MANAGER
Steve Zickefoose
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6. Bids shall be evaluated by the City Manager or designee, the Finance Director, Purchasing Agent and the Director or Supervisor. The group will recommend the successful bidder based on pricing, references, experience and RFP compliance.

7. After the selection has been made, the Director or Supervisor shall submit a purchase order to the Finance department along with a copy of written bids for processing.

8. Work cannot begin prior to the receipt of an approved purchase order issued by the Finance Director.

9. A copy of the bids shall be maintained by the Finance department or department director, where applicable, as part of their records.

10. Exceptions to these requirements shall be as follows: 1) emergencies that involve health and safety of people or their property, with the approval of the City Manager or designee; and 2) sole source service contracts.

11. For all contracts issued in this category, the City Manager shall make a monthly report to the Council.

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A copy of this policy must be maintained in the City of Lincolnton's Administrative Manual for each City department and division.

Section I. Purpose

To establish guidelines for the issuance of a photo identification badge to all employees and for the use of said badge by employees while at work or when representing the City in any official capacity in an effort to provide a safe and secure workplace for all employees. (Public Safety employees that are required to wear uniforms are exempt from wearing the photo identification badge.)

Section II. Policy Guidelines

All employees will be issued and must wear and visibly display photo identification badges as provided by the City. Identification badges must be worn in a manner that allows the identification of an employee by photo, first and last names and department. This badge may also provide location access to areas through keyless entry.

Public Safety employees that are required to wear uniforms are exempt from wearing the photo identification badge.

Definitions:

Employee: For the purpose of this policy, staff member shall refer to fulltime, part-time and seasonal employees, including interns.

Official Capacity: Includes any time while on City property as well as any business where the employee is representing the City. This also includes wearing the ID badge while operating any vehicle owned or leased by the City.

REQUIREMENTS

- 1) Because the policy and procedures described herein are intended to provide for the safety and security of City employees, all employees are expected to fully comply with all provisions of this policy. Any employee who is found to be in violation of this policy may be subject to disciplinary action.
- 2) All employees are required to wear the ID badge at City work areas during official capacity. ID badges are to be prominently worn so the photo is clearly visible to others. The requirement may be temporarily waived at the department's discretion when wearing the ID presents a safety issue. However, the employee must carry the ID at all times during work hours or when acting in an official capacity. It can be placed in a pocket or wallet.
- 3) The ID is to be worn between the shoulders and waist on a clip or lanyard. Each department will provide a clip, chain or lanyard for each employee to wear the ID. The ID shall not be defaced or altered with pins, stickers, decals, etc.
- 4) Employees are responsible for safeguarding their own ID. Any lost or damaged ID should be reported immediately to the employee's supervisor, who is responsible for reporting the lost or damaged ID to the ITS department.
- 5) A fee of \$3 will be assessed to replace all lost, stolen or damaged badge for replacement for non public safety employees. IDs that are replaced due to normal wear and tear will not be assessed a charge.
- 6) Upon termination or retirement, an employee must turn in their ID to their supervisor.

ITEM #

10

CITY OF LINCOLNTON

CITY COUNCIL
Ed L. Hatley, Mayor
Martin A. Eaddy, Mayor Pro-Tem
Devin Rhyne
David M. Black
Roby D. Jetton



INTERIM CITY MANAGER
Steve Zickefoose
szickefoose@lincolntonnc.org
CITY CLERK
Donna C. Flowers, CMC
donnaflowers@ci.lincolnton.nc.us
CITY ATTORNEY
Thomas J. Wilson, Jr..

MEMORANDUM

TO: Mayor and Council

FROM: Steve Zickefoose *Steve*

SUBJECT: Guidelines for Downtown Re-Development Revolving Loan Fund

DATE: June 28, 2016

As you are aware, the City received State Grant Funds (\$96,107) for the purpose of re-developing downtown. The purpose of the Downtown Re-Development Revolving Loan Fund (DR RLF) is to encourage physical improvements and increase commercial space through the rehabilitation of Lincoln's traditional, older buildings that have become dilapidated, under-utilized, and abandoned or are otherwise uninhabitable.

Staff has prepared guidelines that include a fact sheet, application and the loan process. Loans will be awarded in amounts from \$5,000 to \$30,000 with a term of four years and zero interest. These loans will require Council approval.

Council will need to adopt the guidelines and supporting documents for the DR RLF in order for us to proceed. Copies of the supporting documents are included.

Please let me know if you have any questions.

**CITY OF LINCOLNTON
DOWNTOWN RE-DEVELOPMENT REVOLVING LOAN FUND (DR RLF)**

FACT SHEET

Objectives:

The purpose of the Downtown Re-Development Revolving Loan Fund (DR RLF) is to encourage physical improvements and increase commercial space through the rehabilitation of Lincolnton's traditional, older buildings that have become dilapidated, under-utilized, and abandoned or are otherwise uninhabitable.

Public-private partnerships will be created by providing immediate access to funds in the form of a short-term, no-interest rate financing program to fund "code correction" related expenses within the overall rehabilitation, adaptive re-use, and preservation of the commercial properties in Lincolnton's Central Business District.

