

A G E N D A

Lincolnton City Council

December 1, 2016

Council Chambers

City Hall

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

***ANYONE WISHING TO SPEAK
DURING THE PUBLIC COMMENT
PORTION OF THE AGENDA
PLEASE SEE THE CITY CLERK
PRIOR TO THE MEETING TO SIGN
UP***

***NON-AGENDA ITEMS WILL BE
DISCUSSED AND SPEAKERS WILL
BE LIMITED TO THREE (3)
MINUTES***

***A COPY OF THE RULES FOR PUBLIC
COMMENT ARE AVAILABLE AT THE CITY
CLERK'S DESK***

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

A G E N D A
LINCOLN CITY COUNCIL

December 1, 2016

7:00 p.m.

CALL TO ORDER – Mayor Ed Hatley

1. Approval of REGULAR AGENDA

2. Approval of CONSENT AGENDA

All items placed under 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 November 3, 2016 Meeting

4. Approval of Resolution (R-18-16) declaring surplus LPD Lieutenant Dwite Shehan's service weapon (Glock Handgun – Model 19 Serial # YCZ904) and Badge

5. Call to Public Hearing for the January 5th, 2017 meeting:

(The deadline for applications is November 28th)

REGULAR AGENDA:

PUBLIC HEARINGS

6. CUP-5-2016 – Application from Boger City Baptist Church requesting a conditional user permit to construct a new fellowship hall and parking lot on their property located at 2201 East main Street

Laura Elam, Planning Director

7. BIG-04-16 – Application from Marshall Gunter on behalf of Shear Options, Inc. for Business Incentive Grant for \$ 2,500 for exterior building renovations at 302 South Academy Street

Laura Elam, Planning Director

RESOLUTIONS

(R-19-16)

- 8. Presentation of retirement Resolution honoring Lincolnton Police Lieutenant Dwite Shehan for 22 years of service with the City of Lincolnton**

Mayor Hatley

(R-20-16)

- 9. Presentation of retirement resolution honoring Plant Maintenance Mechanic James "Sonny" Kistler – Distribution and Collections for 21 years of service with the City of Lincolnton**

Mayor Hatley

(R-21-16)

- 10. Consideration of Resolution adopting the 2017 Calendar for Lincolnton City Council Meeting dates and times in accordance with the Open Meetings Law and NCGS 143.33**

Donna Flowers, City Clerk

PRESENTATION

- 11. Presentation of the Audit Report for the 2016 fiscal year**

Phil Church, Lowdermilk Church & Company, L.L.P.

CONTRACT

(C-21-15)

- 12. Consideration of contract between the City and Lowdermilk, Church & Co., L.L.P. to perform the 2016-17 audit (\$35,300)**

Steve Zickefoose, City Manager

APPOINTMENTS
(APPT-07-16)

13. RE-APPOINTMENTS:

(To begin serving a first 3 year term in January 2017 – Dec 2019)

Note: They were appointed to fill an unexpired term and in accordance with City Policy they are eligible to begin their first three year term if Council so chooses

PLANNING BOARD - Gene Poinsette
(completed the unexpired term of Bill Ritter)

(To begin serving a second 3 year term January 2017 – Dec 2019)

AIRPORT AUTHORITY - John Anderson
HOUSING AUTHORITY - Chaddie Law
Mary Frances White
PLANNING BOARD - Becky Burke
TOURISM DEV AUTH - Lou Ann Cain

(One Motion required for the above re-appointments)

Donna Flowers, City Clerk

(APPT-08-16)

14. NEW APPOINTMENTS: *Noting applicants received*

ABC BOARD (1 vacancy) - Dyra Eaker
FIREMEN'S RELIEF FUND (1 vacancy) – Rick Blackwell
HISTORIC PROPERTIES COMM (1 vacancy) - Bill Stark
HOUSING AUTHORITY (1 vacancy) – Michael Noles
PLANNING BOARD (2 vacancies) - Worth Roberts
Rebecca Abernethy

(A Motion will be required for each individual)

Donna Flowers, City Clerk

OTHER BUSINESS

- 15. Consideration of addendum to (C-20-16) contract between the City and Howard Construction - First Federal Park**

Ritchie Haynes, Recreation Director

- 16. Consideration of selection of Engineering Firm for the Sidewalk Connector project on East Main Street bridge over Highway 321**

Laura Elam, Planning Director

- 17. Monthly Financial Update / Overtime Report**

Steve Zickefoose, City Manager

- 18. Councilman Rhyne – Ward 1 Representative publicly giving notification of his resignation of his Council seat immediately upon the appointment of his successor**

Councilman Devin Rhyne

- 19. Consideration of Appointment to Ward I Council seat**

Mayor Hatley

- 20. Consideration of a motion formally accepting Councilman Rhyne's resignation**

Mayor Hatley

- 21. Presentation to Councilman Rhyne**

Mayor Hatley

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 to be eligible to speak*

NEWS MEDIA

ADJOURNMENT

ITEM #

1

APPROVAL

OF

REGULAR

AGENDA

ITEM #

2

APPROVAL

OF

CONSENT

AGENDA

ITEM #

3

REGULAR MEETING - NOVEMBER 3, 2016

The Mayor and City Council met in regular session on Thursday, November 3, 2016 at 7:00 pm in the Council Chambers of City Hall located at 114 West Sycamore Street Lincolnton, NC.

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

BLACK EADDY JETTON

Councilman Rhyne was absent.

Councilman Black made the motion unanimously approved the REGULAR AGENDA.

Councilman Eaddy made the motion unanimously approved the CONSENT AGENDA as follows:

- Approved Minutes from the October 6th Regular Meeting
- Approved a Proclamation - November 2016 as National Family Caregivers Month
- Approved the following Calls to Public Hearing for the December 1, 2016 City Council meeting:
CUP-5-2016 – Application from Boger City Baptist Church requesting a conditional use permit to construct a new fellowship hall and parking lot on their property located at 2201 East Main Street

REGULAR AGENDA:

APPLICATION FROM NEW VISION MINISTRIES REQUESTING THE REZONING OF APPROXIMATELY 1.37 ACRES OF LAND FROM RESIDENTIAL-25 (R-25) TO RESIDENTIAL-OFFICE (R-O). THE SUBJECT PROPERTY IS A PORTION OF THEIR LAND ON CLARKS CREEK ROAD (PARCEL ID 15614). THE ADDRESS OF THE AREA REQUESTED TO BE REZONED IS 621 CLARKS CREEK ROAD:

(ZMA-6-2016)

Councilman Black made the motion unanimously approved to open the Public Hearing. Laura Elam, Planning Director, reviewed the above stated request to rezone 1.37 acres of land from Residential-25 to Residential-Office. The

REGULAR MEETING - NOVEMBER 3, 2016

property is a portion of the 53.6 acre site owned by New Vision Ministries located on the south side of Clark's Creek Road, west of Clarks Creek. The portion of the church property being requested for rezoning is located at 621 Clarks Creek Road. Laura reviewed maps depicting the area.

She concluded recommending on behalf of Planning Board and Staff that the rezoning to the R-O district be approved as requested by the applicant.

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

Councilman Black made the motion unanimously approved to rezone the property as recommended by the Planning Department.

APPLICATION FOR SMART GROWTH INCENTIVE GRANT TO ADD THREE (3) UPPER STORY RESIDENTIAL UNITS AT 235 EAST MAIN STREET)

(SGIG-01-2016)

Councilman Jetton made the motion unanimously approved to open the Public Hearing. Laura Elam, Planning Director, told Council that the City's Smart Growth Incentive Grant program in place is designed to assist in the redevelopment of downtown Lincolnton by encouraging the rehabilitation and adaptive reuse of older buildings and new construction of infill buildings. The SGIG program provides a grant to the property owner based on the increased tax value of the building or site after completion of a renovation or new construction project.

The proposed estimated investment of \$ 110,000.00 would be eligible to receive the grant on an incremental scale as follows; Year One – 100% = \$ 612.00; Year Two – 75% = \$ 459.00; Year Three – 75% = 459.00; Year Four – 50% = \$ 306.00; Year Five – 50% = \$ 306.00 for a total of \$ 2,142.00. Laura concluded noting the project meets all criteria for eligibility for the grant therefore she recommended approval.

Councilman Black made the motion unanimously approved to close the Public Hearing. Councilman Eaddy made the motion unanimously approved to award the grant as recommended by the Planning Director.

REGULAR MEETING - NOVEMBER 3, 2016

APPLICATION FOR SMART GROWTH INCENTIVE GRANT TO UPFIT FIRST FLOOR SPACE FOR NEW RETAIL USE AND TO RENOVATE SECOND FLOOR FOR ONE RESIDENTIAL UNIT AT 121 EAST MAIN STREET:

(SGIG-02-2016)

Councilman Eaddy made the motion unanimously approved to open the Public Hearing. Laura Elam, Planning Director, told Council that Mr. John Anderson submitted an application for consideration of a Smart Growth Incentive Grant to upfit first floor space for new retail and to renovate the second floor for one residential unit at 121 East Main Street.

Laura said the grant program provides a grant to the property owner based on the increased tax value of the building or site after completion of a renovation or new construction project. She said the total cost estimate for this project is estimated at \$ 125,000.00, the current tax value of the property is \$ 124,446. The proposed investment of \$ 125,000.00 would be eligible to receive the grant on an incremental scale as follows: Year One – 100% = \$ 699; Year Two – 75% = \$ 524.00; Year Three – 75% = \$ 524.00; Year Four – 50% = \$ 349.00; Year Five – 50% = \$ 349.00 for a grant total of \$ 2,445.00 over a five year period.

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

Councilman Eaddy made the motion unanimously approved to award the grant as recommended by the Planning Director.

PRESENTATION OF ADVANCED LAW ENFORCEMENT CERTIFICATION TO LINCOLNTON POLICE DEPARTMENT OFFICER RICK HENSLEY:

Rodney Jordan, Chief of Police, formally presented Officer Rick Hensley his Advanced Law Enforcement Certification. Chief Jordan said Officer Hensley has worked for the department since 2012 but has more than ten years of previous experience in law enforcement. He noted that Officer Hensley logged hundreds of continuing education hours to earn him the advanced certification. He said, "This is the highest certification awarded by the North Carolina Training and Standards Division.

REGULAR MEETING - NOVEMBER 3, 2016

Mayor and Council also thanked Officer Hensley and his family for his commitment to his profession and his service to the citizen's of Lincoln.

PROPOSED BUDGET AMENDMENT INCREASING THE GENERAL FUND TO REFLECT COUNCIL ACTION TO FUND THE PAY & CLASSIFICATION AND DOWNTOWN INFRASTRUCTURE (\$150,000):

(BA-06-16)

Steve Zickefoose, City Manager, presented a proposed budget amendment to the City's 2016-17 fiscal year budget to move monies for the salaries to reflect the recently implemented pay and classification study as approved by City Council at last month's regular meeting. The amendment also included the transfer of funds to complete downtown infrastructure needs.

Councilman Eaddy questioned when the work would begin for the downtown infrastructure project. Steve Zickefoose said work is scheduled to begin November 9th.

Councilman Black made the motion unanimously approved to adopt the budget amendment as recommended by the City Manager.

UPDATE ON EMPLOYEE MEETINGS REGARDING IMPLEMENTATION OF THE NEWLY ADOPTED PAY & CLASSIFICATION:

Tanya Osborne, Human Resource Director, gave an update to Mayor and Council on the meetings held with employees to discuss the results of the pay and classification study. Tanya said she and Steve Zickefoose met with each employee individually, spending about fifteen minutes per meeting with employees. She said this approach was very well received and most employees were understanding and satisfied with the results of the study and how the plan was going to be implemented.

City Manager Steve Zickefoose said he was humbled by the number of employees who thanked him for taking the time to meet with them individually. Steve said he was very happy to have the opportunity to meet with the City's workforce, one on one, and told Council the City has excellent employees.

REGULAR MEETING - NOVEMBER 3, 2016

MONTHLY FINANCIAL UPDATE/OVERTIME REPORT:

Steve Zickefoose, City Manager, reviewed the following financial report, saying "We are where we need to be at this time financially."

		16-17	% of Budget	15-16	Difference
General Fund					
Fund 10	Revenues	3,820,258.28	31.98%	4,114,652.96	(294,394.68)
	Personal Services	2,062,099.63		2,242,385.38	(180,285.75)
	Supplies & Materials	67,104.03		64,072.47	3,031.56
	Current Obligations	127,619.45		122,594.05	5,025.40
	Fixed Charges	54,712.37		78,901.60	(24,189.23)
	Capital Outlay	418,127.54		84,707.78	333,419.76
	Contracts/Grants	206,640.62		197,431.45	9,209.17
	Debt Service	27,524.64		4,974.64	22,550.00
	Expenses	2,963,828.28	30.87%	2,795,067.37	168,760.91
	Difference	856,430.00		1,319,585.59	(463,155.59)

		16-17	% of Budget	15-16	Difference
Water & Sewer Fund					
Fund 61	Revenues	2,186,256.56	24.94%	2,301,664.77	(115,408.21)
	Personal Services	505,164.91		522,998.62	(17,833.71)
	Supplies & Materials	95,402.14		94,589.95	812.19
	Current Obligations	110,908.55		122,678.51	(11,769.96)
	Fixed Charges	17,423.66		25,540.63	(8,116.97)
	Capital Outlay	539,317.92		51,644.87	487,673.05
	Contracts/Grants	100,632.94		92,388.37	8,244.57
	Inv., Interfund	94,773.99		94,773.99	-
	Expenses	1,463,624.11	25.90%	1,004,614.94	459,009.17
	Difference	722,632.45		1,297,049.83	(574,417.38)

		16-17	% of Budget	15-16	Difference
Electric Fund					
Fund 63	Revenues	2,081,569.27	26.67%	2,166,281.73	(84,712.46)
	Personal Services	120,721.62		141,515.59	(20,793.97)
	Supplies & Materials	3,479.46		18,990.92	(15,511.46)
	Current Obligations	1,378,443.15		1,352,286.19	26,156.96
	Fixed Charges	12,910.44		4,699.45	8,210.99
	Capital Outlay	35,095.60		3,289.49	31,806.11
	Contracts/Grants	-		-	-
	Inv., Interfund	6,493.74		6,493.74	-
	Expenses	1,557,144.01	22.66%	1,527,275.38	29,868.63
	Difference	524,425.26		639,006.35	(114,581.09)

Overtime 80+ hours 80,987.00 * Extra Payday 86,078.00 (5,091.00)

Personal Services	Salaries and Benefits
Supplies & Materials	Supplies, Materials, Uniforms, Gas
Current Obligations	Building Maint, Repairs, Phone, Data, Travel
Fixed Charges	Insurance, Safety
Capital Outlay	Equipment, Vehicles, Construction
Contracts, Grants	Donations, Airport, 911, Animal, Fireworks, Drug Enforcement, Contracted Services
Debt Service	Bonds and Loans Payments

REGULAR MEETING - NOVEMBER 3, 2016

PUBLIC COMMENT:

Mr. Alan Hoyle spoke to Council questioning how the City has ordinances, in his opinion, that go against life, liberty and property. He said we should consider making an ordinance along the lines with the US Constitution, rather than against the Constitution. He also said he did not feel like he received an answer for his question presented at the October Council meeting regarding fencing along his property near the Marcia H. Cloninger Rail Trail.

The City Manager and City Attorney were directed to look at the property and contact Mr. Hoyle regarding his request.

NEWS MEDIA:

There were no questions from the News Media.

ADJOURNMENT:

Councilman Jetton made the motion unanimously approved to adjourn the meeting at 7:30 p.m.

DONNA C. FLOWERS, MMC
CITY CLERK

ED HATLEY
MAYOR

ITEM #

4

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, City Manager
FROM: Chief R. Jordan *fr*
SUBJECT: Surplus of Handgun
DATE: November 8, 2016

The purpose of this memo is to seek permission from you and the Lincolnton City Council to surplus the "Glock" Handgun (**Model 19, Gen 4, Serial Number YCZ904**) carried by Lieutenant Dwite Shehan to present to him upon his retirement from the Police Force. His projected retirement date is January 1, 2017. The value of the weapon in its current condition is \$260.00 which would be deducted from the \$600.00 he is allotted for his retirement per City Policy.

Your consideration in this matter is greatly appreciated.

Cc: Donna Flowers
City Council

ITEM #

5

MEMO TO: Steve Zickefoose
Donna Flowers

FROM: Laura Elam

SUBJECT: Agenda Packet for the December, 2016 City Council Meeting

DATE: November 21, 2016

CALLS TO PUBLIC HEARING

There are no calls to hearing for the December meeting as of today, 11/22/2016. The deadline is Monday, November 28 at 5 pm and if we receive additional applications, we will let you know as soon as possible.

ITEM #

6

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

THROUGH: Steve Zickefoose, City Manager

SUBJECT: CUP-5-16: Conditional Use Permit Application from Boger City Baptist Church

DATE: December 1, 2016

BACKGROUND

Boger City Baptist Church is requesting a conditional use permit to construct a new fellowship hall and parking lot on their property located at 2201 East Main Street at the northeast corner of East Main Street and Green Street. (See attached maps).

The property is zoned both GB and R-8. The R-8 district requires conditional use permit approval for churches.

SITE AND AREA DESCRIPTION

The existing three - story assembly hall on the property will be demolished and removed. A new one story fellowship hall of approximately 15,000 square feet in size will be constructed along with approximately 53 new parking spaces. A driveway is proposed onto Green Street and another onto Arney Street. Landscaping will be provided as required by the Unified Development Ordinance.

Adjacent land uses are a mixture of commercial and residential. Commercial properties are located across East Main Street to the south and to the east. Commercial and residential properties are located to the west and primarily residential properties are located to the north.

COMPLIANCE WITH CONDITIONAL USE PERMIT APPLICATION REQUIREMENTS

Section 153.236 of the Lincoln Unified Development Ordinance requires that conditional use permit applications contain specific terms and meet specific conditions. The application meets all the requirements of that section.

OTHER CONDITIONAL USE PERMIT REQUIREMENTS

Section 153.237 of the Lincoln Unified Development Ordinance requires that the City Council make the following findings:

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

COMPLIANCE WITH SECTION 153.237

1. It does not appear that the use will endanger the public health or safety.
2. The proposed use meets all required conditions and specifications.
3. The proposed use should not have any negative impacts on the value of adjoining or abutting properties subject to compliance with the Staff Review Committee comments.
4. The use is in conformity with the Lincolnton Land Use Plan in that the site is located within the Planned Business Planning Area.

STAFF REVIEW COMMITTEE COMMENTS

The Staff Review Committee made the following comments:

1. An erosion control plan is required by the County.
2. A demolition permit is required. Utility services must be terminated prior to demolition. An asbestos clearance report is required prior to demolition.
3. Sidewalk is required along Green Street and the portion of Arney Street from Green Street to the proposed driveway.
4. Storm water detention should be provided.

PLANNING BOARD AND STAFF RECOMMENDATION

Planning Board and Staff recommend approval of the conditional use permit subject to the Staff Review Committee comments and the City's Public Works Department working with the church on a plan to address storm water concerns expressed by Danny Watson who owns property along Green Street across from the church. Subsequent to the Planning Board meeting, the Public Works Department met with Mr. Watson and representatives from the church. The stormwater management plan that was developed

will involve the City installing catch basins on the east and west ends of the 15 inch drain pipe that currently runs under Green Street between the church property and Mr. Watson's property and the church providing 80 feet of 15 inch lined corrugated pipe to be installed by Mr. Watson on his property. The western catch basin should have a 15 inch outlet on the west side with pipe at least to the property line.

Cup516

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

THROUGH: Steve Zickefoose, City Manager

SUBJECT: BIG- 4-16- Application from Marshall Gunter on behalf of Shear Options, Inc
for Business Incentive Grant for \$2,500 for exterior building renovations at
302 South Academy Street

DATE: December 1, 2016

Project Information

- Location: 302 South Academy Street
- Use: Exterior building renovations including
 - Removal of damaged and cracked pine original lap siding and lower level window trim and replacement with hardie board and
 - Exterior prep and paint
- Total project cost estimate: \$14,000.00
- Anticipated start: December 2016
- Anticipated Completion: January 2017

Request

- \$2,500 for building renovations

See included maps and application for additional information.