City of Lincolnton Adopted Revitalization goals are as follows:

1. Improve the vitality of downtown Lincolnton with expanded retail, restaurants, downtown housing, and entertainment opportunities.
2. Increased investment dollars by the private sector in the downtown district.
3. Reinforce existing businesses in downtown Lincolnton through growth and diversification of Lincolnton's economy.
4. Improve the visual appearance of downtown Lincolnton.
5. Reduction of vacant and underutilized storefronts, upper floors, and properties not up to current code.
6. Edify the local preservation ethic through rehabilitation and adaptive re-use of Lincolnton's historic structures.
7. Broaden the tax base.

Eligible Applicants: Eligible applicants under this program shall be owners of commercial properties located within Lincolnton's Central Business District.

Loan Amounts: Loans will be awarded in amounts from \$5,000 to \$30,000.

Eligible Use of Funds: Development costs related to "code correction" of dilapidated, abandoned and underutilized properties. Eligible expenses include, but not limited to: electrical/plumbing; HVAC; roof repair/replacement; structural stabilization; historic preservation; work required to meet A.D.A. standards; firewall; and sprinkler system.

Priority will be given to projects with planned retail, restaurants, and upper story residential.

Matching Funds: Property owner must match RLF funds at a 1:1 (dollar for dollar ratio). The matching funds investment may include expenses for cosmetic improvements and equipment that would be considered permanent upgrades to the facility. Matching fund expenses must be invested prior to Certificate of Occupancy being issued.

Loan Terms: Loans are offered to qualified applicants at zero percent (0%) interest for a period of four (4) years.

Application Review: Applications will be reviewed by staff within thirty (30) days of receipt. Loan awards will be made in consideration of how well the project aligns with revitalization goals, community and economic impact, and credit worthiness of applicant. Incomplete applications will not be considered for funding.

Property Owner Name _____

Phone # _____ Email _____

Mailing Address _____ Town _____ State _____ ZIP _____

Contact Name (if different from above) _____

Phone # _____ Email _____

Property Address _____ PIN/PARCEL# _____

Project Timeline: _____ Project start date _____ Projected completion date _____

Provide sufficient detail for a clear understanding of the entire project, including the names and a description of any business who will occupy the space, once completed.

Please indicate: what activities the DR RLF proceeds will be used for; the status of the project and its implementation schedule. (Attach additional pages as needed.)

[illegible]

2. Sources and Uses of Funds

Use of funds:

Itemize scope of work in general categories with the total amounts for each, including any non-"code correction" work that will be included as matching funds for cosmetic upgrades, permanent fixture equipment, etc.

Source of Funds:

For each use of funds item listed, identify the sources and amounts allocated. If a particular source of funding will be used for more than one activity, please indicate so.

Example:

Use	Amount	Source	Amount
Electric/Plumbing/HVAC	\$23,000	DR RLF	\$23,000
Lighting/restroom upgrades to meet code	\$ 7,000	DD RLF / Owner equity	\$ 7,000
Replace/repair doors/window/roof	\$30,000	Bank finance/Owner equity	\$20,000 / \$10,000
Total costs:	\$60,000	Total Sources:	DD RLF- \$30,000 Owner Equity- \$10,000 Other equity- \$ 0 Bank finance- \$20,000
		\$60,000	

SOURCES AND USES STATEMENT

USE OF FUNDS		SOURCE OF FUNDS	
Use	Amount	DR RLF / Lender / Equity	Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Costs =	\$	Total Sources =	\$

USE MUST EQUAL SOURCES

3. Public Benefit: (limit one page narrative)

Indicate how the proposed project will assist the City of Lincolnton in its efforts to revitalize and enhance Lincolnton's Downtown District. (Refer to Lincolnton's Revitalization Goals).

- Name and type of new business(s) created
- Number of FT/PT jobs created or retained
- Current conditions and use of property
- Total investment, including property acquisition (if recent), business expenses, fees, etc.

4. Property photos:

Submit photos to show current conditions, exterior picture, and historic photos, if available. Photos must be labeled and limited to 10, unless submitted on a thumb drive.

5. Design/architectural drawings and plans.

Submit architectural drawing and plans for the work to be completed. If exterior work, submit Materials sample, paint colors, etc.

Application Checklist:

- ☐ I have met with Planning and Development Staff for preliminary discussions.
- ☐ I have attached project plans, specifications or other appropriate design information.
- ☐ I have attached a photograph(s) of existing condition of the property.
- ☐ I have attached copies of cost estimates for the project.
- ☐ I understand that this **application must be reviewed for approval before any work is done on the project** and that no projects will be approved if any work was done prior to review/approval.