MEMO TO: Steve Zickefoose
Donna Flowers

FROM: Laura Elam

SUBJECT: Agenda Packet for the December, 2016 City Council Meeting

DATE: November 21, 2016

PUBLIC HEARINGS

We have two public hearings for the December City Council meeting as follows:

- CUP-5-2016- Application from Boger City Baptist Church requesting a conditional use permit to construct a new fellowship hall and parking lot on their property located at 2201 East Main Street
- BIG- 4-16- Application from Marshall Gunter on behalf of Shear Options, Inc for Business Incentive Grant for \$2,500 for exterior building renovations at 302 South Academy Street

CALLS TO PUBLIC HEARING

There are no calls to hearing for the December meeting as of today, 11/22/2016. The deadline is Monday, November 28 at 5 pm and if we receive additional applications, we will let you know as soon as possible.

MONTHLY REPORT

The November 2016 monthly report is attached.

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

THROUGH: Steve Zickefoose, City Manager

SUBJECT: BIG- 4-16- Application from Marshall Gunter on behalf of Shear Options, Inc
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- \$2,500 for building renovations

See included maps and application for additional information.

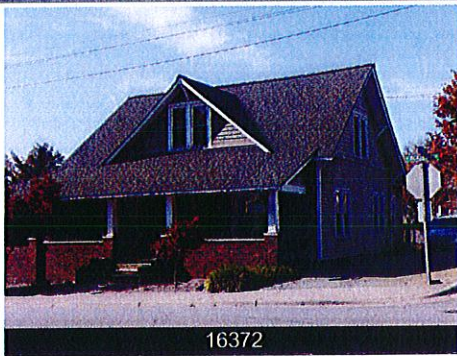


Lincoln County, NC

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: 11/1/2016 Scale: 1 Inch = 56 Feet



PHOTOS



16372

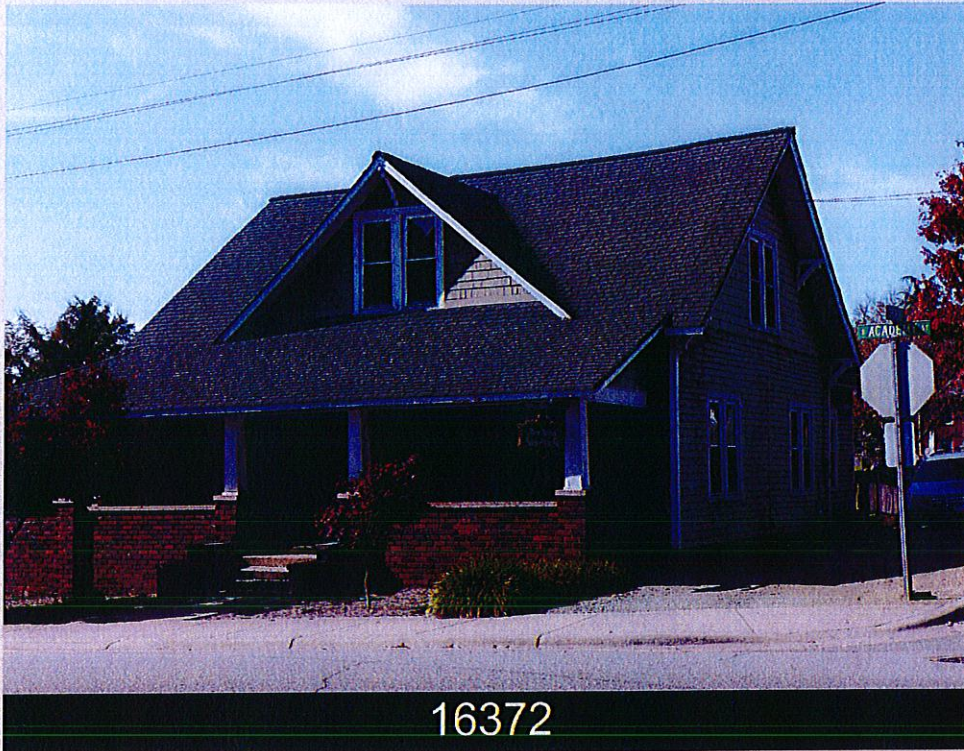
PARCEL INFORMATION FOR 3623-83-6649

Parcel ID	16372	Owner	SHEAR OPTIONS INC	
Map	3623-16	Mailing	302 S ACADEMY ST	
Account	0060969	Address	LINCOLNTON NC 28092-0000	
Deed	1189-337	Recorded	8/15/2000	Sale Price \$50,000
Land Value	\$62,852	Total Value	\$148,989	Previous Parcel
----- All values are for tax year 2016. -----				
Description	#02 S ACADEMY ST	Deed Acres	0	
Address	302 S ACADEMY ST	Tax Acres	0.23	
Township	LINCOLNTON	Tax/Fire District	CITY OF LINCOLNTON	
Main Improvement	RETAIL CONVERSION	Value	\$80,062	
Main Sq Feet	2619	Stories	1.4	Year Built 1940
Zoning	Calculated	Voting Precinct	Calculated Acres	
District	R-O	LINCOLNTON SOUTH (LS12)	0.24	
Watershed Class	WS-IVP	Sewer District	Not in the sewer district	
2000 Census County	0.24	Tract	Block	
37109		070100	4011	0
37109		070100	4016	0.23
Flood	Zone Description	Panel		
X	NO FLOOD HAZARD	3710362300	0.24	

LINCOLN COUNTY IMPROVEMENT PHOTOS

PIN 3623-83-6649

11/4/2016



16372

All values are for tax year 2016.

Parcel ID	16372	Deed	1189-337	Improvement	Area	Basement	Year Built	Value
PIN	3623-83-6649	Sale Date	8/15/2000	#1	RETAIL CONVERSION	2619	0	
Account	0060969	Sale Price	\$50,000	Market Value	\$80,062			
Owner	SHEAR OPTIONS INC	Land Value	\$62,852	#2	ASPHALT PAVING	6000	0	
Mailing	302 S ACADEMY ST	Total Value	\$148,989	Market Value	\$6,075			
Address	LINCOLNTON NC 28092-0000	Deed Acres	0					
Description	#02 S ACADEMY ST	Tax Acres	0.23					
Address	302 S ACADEMY ST	Zoning	R-O					
Township	LINCOLNTON	Fire District	CITY OF LINCOLNTON					

City of Lincolnton Business Incentive Grant Application
Building Rehabilitations and Renovations and
Facade Improvements Which Encourage
Economic Development in Lincolnton

DATE: 10/23/2016

NAME OF APPLICANT: Marshall Gunter

PROJECT NAME: 302 S. Academy St.

PROJECT DESCRIPTION: Exterior Renovations - phase I

To include Repair to windows - Frames - Siding -

ADD gutters, underneath Replace ground cover. Re-paint Building

Roof -> Re-shingled

PROJECT ADDRESS: _____

APPLICANT HOME ADDRESS: 215 Mockingbird Lane

Lincolnton, N.C. 28092

EMAIL ADDRESS: m.gunter@ATD-US.com

TELEPHONE: 704-472-7317 cell#

If Property Owner differs from Business Owner, complete the following:

NAME OF PROPERTY OWNER: Shear Options, Inc.

ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

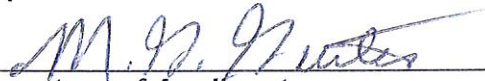
ATTACHMENTS REQUIRED (*incomplete applications will be returned to applicant*)

1. Provide an itemized cost estimate of all materials, supplies and labor costs of this project. (***Attach to application***)
2. Provide a sketch or scaled drawing of the proposed renovation work. (***Attach to application***)
3. Provide a current photograph of (1) the building itself and (2) within the context of the streetscape clearly showing the existing conditions of the proposed area of improvement. (***Attach to application***)
4. Written plans for future improvements to the building and proposed time frame for such work. (***Attach to application***)
5. Samples of all paint colors and awning fabrics (***if applicable***)
6. Copy of two-year lease, if leasing.
7. Provide anticipated start date and a proposed schedule of completion for the proposed improvements.

START DATE: Mid Dec. 2016

ANTICIPATED COMPLETION: Under 30 Days

I have read and fully understand the requirements and guidelines of the City of Lincolnton Business Incentive Grant Program and agree to comply with all its requirements in full.


Signature of Applicant

PROPERTY OWNER CONSENT

If property owner differs from the business owner, I _____
Owner of the aforementioned property, consent to the proposed work being undertaken
by _____, the business owner. I as the property
owner have read and fully understand the requirements of the City of Lincolnton
Business Incentive Grant Program and agree with all the requirements set forth by the
Grant Application and Guidelines.

Signature of Property Owner (if different from business owner)

Shear Options, Inc. Property

Estimate for Phase I Exterior Updates.

No additions or structural changes to the building.

Removal of damaged & cracked pine original lap siding & lower level window trim

& replace it with Hardie board. Contractors est. \$ 9,000.00 .

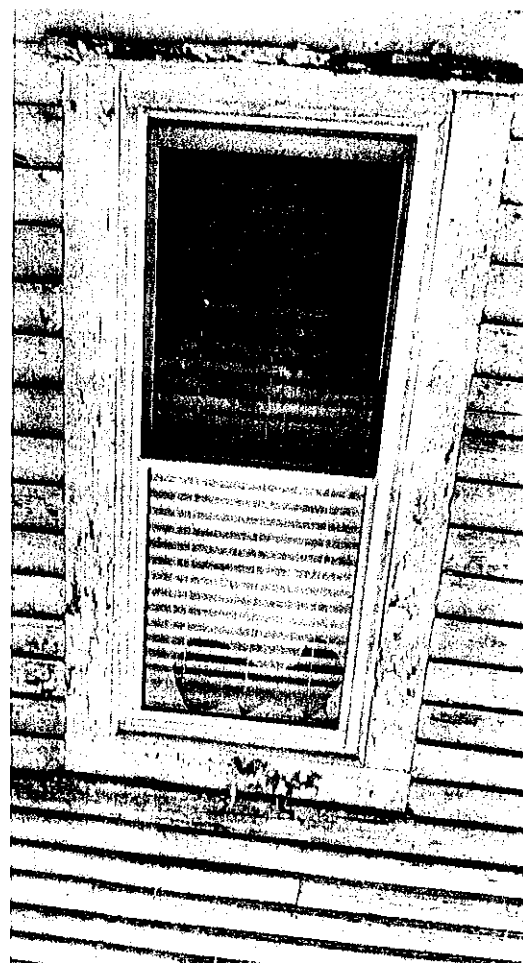
Entire house prepped & painted. Est. avg. cost \$ 5,000.00

Projected time to complete . 2 weeks.