Applicant's Signature _____ Date _____

**City of Lincolnton, North Carolina
Re-Development Revolving Loan Fund Process**

Listed below are requirements for receiving a development loan from the City:

1. Procedures for Loan Application

Loan applicants must provide the following information to the City of Lincolnton:

- a. Completed loan application signed by business and/or property owners
- b. Copy of all applicable licenses including proof of payment
- c. List of names, addresses, social security numbers, and driver's license number of all property owners, business owners and officers.
- d. Legal name, address and federal identification number of business, if applicable
- e. Verification that all property taxes (City and County) have been paid
- f. Copy of business federal and state income tax returns for previous two years. (This may be waived in the case of a new business. However, a business plan and budget should be substituted for new businesses).
- g. Copy of individual federal and state income tax returns for business or property owners for previous two years
- h. Business purpose of loan
- i. Estimated costs and plans for building or landscaping improvements
- j. Signed approval for credit report
- k. Certificate of insurance for building, equipment and general liability

2. Approval of Loan Applications

- a. Applications will be reviewed by City Staff members and other strategic members approved by City Manager
- b. City Staff will make recommendation to City Council
- c. Loans must be approved by City Council at regular Council meeting
- d. Loans must be approved or denied within 60 days of application

3. Collateral and Security for Loans

- a. Loans will be secured by a deed of trust on business real property
- b. City may accept a second mortgage on real property if a first mortgage already exists and total of the two mortgages does not exceed the value of the property
- c. Payments over 60 days past due constitute default and the loan will be due and payable in full upon such default
- d. Failure to list property taxes by January 31 of each year, failure to pay property taxes when due (including vehicle taxes and tags), failure to obtain required business or privilege licenses each year, or failure to file required income tax, payroll tax, and/or sales tax returns will also constitute default on the loan
- e. City of Lincolnton will appoint an attorney to draft deed of trust and to perform title search on real property
- f. Loan applicant will be responsible for attorney's fees for such title search and preparation of promissory note and deed of trust or other security agreement

- g. City of Lincolnton will be added as an additional beneficiary or lien holder on insurance policies of the business or on real property insurance policy

4. Disbursement of Loan Funds By City

- a. Business owner must provide copy of invoices for repairs and/or renovations to the City of Lincolnton Finance Department
- b. Checks will be issued within 30 days of receipt of invoices by the City
- c. Checks will be issued directly to vendors as shown on invoices
- d. Checks will not be made payable to the business or property owners
- e. No funds will be disbursed in advance
- f. City reserves the right to inspect any building renovations or landscaping improvements prior to disbursing loan funds

5. Use of Loan Repayments Received by the City of Lincolnton

Loan repayments will be used to make similar loans to other businesses and property owners in the future.

City of Lincolnton, North Carolina
Re-Development Revolving Loan Fund Application

Please complete this application and attach all of the information requested below:

Name of Applicant(s): _____

Address: _____

City, State, Zip: _____, _____, _____

Telephone: (____) _____ - _____ Fax: (____) _____ - - _____

Social Security #: _____ - _____ - _____

Name of Business: _____

Business Address: _____

City, State, Zip: _____, _____, _____

Telephone: (____) _____ Fax: (____) _____ -- _____

Federal Identification Number: _____

Check applicable boxes:

Type of entity: ☐ Corporation ☐ Partnership ☐ Limited Liability Company
☐ Sole Proprietorship ☐ Nonprofit Organization

Type of Business: _____

Number of Employees: ☐ Full-time ☐ Part-time

Annual Sales: 2016 _____ 2017 _____ 2018 _____

Ownership of Real Property: ☐ Owner of Business Property ☐ Lease

If you lease or rent, please complete the following information:

Name of Property Owner or Landlord: _____

Address: _____

City, State, Zip: _____, _____, _____

Telephone: () - Fax: () --

Social Security or Federal Identification Number: _____

Monthly Rent: _____ Term of Lease — From: _____ To: _____

Amount of Loan Requested (Maximum \$30,000): _____

Payment Options: _____ Monthly _____ Quarterly

Purpose of Loan (Please describe briefly how loan proceeds will be used. Attach copies of plans for renovations, remodeling, building additions, or landscaping improvements, if available):

Estimated Total Costs of Improvements or Additions: _____

Less Loan Amount Requested from City of Lincoln: _____

Balance of funds necessary to complete improvements: _____

Source of any additional funds required: _____

Assessed Valuation of building & Land for Property Taxes as of 01/01/2016: _____

Size of Lot: _____ Acres or _____ Square Feet

Size of Building in Square Feet: _____ Heated: _____ Unheated: _____ Total

Is there a mortgage on the property? ____ Yes ____ No If yes, answer following:

Name of Bank or Other Mortgagee: _____

Address: _____

City, State, Zip: _____, _____, _____

Telephone: () - Fax: () --

Account Number: _____ Original Amount of Loan: _____

Date of Loan: _____ Term of Loan: _____ Months Payments: _____

Number of remaining payments: _____ Outstanding Balance: _____

Interest Rate: _____ Any payment past due? ____ Yes ____ No

Are there any other outstanding liens against the property? ____ Yes ____ No

If yes, please describe and attach documentation: _____

Property taxes paid through: _____

Bank References for checking and/or savings account:

Name of Bank: _____ Branch location (City, State): _____

Account Numbers: Checking: _____ Savings/MMA: _____

CD: _____

Please include the following information with this application:

1. Names, addresses, telephone numbers, social security numbers of all owners or officers of the business and/or the real property. Please include titles for business officers.
2. Copy of property tax assessment and/or receipt.
3. Copy of deed to the property.
4. Copy of lease, if applicable.
5. Copy of business tax returns for the last two years. For new businesses, please attach a copy of business plan and budget for the current and next year.
6. Copy of federal and state income tax returns for the last two years of the applicant, business owner, tenant and/or landlord responsible for making loan payments.
7. Copy of business privilege license.
8. Copy of mortgage or deed of trust, if applicable.
9. Copy of plans and estimated costs of improvements, renovations or additions.