Additional updates are being considered to enhance property but will come at a later time.

Marshall Gunter Property owner.





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



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

RESOLUTION **(R-19-16)** **Of Appreciation For**

DWITE SHEHAN

WHEREAS, *Dwite Shehan* began employment with the City of Lincoln on December 14, 1994 as a Police Officer with the Lincoln Police Department; and

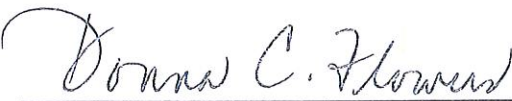
WHEREAS, *Dwite Shehan* has proven his leadership qualities, rising through the ranks in 1999 to a Police Sergeant; then in 2008 to a Police Lieutenant. *Dwite* has served as a role model, providing excellent Public Safety to the citizens of Lincoln; and

WHEREAS, *Dwite Shehan* received his Advanced Law Enforcement Certificate in 2002, which is the highest certification awarded by the Training and Standards Division of the North Carolina Department of Justice. Also in that same year he was instrumental in implementing the Field Training Officer program for the department; and

WHEREAS, *Dwite Shehan*, has served the citizens of Lincoln over twenty one years in the Law Enforcement/Public Safety Sector, and plans to retire effective January 1, 2017; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Lincoln that appreciation be shown to *Dwite Shehan* honoring him on his upcoming retirement and that we extend congratulations and best wishes to him for continued success in all his future endeavors.

Adopted and presented this the 1st day of December 2016.


DONNA C. FLOWERS, CMC
CITY CLERK


ED HATLEY
MAYOR

ITEM #

9

CITY OF LINCOLNTON

CITY COUNCIL
Ed L. Hatley, Mayor
Martin A. Eaddy, Mayor Pro-Tem
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Thomas J. Wilson, Jr..

RESOLUTION of Appreciation for

JAMES "SONNY" KISTLER

(R-20-16)

WHEREAS, James "Sonny" Kistler, began employment with the City of Lincolnton on July 11, 1995. During his employment, Sonny has faithfully served the City working in the Distribution and Collections Department throughout his tenure; and

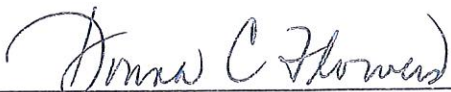
WHEREAS, James "Sonny" Kistler, demonstrated his dedication to his profession through education and training receiving certifications from the NC Department of Environment and Natural Resources, in both Water Distribution and Water Pollution; and

WHEREAS, James "Sonny" Kistler, has assisted the City, maintaining nineteen lift stations, checking each one daily, ensuring minimal spills by keeping the stations in good working order thereby providing quality services to the City and its citizens;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Lincolnton, that appreciation be shown to **James "Sonny" Kistler**, honoring him on his upcoming retirement on January 1, 2017 and that we extend congratulations and best wishes to him for continued success in all his future endeavors.

BE IT FURTHER RESOLVED, that this resolution be presented to him and spread upon the official minutes of the City of Lincolnton.

Adopted and presented this the 1st day of December, 2016.



DONNA C. FLOWERS, MMC
CITY CLERK



ED HATLEY
MAYOR

CITY OF LINCOLNTON

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CITY ATTORNEY
Thomas J. Wilson, Jr.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINCOLNTON, NORTH CAROLINA DESIGNATING THE DATE AND TIME OF THE MONTHLY MEETING OF THE MAYOR AND CITY COUNCIL IN ORDER TO COMPLY WITH THE OPEN MEETINGS LAW

(R-18-16)

WHEREAS, Chapter 143, Article 33 B of the General Statutes of North Carolina (The Open Meeting Law) requires in effect if a public body holds a meeting at any time, it shall give public notice of the time and place of that meeting as provided in GS 143-318.8;

WHEREAS, one of the methods of giving such public notice is to advertise in a newspaper with a circulation in and around the City of Lincolnton; and

WHEREAS, the City Council desires to notify all citizens and residents of the City of Lincolnton of their regular meeting date and time.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Lincolnton that the regular meeting of the City Council shall be held the first Thursday of each month at 7:00 p.m. in the Council Chambers of the Lincolnton City Hall, located at 114 W. Sycamore Street, on the following dates and times:

January 5	May 4	September 7
February 2	June 1	October 5
March 2	July 6	November 2
April 6	August 3	December 7

All of these being held in 2017. The City Council meeting in Regular Session on December 1, 2016 established these dates and time and ordered this resolution be published one time in the Lincoln Times-News at least fifteen days prior to January 5, 2017 meeting. The City Council further ordered a copy of this resolution be posted on the bulletin boards located on the first and second floors of the City Hall, located at 114 W. Sycamore Street. The purpose of this advertisement and the posting of this notice acknowledges the requirement as described in Chapter 143, Article 33 B of the General Statutes of North Carolina.

Adopted this 1st day of December, 2016.

ITEM #

11

CITY OF LINCOLNTON

CITY COUNCIL
Ed L. Hatley, Mayor
Martin A. Eaddy, Mayor Pro-Tem
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CITY ATTORNEY
Thomas J. Wilson, Jr.

MEMORANDUM

TO: Mayor and Council

FROM: Steve Zickefoose, City Manager *Steve*

SUBJECT: 2016 Audit Report

DATE: November 22, 2016

Representatives from Lowdermilk, Church & Company will present the 2016 fiscal year audit report for the City of Lincoln. As in years past, also provided to Council will be a summary of the audit highlights.

I am extremely pleased with the preliminary findings of the audit.

We had budgeted to spend \$1,400,000 fund balance from the General Fund and Powell Bill. However, due to savings from lower health insurance premiums and budget management practices, the balance has increased approximately \$535,000. Please note that \$370,000 of this amount was for unspent LTDA donations for First Federal Park and unspent State Revitalization Grant.

The Water and Sewer Fund shows a net position increase of \$1,504,000. The majority of that is due to carryover from unspent fund balance that was set aside for ongoing projects that were still in progress at year end. The Electric Fund is showing a net position increase of \$248,000 due to lower operating costs and Electricities rate restructuring.

The action to be taken at the meeting will be the acceptance of the report from Lowdermilk Church & Company. Please let me know if you have any questions.

ITEM #

12

CITY OF LINCOLNTON

CITY COUNCIL

Ed L. Hatley, Mayor
Martin A. Eaddy, Mayor Pro-Tem
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CITY MANAGER

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szickefoose@lincolntonnc.org

CITY CLERK

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CITY ATTORNEY

Thomas J. Wilson, Jr.

MEMORANDUM

TO: Mayor and Council

FROM: Steve Zickefoose, City Manager *Steve*

SUBJECT: Audit Contract 2016-17

DATE: November 22, 2016

Please see the attached letter and a copy of the proposed contract for fiscal year 2017 from Mr. Phil Church of Lowdermilk Church and Company.

The contract amount is for \$35,300, which is still lower than the 2005 contract with Cherry, Bekaert and Holland of \$36,700. The fee also includes the printing of 50 audits, which was an additional cost paid separately to a printing company in 2005 and prior years.

Single audits are completed for grant fund spending that exceeds the \$500K threshold, such as Powell Bill funds and CMAQ (Rail-Trail) at no additional cost. In the past, other auditing firms charged extra for the completion of any single audits.

The Local Government Commission provides audit oversight and must approve all audit contracts and invoicing.

Lowdermilk, Church and Company performs the audit for the City's component unit, City of Lincoln ABC Board; this information must be included in our audit. The Lincoln Tourism Development Association will be added as a component unit as well. By utilizing the same auditing firm, this facilitates the completion of our audit on a timely basis, whereas in the past the City has experienced delays waiting for the information from another firm.

The staff and I are very pleased with the expertise and professionalism of their staff. They have always been available to address any questions that may arise throughout the year.

I am recommending that the City of Lincoln accept the proposed auditing contract from Lowdermilk, Church and Company. Thank you for your consideration.

114 WEST SYCAMORE STREET • P.O. BOX 617 • LINCOLNTON, NORTH CAROLINA 28093-0617
PHONE (704) 736-8980

Lowdermilk Church & Co., L.L.P.
Certified Public Accountants

121 N. Sterling Street
Morganton, North Carolina 28655
Phone: (828) 433-1226
Fax: (828) 433-1230

To Honorable Mayor and Members of City Council of the
City of Lincolnton
Lincolnton, North Carolina

November 9, 2016

We are pleased to confirm our understanding of the services we are to provide City of Lincolnton for the year ended June 30, 2016. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit (Lincolnton Tourism Development Authority), each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Lincolnton as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Lincolnton's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Lincolnton's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Information
- 3) Law Enforcement Officers Special Separation Allowance and Other Postemployment Benefits Schedule of Funding Progress and Schedules of Employer Contributions
- 4) Local Government Employees' Retirement System Schedule of the Proportionate Share of Net Pension Liability (Asset) and Schedule of Contributions
- 5) Schedule of the Proportionate Share of Net Pension Liability-Firefighters' and Rescue Squad Workers Pension

We have also been engaged to report on supplementary information other than RSI that accompanies City of Lincolnton's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Individual Fund Financial Statements
- 2) Budgetary Schedules
- 3) Other Schedules

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Introductory Information
- 2) Statistical Information

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of the accounting records of City of Lincolnton and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of City of Lincolnton's financial statements. Our report will be addressed to the management and the City Council of City of Lincolnton. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Lincolnton is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards; an overview of the type of work to be performed on the financial information of components, including the basis for a decision to make reference to a component auditor in the auditor's report; an overview of the engagement team's planned involvement in the work of component auditors on the financial information of significant components.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Lincolnton's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

Other Services

We will also assist in preparing the financial statements and related notes of City of Lincolnton in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also prepare the following based on information provided by you: AFIR, Data Collection Form and Unit Data Input Worksheet. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedures or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing.

We will provide copies of our reports to City of Lincolnnton however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Lowdermilk Church & Co., L.L.P. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Local Government Commission or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lowdermilk Church & Co, L.L.P. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Local Government Commission. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately August 15, 2017 and to issue our reports no later than October 31, 2017. Phillip E. Church is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. To ensure that Lowdermilk Church & Co., L.L.P.'s independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$35,300. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. We are required to inform you that we charge interest at a rate of 18% per annum on all invoices over 30 days old.