The undersigned hereby certifies that the information contained in this application is true and correct to the best of his/her knowledge and belief. The undersigned also agrees to allow the City of Lincolnton, North Carolina and its designated agents to verify the information contained in this application with banks, employers, or other parties and agrees to allow the City of Lincolnton to request credit reports from banks and credit bureaus.

Signatures:

_____ Name	_____ Date	_____ Title
_____ Name	_____ Date	_____ Title
_____ Name	_____ Date	_____ Title

Application must be signed by business owners, officers, landlords, and property owners.

ITEM #

11



Transportation

PAT McCrory
Governor

NICHOLAS J. TENNYSON
Secretary

May 23, 2016

Ms. Donna Flowers
Clerk to the Council
City of Lincolnton
P.O. Drawer 617
Lincolnton, NC 28093

Dear Ms. Flowers:

Please find enclosed a NCDOT State Road Abandonment for review and consideration by the Lincolnton City Council. Included you will find petitions for abandonment, vicinity and parcel maps, and our standard resolution. If more copies are required, or if you have any questions regarding this material, please contact Greg Brittain or Michael Watson at (704) 748-2400. Thank you for your attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "M. L. Poe, mw".

Michael Poe, P.E.
District Engineer
Division 12, District 3

MLP:gb

enclosures

Cc: Mr. Mark Stafford, P.E. Division Twelve Engineer
Mr. Lee Garrison, County Maintenance Engineer
File



North Carolina Department of Transportation
Division of Highways
Abandonment Petition

North Carolina

County of Lincoln

Petition request for the abandonment of Secondary Road SR1221 from the State.

Maintained System

We the under signed, being all of the property owners on Secondary Road SR1221
in Lincoln County do hereby request the Division of Highways of the Department of
Transportation to abandon the road from the State Maintained System.

Fred A. Perry
President

PROPERTY OWNERS

Name

Address

South Fork Industries Inc.

535 Elm Grove Road
Lincolnton NC 28093

Resolution # 2016 - _____
Abandoning a portion of
Elm Grove Road (SR# 1221) from the
State Highway System

Whereas, the property owner(s) have petitioned the North Carolina Department of Transportation to abandon a portion of Secondary Road # 1221, known locally as Elm Grove Road, from the State Maintenance System. Said portion being described as the last 265' (0.05 mi.) of SR 1221 as shown on the attached map(s), thus reducing the state maintained portion of SR 1221 from 0.17 miles total to 0.12 (650') miles total; and

Whereas, NCDOT has submitted to the Lincolnton City Council a request for a review and recommendation for the road abandonment; and

Whereas, staff has reviewed the request and has determined that no property owners would be deprived of ingress or egress and no US mail route(s) or bus route(s) would be adversely affected.

Therefore be it resolved that the Lincolnton City Council has reviewed this request and recommends to the North Carolina Board of Transportation for the abandonment of 0.05 miles of SR 1221 as described above.

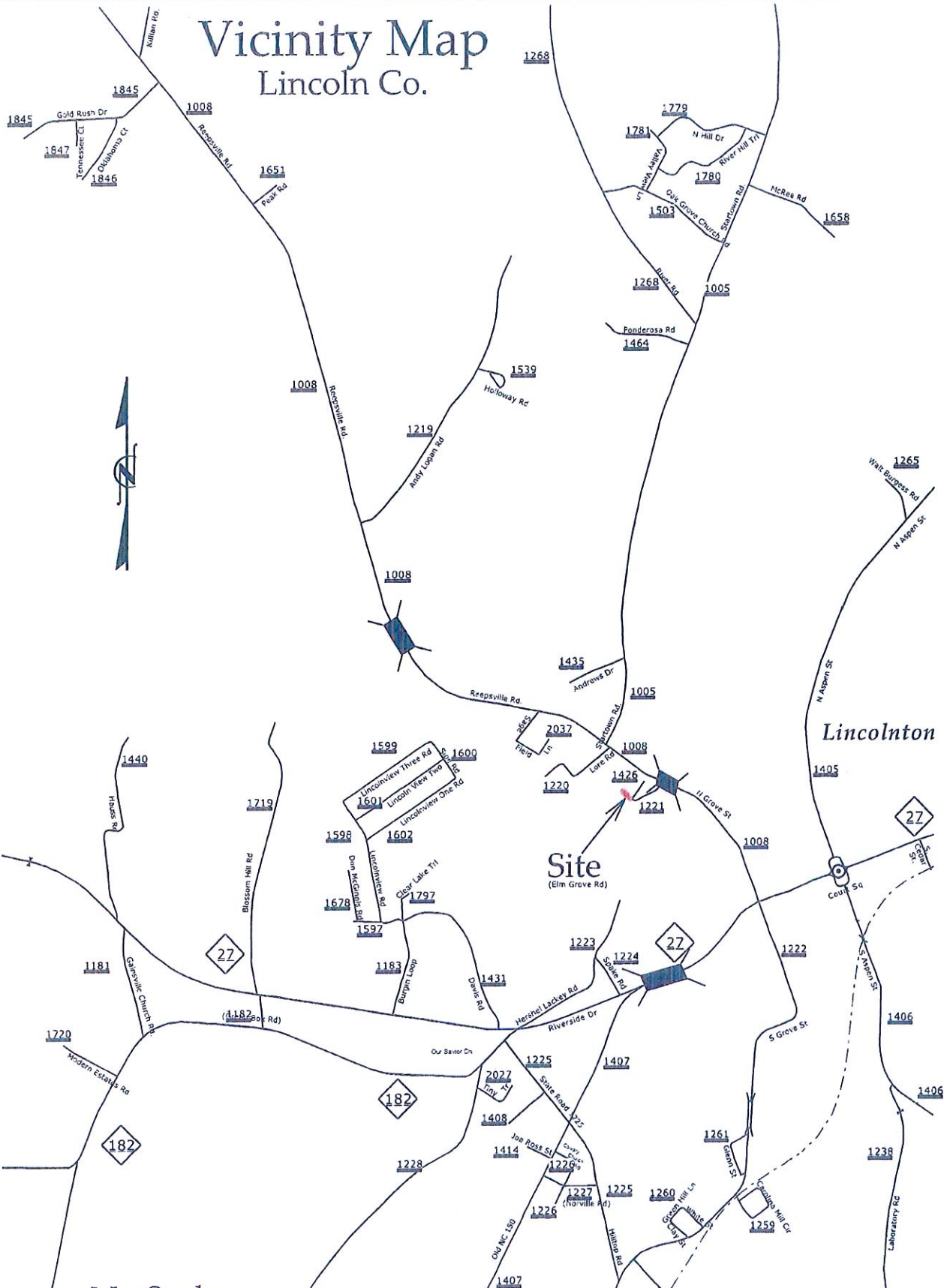
Upon motion made by Council Member _____, the above order was unanimously adopted by the Lincolnton City Council on this, the _____ day of _____, 2016.

Sealed this the _____ day of _____, 2016 by,

Chairperson

ATTEST: _____
Clerk

Vicinity Map Lincoln Co.