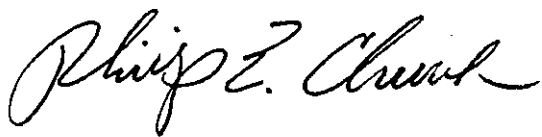
You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

We are providing you with a copy of our 2015 external peer review report which accompanies this letter.

We appreciate the opportunity to be of service to City of Lincolnton and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Phillip E. Church
Partner

RESPONSE:

This letter correctly sets forth the understanding of City of Lincolnton.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



Greensboro, NC | Raleigh, NC | Winston-Salem, NC

Certified Public Accountants and Advisors Since 1947

System Review Report

September 24, 2015

To the Partners of Lowdermilk Church & Co., L.L.P.
and the Peer Review Committee of the North Carolina
Association of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Lowdermilk Church & Co., L.L.P. (the firm) in effect for the year ended May 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Lowdermilk Church & Co., L.L.P. in effect for the year ended May 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lowdermilk Church & Co., L.L.P. has received a peer review rating of *pass*.

Bernard Robinson & Company, LLP

BERNARD ROBINSON & COMPANY, L.L.P.

Office: 1501 Highwoods Blvd., Suite 300 - Greensboro, NC 27410
Mailing: P.O. Box 19608 - Greensboro, NC 27419-9608
Phone (336) 294-4494 - Fax (336) 294-4495 - www.brccpa.com

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and Consultancy Firms



CONTRACT TO AUDIT ACCOUNTS

Of City of Lincolnton
Primary Governmental Unit
Lincolnton Tourism Development Authority
Discretely Presented Component Unit (DPCU) if applicable

On this 9 day of November, 2016,

Auditor: Lowdermilk Church & Co., LLP Auditor Mailing Address: 121 North Sterling Street,

Morganton, NC 28655

Hereinafter referred to as The Auditor

and (Governing Board(s)) of City of Lincolnton
(Primary Government)

and Lincolnton Tourism Development Authority : hereinafter referred to as the Governmental Unit(s), agree as follows:
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2016, and ending June 30, 2017. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
 2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule*. (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or audit documentation are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).
- County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Uniform Guidance for the State of North Carolina. The LGC will notify the auditor and the County and Multi-County Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.
3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
 4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
 5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Governmental Unit

Lincolnton Tourism Development Authority

Discretely Presented Component Units (DPCU) if applicable

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2017. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice - [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: Fees listed on signature pages.)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Governmental Unit

Lincolnton Tourism Development Authority

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, agreed-upon procedures report, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slge/Pages/Audit-Forms-and-Resources.aspx>
14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net>. No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of

Governmental Unit

Lincolnton Tourism Development Authority

Discretely Presented Component Units (DPCU) if applicable

this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #24 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

17. Special provisions should be limited. Please list any special provisions in an attachment.

See attached engagement letter.

18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net>. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of October 2015. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 143-6A-4. Contractor shall not utilize any subcontractor that is identified on the List.
24. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

#22

SIGNATURE PAGES FOLLOW

Contract to Audit Accounts (cont.) City of Lincolnton
Governmental Unit
Lincolnton Tourism Development Authority
Discretely Presented Component Units (DPCU) if applicable

City of Lincolnton - FEES

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] -0-

Audit 29,400

Preparation of the annual financial Statements 5,900

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 26,475

**** NA if there is to be no interim billing**

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

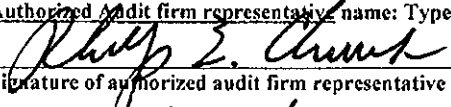
Audit Firm Signature:

Lowdermilk Church & Co., LLP

Name of Audit Firm

By Phillip E. Church

Authorized audit firm representative name: Type or print



Signature of authorized audit firm representative

Date 11-10-16

pechurch@bellsouth.net

Email Address of Audit Firm

Governmental Unit Signatures:

City of Lincolnton

Name of Primary Government

By Edward L. Hatley

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date _____

By N/A

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date _____

**** If Governmental Unit has no audit committee, mark this section "N/A"**

City of Lincolnton

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28

(a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Steven B. Zickefoose

Primary Governmental Unit Finance Officer:

Type or print name

Primary Government Finance Officer Signature

Date _____

(Pre-audit Certificate must be dated.)

stevezickefoose@ci.lincolnton.nc.us

Email Address of Finance Officer

Date Primary Government Governing Body
Approved Audit Contract - G.S. 159-34(a)

Contract to Audit Accounts (cont.) City of Lincolnton
Governmental Unit
Lincolnton Tourism Development Authority
Discretely Presented Component Units (DPCU) if applicable

**** This page to only be completed by Discretely Presented Component Units ****

Lincolnton Tourism Development Authority FEES
Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to
bookkeeping services permitted by revised Independence Standards] _____
Audit _____ fees included in the City of Lincolnton fees on prior page

Preparation of the annual financial Statements _____
Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if
required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated
fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to
75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ _____
**** NA if there is to be no interim billing**

*Communication regarding audit contract requests for
modification or official approvals will be sent to the
email addresses provided in the spaces below.*

DPCU Governmental Unit Signatures:

Lincolnton Tourism Development Authority
Name of Discretely Presented Component Unit

By Carol S. King
DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board

Date _____

By _____
Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson **

Date _____
**** If Governmental Unit has no audit committee, mark
this section "N/A"**

Lincolnton Tourism Development Authority
PRE-AUDIT CERTIFICATE: Required by G.S. 159-28
(a)
This instrument has been pre-audited in the manner
required by The Local Government Budget and Fiscal
Control Act or by the School Budget and Fiscal Control
Act. Additionally, the following date is the date this audit
contract was approved by the governing body.

By Steven B. Zickefoose
DPCU Finance Officer:
Type or print name

DPCU Finance Officer Signature
Date _____
(Pre-audit Certificate must be dated.)

stevezickefoose@ci.lincolnton.nc.us
Email Address of Finance Officer

**Date DPCU Governing Body Approved Audit
Contract - G.S. 159-34(a)**

Governmental Unit

Lincolnton Tourism Development Authority

Discretely Presented Component Units (DPCU) if applicable**Steps to Completing the Audit Contract**

1. Complete the Header Information – NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.
6. Item No. 16 – If there is a reference to an engagement letter or other document (ex: Addendum), has the engagement letter or other document been acknowledged by the Governmental Unit and attached to the contract submitted to the SLGFD?
 - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *"In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control."*
 - b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:
 - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/slg/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.
Please call or email Steven Holmberg of our office at 919-807-2394 steven.holmberg@nctreasurer.com if you have any questions about the fees on this list.
 - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

Governmental Unit

Lincolnton Tourism Development Authority

Discretely Presented Component Units (DPCU) if applicable

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)
 - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Send the page(s) that are applicable to your Unit of Government. Make sure all signatures have been obtained, and properly dated. **The contract must be approved by Governing Boards pursuant to G.S. 159-34(a).** NEW - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU **must also sign** the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.
9. Please place the date the Unit's Governing Board and the DPCU's governing Board (if applicable) approved the audit contract in the space provided.
- a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
 - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
 - c. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the applicable signature page(s) of the contract.
11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF file. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer's web site – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.
13. NEW: If an audit is unable to be completed by the due date, an Amended Contract should be completed and signed by the unit and auditor, using the new "Amended LGC-205" form (Rev. 2015). The written explanation for the delay is now included on the contract itself to complete, and must be signed by the original parties to the contract.

Directory of Governmental Unit and Audit Firm Officials

City of Lincolnton
Governmental Unit

Lowdermilk Church & Co., L.L.P.
Auditor for the 2016-2017 Fiscal Year

GOVERNMENTAL UNIT

AUDITOR

1. ELECTED OFFICIAL:

(Mayor for Municipalities and chairperson of governing board for all other units)

Edward L. Hatley

Name

Mayor

Title

2. MANAGER:

(Or person who serves in this capacity e.g. Administrator, Executive Director, etc.)

Steven B. Zickefoose

Name

City Manager

Title

3. FINANCE OFFICER:

Steven B. Zickefoose

Name

Finance Director

Title

(704) 736-8980

Phone No.

(704) 736-8999

Fax No.

stevezickefoose@ci.lincolnton.nc.us

E-Mail Address

1. CONTACT PERSON:

Partner or other person with legal authority to contract for the firm)

Phillip E. Church

Name

Partner

Title

(828) 433-1226

Phone No.

(828) 433-1230

Fax No.

ceavery@bellsouth.net

E-Mail Address

2. AUDITOR ANTICIPATES PREPARING THE FOLLOWING TYPE OF REPORT:

(Check the appropriate box)

☐ General Purpose Financial Statements with combining, individual fund, and account group financial statements, and schedules required by the LGC

☒ Comprehensive Annual Financial Report (CAFR) including schedules required by the LGC

Notes:

1. Please type all information on this questionnaire.
2. The audit firm representative, the elected official, and the finance officer reported on this questionnaire should agree with the persons reported on the Contract to Audit Accounts.
3. The information on this questionnaire will be used in official correspondence from the Local Government Commission, and the Commission must be notified of any changes in the persons holding these positions.

ITEM #

13

CITY OF LINCOLNTON

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



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

TO: Mayor & City Council

FROM: Donna C. Flowers, City Clerk

DATE: November 23, 2016

SUBJECT: Re-Appointments - Second Three Year Term

The following current board members are eligible for re-appointment for a second three year term which would begin in January 2017 expiring December 2019:

AIRPORT AUTHORITY	-	John Anderson
HOUSING AUTHORITY	-	Chaddie Law Mary Frances White
PLANNING BOARD	-	* Gene Poinsette Becky Burke
TOURSIM DEVELOP AUTH	-	Lou Ann Cain

I have emailed these board members and those that have responded are willing to serve a second term if Council so chooses. *Mr. Gene Poinsette will begin his first three year term as he was appointed in 2015 to fill the unexpired term of Bill Ritter.