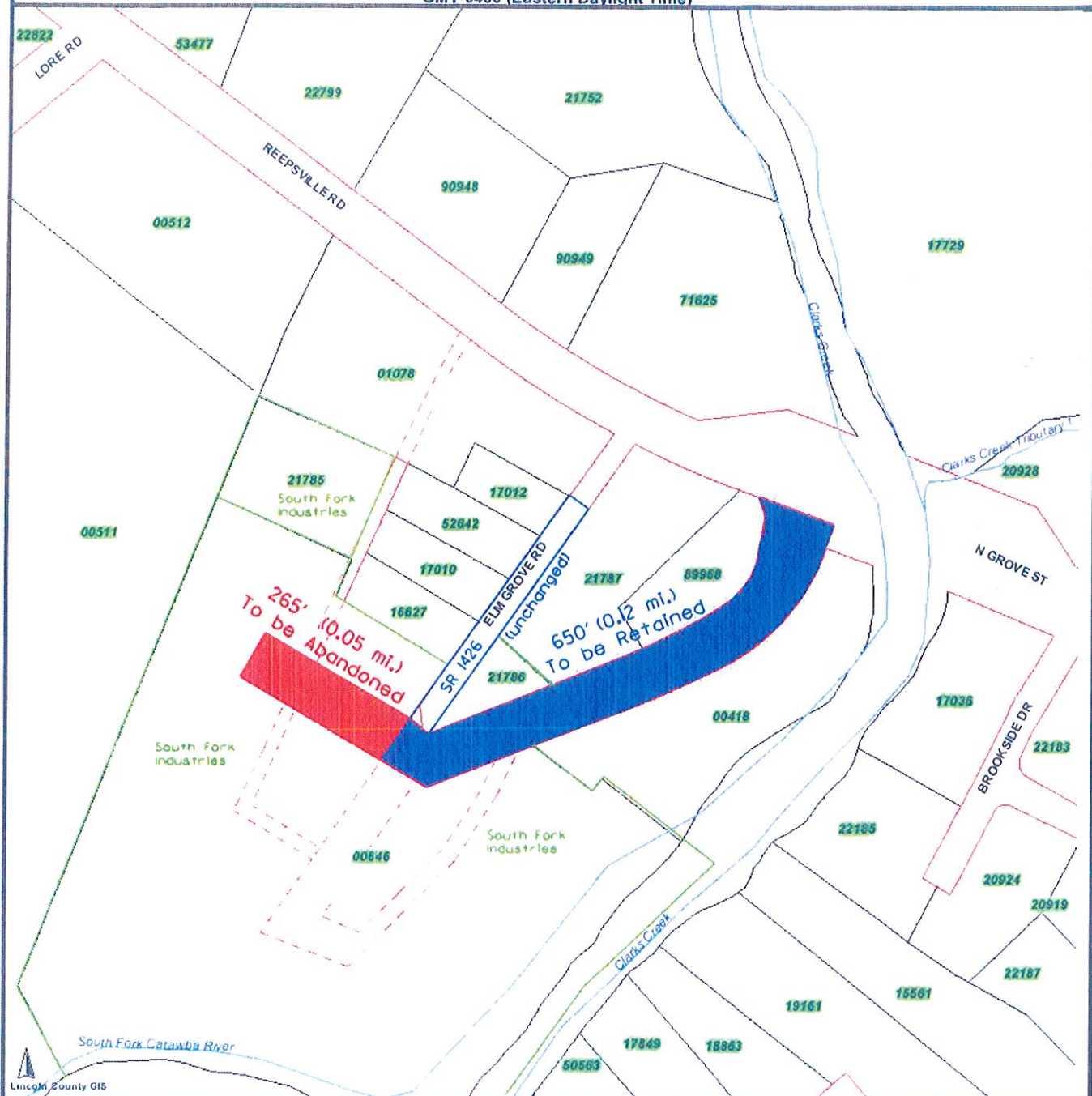
No Scale

Scale: 1 Inch = 196 Feet

LINCOLN COUNTY GIS

Mon May 23 2016 11:10:13

GMT-0400 (Eastern Daylight Time)



Map Features	Right-of-Ways	Parcels
Road Baseline	Roads	Private Roads
Conflict Line	Railroads	
Major Rivers	Public Walkway	
Utility Baseline		
Drainage Baseline		
Intersect Line		
Utility Baseline		
Drainage Baseline		
Intersect Line		

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. Lincoln County, NC Office of the Tax Administrator, GIS Division

ITEM #

12

CITY OF LINCOLNTON

CITY COUNCIL

Ed L. Hatley, Mayor
Martin A. Eaddy, Mayor Pro-Tem
Devin Rhyne
David M. Black
Roby D. Jetton



INTERIM CITY MANAGER

Steve Zickefoose
szickefoose@lincolntonnc.org

CITY CLERK

Donna C. Flowers, CMC
donnaflowers@ci.lincolnton.nc.us

CITY ATTORNEY

Thomas J. Wilson, Jr..

MEMORANDUM

TO: Mayor and Council

FROM: Steve Zickefoose *Steve*

SUBJECT: Main Street Program

DATE: June 28, 2016

The Lincolnton Downtown Development Association wishes to continue the NC Main Street Program and is willing to serve as the Main Street Director. The City had been acting as manager prior to this.

In order to allow DDA to become the Main Street Manager, the following language needs to be included in a resolution that designates this change:

The City is designating the DDA to administer the Main Street program at the local level. The DDA will be responsible for hiring a Main Street manager (a person) to manage the program with the board of directors.

The DDA is responsible for funding this position.

Please let me know if you have any questions.

ITEM #

13

Donna Flowers

From: Jason Harpe [jason@harpeconsulting.com]
Sent: Friday, July 01, 2016 11:08 AM
To: Donna Flowers
Subject: RE: Phone Call

Donna,

Any chance that an email from me will suffice?

If so, I have outlined some specifics on the clock project below.

Bill Beam and Roby Jetton are to be credited with instigating this project. Councilman Jetton determined after some investigation that Robbie Eurey has the First National Bank clock that was attached to the old First National Bank building that stood on the corner where various county offices are now located.

After meeting with Mr. Eurey and looking at the clock, Bill Beam contacted Jim Van Orsdel of Charlotte, N.C. for a quote to professionally restore the clock. Mr. Van Orsdel has extensive experience with clock restoration, and I will email you a link to his website in a separate email.

The quote from Mr. Van Orsdel is what Councilman Jetton has used as his fundraising goal. I do not have the exact quote with me at the moment, but it is close to \$14,000. I may be able to email to you the letter that Mr. Van Orsdel sent to us with the accompanying quote.

The committee that was organized to assist Mr. Beam and Councilman Jetton includes me, Steve Bailey, and Josh Grant. After many months of discussions, we felt that the best location for the restored clock is on the east side of the courthouse. We considered mounting the clock to the county building where the bank stood originally, but we feel that it is not appropriate to put it on a building that the clock was not originally mounted on. The decision to mount it on a post on the courthouse is based on similar projects that we have researched online. Countless bank clocks have been restored in the US, and many of them have been mounted to an attractive post and displayed in a public setting.