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

BOARDS AND COMMISSIONS
EXPIRING TERMS – (December 2016)

<u>BOARD</u>	<u>NAME</u>	<u>EXPIRATION DATE</u>
ABC BOARD	RANDY RAMSEY	2 ND TERM
AIRPORT AUTHORITY	JOHN ANDERSON	1 ST TERM
FIREMEN'S RELIEF FUND BOARD	DOUG AVERY	2 ND TERM
HISTORIC PROPERTIES	JIMMY SAIN	2 ND TERM
HOUSING AUTHORITY	RALPH LINEBERGER	2 ND TERM
HOUSING AUTHORITY	CHADDIE LAW	1 ST TERM
HOUSING AUTHORITY	MARY FRANCES WHITE	1 ST TERM
PLANNING BOARD	ANITA McCALL	2 ND TERM
PLANNING BOARD	THOMAS HAWK	2 ND TERM
PLANNING BOARD	GENE POINSETTE	unexpired term of Bill Ritter
PLANNING BOARD	BECKY BURKE	1 ST TERM
TOURISM AUTHORITY	LOU ANN CAIN	1 ST TERM

NOTE: Those completing their second term will not be eligible for reappointment and in accordance with City policy will need to be off of a board for a one year period before applying to serve on another board.

Those completing their first term will be contacted via email to ask if they would be willing to serve a second three year term as they are told when they are appointed they can serve up to two three year terms consecutively, if Council so chooses.

ITEM #

14

CITY OF LINCOLNTON

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



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

TO: Mayor & City Council

FROM: Donna C. Flowers, City Clerk

DATE: November 23, 2016

SUBJECT: Board Appointments

The following board vacancies were advertised and applications were received:

	<u><i>Applications Received</i></u>
ABC BOARD (1 vacancy)	Dyra Eaker
FIREMEN'S RELIEF FUND (1 vacancy)	Rick Blackwell
HISTORIC PROP COMM (1 vacancy)	Bill Stark
HOUSING AUTHORITY (1vacancy)	Michael Noles
PLANNING BOARD (2 vacancies)	Worth Roberts Rebecca Abernethy

I have attached the applications for your review. All were received within the specified timeframe noted on the attached advertisement. For our minutes and State Appointment Reporting, you would need a motion of approval on each appointee.

Each applicant will be notified of Councils action shortly after our December 1st meeting. Their first three year term would begin in January 2017 expiring in December 2019. Should you have any questions please feel free to contact me.

CITY OF LINCOLNTON

CITY COUNCIL

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



CITY MANAGER

Steve Zickefoose
szickefoose@lincolntonnc.org

CITY CLERK

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

CITY ATTORNEY

Thomas J. Wilson, Jr.

CITY OF LINCOLNTON NOTIFICATION OF OPENING FOR BOARDS, COMMITTEES, AND COMMISSIONS

The City of Lincolnton is now accepting applications from City residents who are interested in serving on the following City Board(s) and or Commission(s):

ABC Board (1 vacancy)
*Firemen's Relief Fund Board (1 vacancy)
Historic Properties (1 vacancy)
Housing Authority (1 vacancy)
Planning Board (2 vacancies)

The appointment term would begin January 1, 2017 through December 2019. *The Firemen's Relief Fund Board is a two year appointment per SFMO by laws. Applications are available online at www.ci.lincolnton.nc.us or at the City Clerk's Office, located on the second floor of City Hall. Application deadline is 5:00 p.m., Wednesday, November 16, 2016.

For additional information regarding vacancies, please contact Donna Flowers, City Clerk at (704)736-8980 or donnaflowers@ci.lincolnton.nc.us.

Advertise : Friday, October 21, 2016
Friday, October 28, 2016
Wednesday, November 2, 2016
Wednesday, November 9, 2016

BOARDS AND COMMISSIONS
EXPIRING TERMS – (December 2016)

<u>BOARD</u>	<u>NAME</u>	<u>EXPIRATION DATE</u>
ABC BOARD	RANDY RAMSEY	2 ND TERM
AIRPORT AUTHORITY	JOHN ANDERSON	1 ST TERM
FIREMEN'S RELIEF FUND BOARD	DOUG AVERY	2 ND TERM
HISTORIC PROPERTIES	JIMMY SAIN	2 ND TERM
HOUSING AUTHORITY	RALPH LINEBERGER	2 ND TERM
HOUSING AUTHORITY	CHADDIE LAW	1 ST TERM
HOUSING AUTHORITY	MARY FRANCES WHITE	1 ST TERM
PLANNING BOARD	ANITA McCALL	2 ND TERM
PLANNING BOARD	THOMAS HAWK	2 ND TERM
PLANNING BOARD	GENE POINSETTE	unexpired term of Bill Ritter
PLANNING BOARD	BECKY BURKE	1 ST TERM
TOURISM AUTHORITY	LOU ANN CAIN	1 ST TERM

NOTE: Those completing their second term will not be eligible for reappointment and in accordance with City policy will need to be off of a board for a one year period before applying to serve on another board.

Those completing their first term will be contacted via email to ask if they would be willing to serve a second three year term as they are told when they are appointed they can serve up to two three year terms consecutively, if Council so chooses.

ABC

BOARD

Received 11/15/16
via email
DCB



**Application for Boards/Commissions/Committees
Lincolnton City Council**

Please complete each section

Full Name Dyra R. Eaker Date of Birth 01/31/1958
Home Address 720 N Grove St, Lincolnton, NC 28092
Home Phone 7047407786
Current Employer First Federal Savings Bank
Job Title COO/Compliance Years in current position 12
Business Phone 7042683103 Fax _____
E-Mail Address dyraeaker@aol.com
Duties oversee operations, branches & compliance of a \$350M bank

BOA, American Community Bank, Peoples, CB One

Other employment history BOA, American Community Bank, Peoples, CB One

**It is the City Council's goal to maintain a balance of membership on its
Boards/Commissions/Committees based on race, gender and Council Ward residency.**

Council Ward No. IV

Male ☐ Female ☒

White ☒ Black ☐ Native American ☐ Asian ☐ Other ☐

Board/Commission/Committee Applying For (list only one per form)

ABC

Generally, the Council desires to broaden participation on Boards /Commissions
/Committees for as much citizen involvement as possible; therefore, a goal is to limit appointees
to no more than 1 Board/Commission/Committee. Therefore, please list any other
Board/Commission/Committee on which you currently serve:

None

Why are you interested in serving on this Board/Commission/Committee? _____

Serving the citizens of Lincolnton

Interest/Skills/Areas of Expertise/Professional Organization/Activities
Financial, Accounting, Taxes, Management

Affirmation of Eligibility:

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

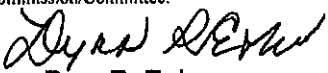
Yes ☐ No ☒ If yes, please explain disposition _____

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as a appointee of the City Council?

Yes ☐ No ☒

If yes, please explain _____

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/ Committee. I understand regular attendance to any Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less then the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.


Signature Dyra R. Eaker

Date 11/15/2016

Form is invalid if not signed and dated

Return completed for to:

Donna C. Flowers

City Clerk's Office

P.O. Box 617

Lincolnton, North Carolina 28092

Phone: (704) 736-8980 Fax: (704) 736-8995 Email: donnaflowers@ci.lincolnton.nc.us

Do not submit any resumes or attachments
Applicants are required to be a resident of the City of Lincolnton

***FIREMEN'S
RELIEF
FUND***

NORTH CAROLINA CITY FIRE DISTRICT

2016 BOARD OF TRUSTEES REPORT

The Firefighter Relief Fund Board of Trustees reports are due by October 31st. There is a grace period to January 31st. Reports filed after January 31st, are in non-compliance and the fire department will not be eligible to receive any Firefighters Relief Funds for that year.

As required by General Statute 58-84-46 of North Carolina, I do hereby submit the following Fire Fighter Relief Fund Board of Trustees Report for the fire districts served by **Lincolnton Fire Department (County of Lincoln)**. This includes the following fire districts: **Lincolnton, Lincolnton Rural**.

LOCAL FIREFIGHTER'S RELIEF FUND BOARD

Firefighter's Relief Fund Trustees appointed by Fire Department (2)

- | | |
|-----------------------------------|-------------------------------|
| 1. Mr. Joseph Fletcher (Member) | 2. Mr. Patrick King (Member) |
| 806 Danbrook Circle | 2858 Gastonia Hwy. |
| Lincolnton, NC 28092 | Lincolnton, NC 28092 |
| Phone: (704) 740-7552 | Phone: (704) 736-5656 |
| Email: jfletcher@lincolntonnc.org | Email: pking@lincolntonnc.org |
| Date (Re)Elected: 12/07/0015 | Date (Re)Elected: 12/07/0015 |

Firefighter's Relief Fund Trustees appointed by City Commissioners (2)

- | | |
|---|--------------------------------|
| 3. Mr. Fred Jarrett - Chairman (Member) | 4. Mr. Doug Avery (Member) |
| 213 Hollow Road | 2140 Salem Church Road |
| Lincolnton, NC 28092 | Lincolnton, NC 28092 |
| Phone: (704) 735-1523 | Phone: (704) 382-6552 |
| Email: fjarrett@gmail.com | Email: dougavery@bellsouth.net |
| (Re)Appointed: 12/03/2015 | (Re)Appointed: 12/04/2014 |
- (completed his 2nd yr term and no longer resides within City limits)**

Firefighter's Relief Fund Trustees appointed by the Insurance Commissioner (1)

- | | |
|----------------------------------|---|
| 5. Mr. Jerry Hoffman (Treasurer) | Same as last Year? Yes |
| 1262 North Hill Drive | If the 5th position has changed, please send in a |
| Lincolnton, NC 28092 | copy of former Insurance Commissioner |
| Phone: (704) 742-0762 | appointee's letter of resignation or an explanation |
| Email: jn1hoffman@charter.net | as to why this is not available (moved, Death) |
| Appointed: 01/27/2016 | AND a copy of Fire Chief's letter of |
| | recommendation for a replacement with all contact |
| | information. |

I do hereby certify that the foregoing is a true, full and correct Board of Trustees Report for the Fire Department Relief Fund, made by me as required under General Statute 58-84-46 of North Carolina.

Entry Date: 09-15-2016
Submitted by Donna C Flowers
City Clerk
City of Lincolnton

(c) (Effective until July 1, 2015) Distribution to Fire Districts. - Once the Insurance Commissioner has allocated the tax proceeds to a county under subsection (b) of this section, the Commissioner shall distribute those allocations to the fire districts in that county. The amount distributed to each fire district is equal to the total amount allocated to the county multiplied by a fraction, the numerator of which is the tax value of the property located in the fire district and the denominator of which is the tax value of all property located in any fire district in that county. A county shall provide the Commissioner with the tax value of property located in each fire district in that county by February 1 of each year. If a county does not submit information that the Commissioner needs to make a distribution by the date the information is due, the Commissioner shall distribute the allocation based on the most recent information the Commissioner has.

(c) (Effective July 1, 2015) Distribution to Fire Districts. - Once the Insurance Commissioner has allocated the tax proceeds to a county under subsection (b) of this section, the Commissioner shall distribute those allocations directly to the fire districts in that county. The Commissioner shall distribute the allocations by electronic funds transfer, unless a fire district's account cannot accept electronic funds transfers, in which case the Commissioner shall distribute the district's allocation by paper check. The amount distributed to each fire district is equal to the total amount allocated to the county multiplied by a fraction, the numerator of which is the tax value of the property located in the fire district and the denominator of which is the tax value of all property located in any fire district in that county. A county shall provide the Commissioner with the tax value of property located in each fire district in that county by February 1 of each year. If a county does not submit information that the Commissioner needs to make a distribution by the date the information is due, the Commissioner shall distribute the allocation based on the most recent information the Commissioner has.

(c1) (Effective July 1, 2015) Certain Amounts Redistributed. - Notwithstanding subsection (c) of this section, the Insurance Commissioner shall not distribute funds to a fire district whose local relief fund's balance exceeds the amount provided under G.S. 58-84-33(a). Instead, the Commissioner shall, using the methodology provided in subsections (b) and (c) of this section, distribute those funds to the fire districts whose local relief funds' balances do not exceed the amount provided under G.S. 58-84-33(a). If all of a county's fire districts' local relief funds' balances exceed the amount provided under G.S. 58-84-33(a), then the Commissioner shall reallocate the amount the county would have received to the counties with fire districts that do not exceed the amount provided under G.S. 58-84-33(a).

(d) Administration. - These funds shall be held by the treasurer of a fire district as a separate and distinct fund. The fire district shall immediately pay the funds to the treasurer of the local board of trustees upon the treasurer's election and qualification, for the use of the board of trustees of the firemen's local relief fund in each fire district to be used by it for the purposes provided in G.S. 58-84-35. (1907, c. 831, s. 5; C.S., s. 6067; 1925, c. 41; 1985 (Reg. Sess., 1986), c. 1014, s. 168; 1989, c. 485, s. 63; 1995 (Reg. Sess., 1996), c. 747, s. 7; 2006-196, s. 7; 2007-250, s. 2; 2012-45, s. 1; 2013-360, s. 20.2(c); 2014-64, ss. 1(a), (c).)

§ 58-84-30. Trustees appointed; organization.

For each county, town or city complying with and deriving benefits from the provisions of this Article, there shall be appointed a local board of trustees, known as the trustees of the local Firefighters' Relief Fund, to be composed of five members, two of whom shall be elected by the members of the local fire department who are qualified as beneficiaries of such fund, two of whom shall be elected by the mayor and board of aldermen or other local governing body, and one of whom shall be named by the Commissioner of Insurance. Their selection and term of office shall be as follows:



Application for Boards/Commissions/Committees
Lincolnton City Council

Please complete each section

Full Name Ricky Hardin Blackwell Date of Birth 06/29/1954
Home Address 205 Rock Creek Drive
Home Phone 980-429-1063
Current Employer City of Lincoln ABC Store
Job Title CLERK Years in current position 1
Business Phone (704) 735-4466 (980) 429-2444 Fax NONE
E-Mail Address rhblackwell57@gmail.com
Duties SALES,

Other employment history City of Lincoln Fire Dept. Retired 36 years

It is the City Council's goal to maintain a balance of membership on its
Boards/Commissions/Committees based on race, gender and Council Ward residency.

Council Ward No. _____

Male ☒ Female _____

White ☒ Black _____ Native American _____ Asian _____ Other _____

Board/Commission/Committee Applying For (list only one per form)

FIREFIGHTERS RELIEF FUND

Generally, the Council desires to broaden participation on Boards /Commissions/Committees for as much citizen involvement as possible; therefore, a goal is to limit appointees to no more than 1 Board/Commission/Committee. Therefore, please list any other Board/Commission/Committee on which you currently serve:

NONE

Why are you interested in serving on this Board/Commission/Committee? GIVE BACK
to Fire Dept.

Interest/Skills/Areas of Expertise/Professional Organization/Activities

FIRE FIGHTER for 36 years w/city of lincolnton.

Affirmation of Eligibility:

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes _____ No ☒ If yes, please explain disposition _____

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as a appointee of the City Council?

Yes _____ No ☒

If yes, please explain

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/ Committee. I understand regular attendance to any Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less then the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Signature



Date

11/10/16

Form is invalid if not signed and dated

Return completed form to:

Donna C. Flowers

City Clerk's Office

P.O. Box 617

Lincolnton, North Carolina 28092

Phone: (704) 736-8980

Fax: (704) 736-8995

Email: donnaflowers@ci.lincolnton.nc.us

Do not submit any resumes or attachments

Applicants are required to be a resident of the City of Lincolnton

HISTORIC
PROPERTIES

Received 11/9/16
hand delivered
DCA



**Application for Boards/Commissions/Committees
Lincolnton City Council**

Please complete each section

Full Name WILLIAM E. STARK Date of Birth 12/07/45

Home Address 301 WEST MAIN ST., LINCOLNTON, NC

Home Phone (704) 240-4055

Current Employer RETIRED

Job Title LANDSCAPE ARCH/ENVR. ENGR years in current position NA

Business Phone NA Fax NA

E-Mail Address _____

Duties LA AND ENVR. ENGR FOR USAEUR FROM 1989-

RETIREMENT IN 12/2007. ADMINISTERED EUROPE-WIDE
NATURAL RESOURCES AND ENVIRONMENTAL PROGRAM FOR US ARMY.
Other employment history PAPE ARCHITECT, MCAS BEAUFORT, SC
FROM 1985-1989. GEN. MGR. ENGR/LAND PLANNING

It is the City Council's goal to maintain a balance of membership on its Boards/Commissions/Committees based on race, gender and Council Ward residency.

Council Ward No. L-3

Male ☒ Female _____

White ☒ Black _____ Native American _____ Asian _____ Other _____

Board/Commission/Committee Applying For (list only one per form)

HISTORIC PROPERTIES COMMISSION

Generally, the Council desires to broaden participation on Boards /Commissions/Committees for as much citizen involvement as possible; therefore, a goal is to limit appointees to no more than 1 Board/Commission/Committee. Therefore, please list any other Board/Commission/Committee on which you currently serve:

NA

Why are you interested in serving on this Board/Commission/Committee? I HAVE HAD
A LIFE LONG INTEREST IN ARCHITECTURE AND HISTORY.
AS A REGISTERED LA AND ENVR. ENGR. I HAVE
SPENT SEVERAL DECADES IN THE PLANNING AND
DESIGN FIELDS. MY WIFE AND I ARE FAMILIAR
WITH THE WORKINGS OF THE HPC AS WE HAVE
RENOVATED A HISTORIC HOME IN LINCOLNTON AND
HAVE SOUGHT THEIR APPROVAL FOR ALL EXTERIOR
MODIFICATIONS TO THE STRUCTURE/PROPERTY.

Interest/Skills/Areas of Expertise/Professional Organization/Activities

LANDSCAPE ARCHITECT, ENVIR. ENGR, ARCHITECT,
ENGR - LAND DEVELOPMENT SPECIALIST, ASSIST WITH
HISTORIC ARCHITECTURAL PROGRAMS IN LINCOLN
COUNTY, MANAGED USAREUR NATURAL RES/ENVIR. PROGRAMS,
Affirmation of Eligibility: CORINTHIAN AWARD IN 2014 FOR RESIDENTIAL PRESERVATION.

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been
filed against you in any jurisdiction?

Yes _____ No ☒ If yes, please explain disposition _____

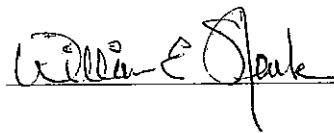
Is there any conflict of interest or other matter that would create problems or prevent you from
fairly and impartially discharging your duties as a appointee of the City Council?

Yes _____ No ☒

If yes, please explain

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Signature



Date

11/09/2016

Form is invalid if not signed and dated

Return completed form to:

Donna C. Flowers

City Clerk's Office

P.O. Box 617

Lincolnton, North Carolina 28092

Phone: (704) 736-8980

Fax: (704) 736-8995

Email: donnaflowers@ci.lincolnton.nc.us

Do not submit any resumes or attachments
Applicants are required to be a resident of the City of Lincolnton

HOUSING

AUTHORITY

Received 11/16/16
Hand delivered
Dkt



**Application for Boards/Commissions/Committees
Lincolnton City Council**

Please complete each section

Full Name Michael D. Noles Date of Birth 4-5-1966
Home Address 830 N. Flint St. Lincoln
Home Phone 900-741-0193
Current Employer Actega NA
Job Title Production Years in current position 13
Business Phone _____ Fax _____
E-Mail Address MD Noles @ Bellsouth.net
Duties Production Supervisor

Other employment history _____

**It is the City Council's goal to maintain a balance of membership on its
Boards/Commissions/Committees based on race, gender and Council Ward residency.**

Council Ward No. 1

Male ☒ Female _____

White _____ Black _____ Native American _____ Asian _____ Other _____

Board/Commission/Committee Applying For (list only one per form)

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NONE

Why are you interested in serving on this Board/Commission/Committee?