Once restored, the clock will be mounted on an appropriate post. We have contracted with architect David Tobin of Charlotte for the necessary drawings, and we anticipate involving an engineer to ensure that the post's footing meets all necessary structural requirements. Mr. Tobin communicated to me yesterday that we will send me electronic copies of the drawing by July 15. I can present these drawings to Council at one of their meetings in July if they would like.

Mr. Tobin is a very good friend of Mary Whisonant, a patron of the LCHA, and he has only charged us \$500 for his part of the project. The LCHA and the Lincoln Co. Historic Properties Commission have covered Mr. Tobin's fee.

The LCHA is happy to accept the contribution from Council for the clock restoration project, and will provide any and all reports to Council that they deem necessary.

Our committee plans to continue the fundraising effort while Mr. Van Orsdel restores the clock. This fundraising effort will be to cover any costs incurred by involving an engineer, as well as the cost for the post to which the clock will be mounted.

ITEM #

14

Donna Flowers

From: Richard Haynes
Sent: Friday, July 01, 2016 9:49 AM
To: Donna Flowers
Cc: Steven Zickefoose
Subject: Council Agenda Item
Attachments: Certified Bid Tab 6-24-16.xls

Donna,

Can you please put the bid opening for the new First Federal Park on the City Council's July 7th meeting agenda. I have attached the Bid Tab from Wirth and Associates with this email. If anyone has questions about the bids, please ask them to call me at the office.

Thank you,

Ritchie Haynes
Parks and Recreation Director
City of Lincolnton
704-735-2671
richardhaynes@ci.lincolnton.nc.us

**FIRST FEDERAL PARK
CITY OF LINCOLNTON, NC
BID TABULATION - JUNE 24, 2016 10:00 AM**

Plans & Specifications by: Wirth & Associates, Inc.
Bid For Single Prime

Bidder	License #	Addenda (3)	Base Bid	Contingency Allowance (\$25,000.00)	Total Bid	Add-Alternate #1: Bollard Lights	Add-Alternate #2: Metal Roof
Hostetter and Son Construction, Inc.	76902	✓	\$620,000.00	\$25,000.00	\$645,000.00	\$10,500.00	\$14,050.00
Sossamon Construction Co., Inc.	12436	✓	\$650,000.00	\$25,000.00	\$675,000.00	\$8,600.00	\$28,000.00
Eagle Wood, Inc.	12347	✓	\$620,000.00	\$25,000.00	\$645,000.00	\$8,500.00	\$8,800.00
Howard Construction Co	1946	✓	\$481,000.00	\$25,000.00	\$506,000.00	\$8,676.00	\$8,712.00

I hereby acknowledge that this is a true and accurate tabulation of bids received for first Federal Park
June 24, 2016 at 10:00 AM

Gary N. Wirth, RLA, ASLA
Wirth & Associates, Inc.
1230 West Morehead St. Suite 212
Charlotte, NC 28208



ITEM #

15

CITY OF LINCOLNTON

CITY COUNCIL
Ed L. Hatley, Mayor
Martin A. Eaddy, Mayor Pro-Tem
Devin Rhyne
David M. Black
Roby D. Jetton



INTERIM CITY MANAGER

Steve Zickefoose
szickefoose@lincolntonnc.org

CITY CLERK

Donna C. Flowers, CMC
donnaflowers@ci.lincolnton.nc.us

CITY ATTORNEY

Thomas J. Wilson, Jr..

MEMORANDUM

TO: Mayor and Council

FROM: Steve Zickefoose
Rodney Jordan

SUBJECT: SRO – Asbury Academy

DATE: June 28, 2016

Dr. Hoyle, Superintendent of Lincoln County Schools, has submitted a request for the City to consider hiring an individual to serve as Resource Officer at Asbury Academy due to a vacancy. This would be the same type of agreement that the City is doing at Lincolnton High School where the School System pays for 10 months of employment and the City pays for two summer months. The officers do not perform SRO duties during the summer months.

Based on prior years costs, the reimbursement formula provides sufficient funding that will have little, if any, additional costs to the City. The Police department will have a spare vehicle that can be used by the officer.

This program has been very successful for the schools and Police department.

Asbury Academy is the alternative school for Lincoln County Schools. These students would benefit from having a uniformed officer on site that would help in building trust and providing an enriching opportunity for development.

Chief Jordan and I support this request and are asking for consideration by Council to add Asbury Academy to the SRO program.

We will be glad to answer any questions that you may have.



P.O. Box 400 • Lincolnton, NC 28093
Phone: (704) 732-2261 • Fax: (704) 736-4321

June 1, 2016

Dear Chief Jordan,

I would like to request that consideration be given to hiring an individual to serve as a School Resource Officer (SRO) at Asbury Academy due to the current vacancy. This position was categorized previously as a security position rather than an officer sanctioned by a law enforcement agency. We would propose that Lincoln County Schools would share cost with the City of Lincolnton, whereas Lincoln County Schools would pay ten months of the salary with the remaining two months of summer being covered by the City of Lincolnton. This would be similar to the SRO position currently in place at Lincolnton High School.

Thank you for any consideration given to this request. As always we are greatly appreciative of all that you and your officers do for Lincoln County Schools.

Sincerely,

Sherry A. Hoyle, Ed.D.
Superintendent
Lincoln County Schools

ITEM #

16

CITY OF LINCOLNTON

CITY COUNCIL
Ed L. Hatley, Mayor
Martin A. Eaddy, Mayor Pro-Tem
Devin Rhyne
David M. Black
Roby D. Jetton



INTERIM CITY MANAGER
Steve Zickefoose
szickefoose@lincolntonnc.org
CITY CLERK
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donnaflowers@ci.lincolnton.nc.us
CITY ATTORNEY
Thomas J. Wilson, Jr..

MEMORANDUM

TO: Mayor and Council

FROM: Steve Zickefoose *Steve*

SUBJECT: Steering Committee Report

DATE: June 28, 2016

The City of Lincolnton requested and hosted a joint meeting on June 9th between the City's Building & Community Development Department, Downtown Development Association of Lincolnton, Lincolnton/Lincoln County Chamber of Commerce, Lincoln Economic Development Association and Lincolnton Tourism Development Association. This steering group will focus on combining efforts to improve the downtown area, and both city wide and county wide development.

Each of these organizations has a vested interest in the city and county. The mission statements for each organization were reviewed, all of which share a commonality of visions for progress. A representative of each organization gave an overview of areas that they considered to be their areas of specialties. Some general comments were made that identified there are some areas that overlap and that coordination would prevent duplication of efforts.

A question presented to the steering committee was "How can we communicate most effectively? The consensus is that information sharing is very important and it is something that has not been taking place among all organizations present. The committee agreed that we would work towards developing a common data repository for sharing information. Another point of interest was the need for a community calendar that lists events for all of the organizations represented. The city's Information Technology will be assisting with these items.

Another topic was that of "branding" and being able to blend the brands of the organizations present. Electricities is assisting the City branding development. The process will take into consideration the brands that are already in place.

Also in attendance were several local business owners willing to offer their time and skills to further the growth of the downtown area.

An update was given regarding the replacement of banners and also refurbishing of downtown trashcans. Newly designed banners that reflect the themes for music, pottery/drama, rail trail and restaurants/shopping are on order. Quotes for refurbishing trash cans have been received and work will begin soon.

The meeting was very positive and focused on communication among the organizations, sharing resources, branding, and finalizing a Downtown Development plan.

This was the first of many meetings to come with the next meeting to be held in sometime in July.

ITEM #

17

July 2016 Council Meeting
Executive Summary
May 2016 Year-To-Date
Comparative for Budgetary Purposes

General Fund		15-16	% of Budget	14-15	Difference	
Fund 10	Revenues	8,871,730.54	(1) 74.74%	8,258,357.96	613,372.58	(1)
	Expenses	8,829,463.93	(2) 82.17%	8,529,163.58	300,300.35	(2)
	Difference	42,266.61		(270,805.62)	313,072.23	
(1) Property tax, sales tax, franchise tax up total of \$45,000. Cemetery sales up \$8,000. Interest up \$5,900. State Grant \$96,000. Loan proceeds for capital purchase \$228,000. LTDA donation \$220,000.						
(2) Salaries and Benefits up \$54,000 due to health insurance and COL and CMO payoffs . Elections cost up \$28,000. GF Debt Service up \$38,000. Capital purchases up \$180,000.						

Water & Sewer Fund		15-16	% of Budget	14-15	Difference	
Fund 61	Revenues	7,825,210.36	(3) 84.00%	7,738,457.40	86,752.96	(3)
	Expenses	7,415,736.73	(4) 90.61%	7,431,317.36	(15,580.63)	(4)
	Difference	409,473.63		307,140.04	102,333.59	
(3) Water & Sewer revenues up \$285,000. Late/Default Fees up \$6,000. Miscellaneous revenue down (\$216,000). We had received FEMA and Insurance claim payments for \$216,000 in 2014. Interest up \$11,000.						
(4) Capital expense up \$170,000. Obligations and services up \$98,000. Supplies down (\$25,000). Fixed charges down (\$87,000). Debt Service down (\$139,000).						

Electric Fund		15-16	% of Budget	14-15	Difference	
Fund 63	Revenues	7,297,898.08	(5) 94.26%	7,567,563.07	(269,664.99)	(5)
	Expenses	6,337,189.42	(6) 83.38%	6,639,130.30	(301,940.88)	(6)
	Difference	960,708.66		928,432.77	32,275.89	
(5) Electric revenues up \$56,000. Sales tax no longer a budget line (\$179,000.) GovDeals up \$8,000. Loan proceeds (\$150,000).						
(6) Sales tax due to State no longer a budget line. Taxes collected and given directly to State. (\$179,000). Salaries and Benefits up \$41,000 due to COL and health insurance. Meter testing down (\$15,000). Electric Cost down (\$325,000). Fixed Charges up \$98,000. Capital outlay up \$74,000.						

Overtime 80+ hours 240,168.89 285,589.11 (45,420.22)