Would like a better understanding of public housing

Interest/Skills/Areas of Expertise/Professional Organization/Activities

Mission Work

Affirmation of Eligibility:

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes _____ No ☒ If yes, please explain disposition _____

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as a appointee of the City Council? Yes _____
No ☒

If yes, please explain

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/ Committee. I understand regular attendance to any Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less then the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Signature



Date

11-17-16

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Return completed for to:

Donna C. Flowers

City Clerk's Office

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Lincolnton, North Carolina 28092

Phone: (704) 736-8980 Fax: (704) 736-8995 Email: donnaflowers@ci.lincolnton.nc.us

Do not submit any resumes or attachments
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PLANNING

BOARD



Application for Boards/Commissions/Committees Lincolnton City Council

Please complete each section

Full Name Worth D Roberts III Date of Birth 09/17/1942

Home Address 311 N Oak St

Home Phone 704-735-7896

Current Employer Retired

Job Title _____ Years in current position _____

Business Phone _____ Fax _____

E-Mail Address worth.roberts@charter.net

Duties _____

Other employment history _____

**It is the City Council's goal to maintain a balance of membership on its
Boards/Commissions/Committees based on race, gender and Council Ward residency.**

Council Ward No. 1

Male ☒ Female _____

White ☒ Black _____ Native American _____ Asian _____ Other _____

Board/Commission/Committee Applying For (list only one per form)

Planning Board

Generally, the Council desires to broaden participation on Boards /Commissions/Committees for as much citizen involvement as possible; therefore, a goal is to limit appointees to no more than 1 Board/Commission/Committee. Therefore, please list any other Board/Commission/Committee on which you currently serve:

Why are you interested in serving on this Board/Commission/Committee? _____

~~I have served the Planning Board and was President of the Cultural Center Board in the past and want to continue to help move Lincolnton forward by remaining active in the community.~~

Interest/Skills/Areas of Expertise/Professional Organization/Activities

My working life was as an executive in the Business and Healthcare Industry and have traveled all over the world as well as living throughout. I have had the pleasure of living in and visiting great cities and believe my expertise will be beneficial to any Board I serve on.

Affirmation of Eligibility:

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes _____ No ☒ If yes, please explain disposition _____

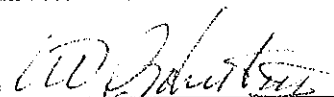
Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as a appointee of the City Council?

Yes _____ No ☒

If yes, please explain

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/ Committee. I understand regular attendance to any Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less then the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Signature



Date

10/16/2016

Form is invalid if not signed and dated

Return completed form to:

Donna C. Flowers

City Clerk's Office

P.O. Box 617

Lincolnton, North Carolina 28092

Phone: (704) 736-8980

Fax: (704) 736-8995

Email: donnaflowers@ci.lincolnton.nc.us

Do not submit any resumes or attachments

Applicants are required to be a resident of the City of Lincolnton



**Application for Boards/Commissions/Committees
Lincolnton City Council**

Please complete each section

Full Name Rebecca C. Abernethy Date of Birth 3/7/1950
Home Address 515 S. Academy Street, Lincolnton
Home Phone 980-241-3141
Current Employer Self
Job Title Real Estate Sales Years in current position 13
Business Phone 704-735-1425 Fax 704-735-4959
E-Mail Address rabernethy21@bellsouth.net
Duties Real estate sales
Furniture Merchandising, Teaching

Other employment history Furniture Merchandising, Teaching

**It is the City Council's goal to maintain a balance of membership on its
Boards/Commissions/Committees based on race, gender and Council Ward residency.**

Council Ward No. ?

Male ☐ Female ☒

White ☒ Black ☐ Native American ☐ Asian ☐ Other ☐

Board/Commission/Committee Applying For (list only one per form)

Planning Board

Generally, the Council desires to broaden participation on Boards /Commissions
/Committees for as much citizen involvement as possible; therefore, a goal is to limit appointees
to no more than 1 Board/Commission/Committee. Therefore, please list any other
Board/Commission/Committee on which you currently serve:

none

Why are you interested in serving on this Board/Commission/Committee? _____

I want to see Lincolnton grow in the right way. My real estate experience should be of value.

Interest/Skills/Areas of Expertise/Professional Organization/Activities

Gardening, cooking, entertaining friends, church choir, interior design

Affirmation of Eligibility:

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes ☐ No ☒ If yes, please explain disposition _____

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as a appointee of the City Council?

Yes ☐ No ☒

If yes, please explain _____

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/ Committee. I understand regular attendance to any Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less then the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Signature Rebecca C. Abernethy

Date 11/10/2016
Form is invalid if not signed and dated

Return completed for to:

Donna C. Flowers

City Clerk's Office

P.O. Box 617

Lincolnton, North Carolina 28092

Phone: (704) 736-8980 Fax: (704) 736-8995 Email: donnaflowers@ci.lincolnton.nc.us

Do not submit any resumes or attachments
Applicants are required to be a resident of the City of Lincolnton

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



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

MEMORANDUM

TO: Mayor and Council

FROM: Steve Zickefoose, City Manager *Stave*
Ritchie Haynes, Parks and Recreation Director *RCH*

SUBJECT: First Federal Park

DATE: November 22, 2016

As you know, grading has begun on the First Federal Park project. Unfortunately, we have encountered soil issues on the site that have to be dealt with prior to moving forward. There are two basic issues: 1) coal remnants and 2) an old creek bed.

These issues create challenges to have properly compacted soil to put the building and splash pad on. Mr. Haynes and I have met on site multiple times with the contractor, grader, soil engineer and design engineer. We all agreed to have the contractor to prepare various options and the associated costs. These detailed options are attached.

Note: Option #1 and #2 are proposals for the original design.

Option #1. Undercut unsuitable soil and replace with stone and structural soil fill.....\$24,471

Option #2. Alternate to #1 for using only structural soil and deleting stone.....\$21,828

Option #3. Site re-design moving the splash pad and building.....\$17,855

Option #4. Alternate to #3 with deductions if eliminate landfill disposal fees.....\$12,425

Option #5. Move splash pad only, replace bad soil under building footings.....\$13,278
Eliminate landfill disposal fees.

There will also be some design fees for engineer for options 3, 4 & 5, but not enough to offset the higher costs for options 1 or 2.

The general consensus is that the best overall and long term solution is to relocate the splash to the right side of the property. The soil on that side is much more stable and would not be as much of a risk long term for the splash pad. In addition, the stage area would be placed in the center of the property. This would allow the entire south end to be a green area. Another advantage would be the possibility of the closure of Sycamore Street for holding concerts at First Federal Park. This would allow for considerable pedestrian and vendor areas directly adjacent to the park. Main Street would be left open, thus minimizing traffic flow impacts.

Council will need to give approval to move forward with whichever option they feel most comfortable with.

Mr. Haynes and I will be glad to answer any questions that you have.

Howard Construction Co.

of

Lincolnton, N. C. Inc.

Post Office Box 773
Lincolnton, NC 28093-0773

Tel : 704-735-7454
Fax : 704-735-7465

November 21, 2016

Wirth & Associates
1230 W. Morehead St., Suite 212
Charlotte, North Carolina 28208

Re: First Federal Park

Mr. Gary Wirth,

Following is a list of options and added costs for site work to correct soil bearing issues at the First Federal Park Project.

Note: Option #1 and #2 are proposals for the original plan design.

Option #1: Undercut unsuitable soil and replace w/ stone and structural soil fill\$24,471.00

Remove unsuitable soil beneath the splash pad and replace with ABC stone, structural soil fill, and Geo Grid.

Remove unsuitable soil beneath the building footing on the Poplar St. side and replace with structural soil fill at the footing.

Place extra structural soil fill for the building slab to get back to original rough grade elevations.

Option #2 is an alternate for Option #1 for using only structural soil fill and deleting the ABC stone below the splash pad.....\$21,828.00

Remove unsuitable soil beneath the splash pad and replace with structural soil fill and Geo Fabric.

Remove unsuitable soil beneath the building footing on the Poplar St. side and replace with structural soil fill at the footing.

Place extra structural soil fill for the building slab to get back to original rough grade elevations

Option #3 is a proposal for site re-design moving the splash pad and building.....\$17,855.00

Excavate and remove coal / soil at the new location and haul to landfill. Remove unsuitable soil beneath the splash pad and replace with structural soil fill and Geo Fabric. Place extra structural soil fill for the building slab to get back to rough grade elevations at the new location.

Howard Construction Co.

of

Lincolnton, N. C. Inc.

Post Office Box 773
Lincolnton, NC 28093-0773

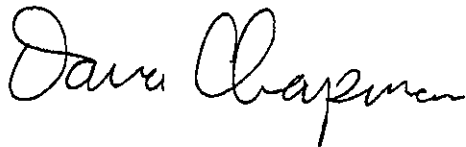
Tel : 704-735-7454
Fax : 704-735-7465

Option #4 is an alternate for Option #3 with deductions if the City of Lincolnton can haul away excavated coal / soil\$12,425.00
This price includes a deduction of \$4,100.00 (100 tons at \$41.00 per ton) for landfill disposal fees and a deduction of \$1330.00 if hauling of coal / soil is provided by the City of Lincolnton.

Option #5 is a proposal for site re-design moving the splash pad only and with deductions if the City of Lincolnton can haul away excavated coal / soil.....\$13,278.00
Re-locate the splash pad to the square grassed area on the East Pine Street side of the site, leave the building in the original location and remove unsuitable soil beneath the building footing on the Poplar St. side and replace with structural soil fill at the footing. Includes deductions as detailed in Option #4.

Note: Option #3, #4, and #5 costs are based on the assumption that no further soil bearing issues will surface once we begin excavation at the new location for the splash pad and building. All the above prices are based on the opinion of the soils engineer and may require adjustment according to the actual amount of soil removed and replaced. Revised plan documents will need to be evaluated for changes to the cost of the project once they are issued. However, the suggested changes should not incur any changes in cost other than what is detailed above. The above prices do not include any design or engineering fees.

Thank you,



Dana Chapman, Vice President
Howard Construction Company of Lincolnton, Inc.

1,2

SPLASH PAD WITH
THREE BENCHES

NOTE: FINAL PARK DESIGN MAY VARY SLIGHTLY
FROM THIS MASTER PLAN

EVENT LAWN AND
STAGE AREA

TABLES WITH
SHADE UMBRELLAS

RESTROOMS

TRAIL

GREENWAY

EX.

E. PINE STREET

E. SYCAMORE STREET

N. POPLAR STREET

MASTER PLAN
FIRST FEDERAL PARK

PREPARED FOR: THE CITY OF LINCOLNTON, NC
PREPARED BY: WIRTH & ASSOCIATES, INC.
CHARLOTTE, NC
DECEMBER 23, 2015 SCALE: 1"=20' (@ 11"x17")

ORNAMENTAL FENCE
ENCLOSURE & GATE

3, 4

WALKING TRAIL

DRAIN
INLET

DRAIN
INLET

TOILET
ROOMS

SPRAY
GROUND

GATE
FENCE

SIDEWALK & STREET PARKING

FIRST FEDERAL PARK
LINCOLN, N.C.

SCALE: 1" = 20'-0"
DATE: 11-18-16

APPROVED BY
DRAWN BY

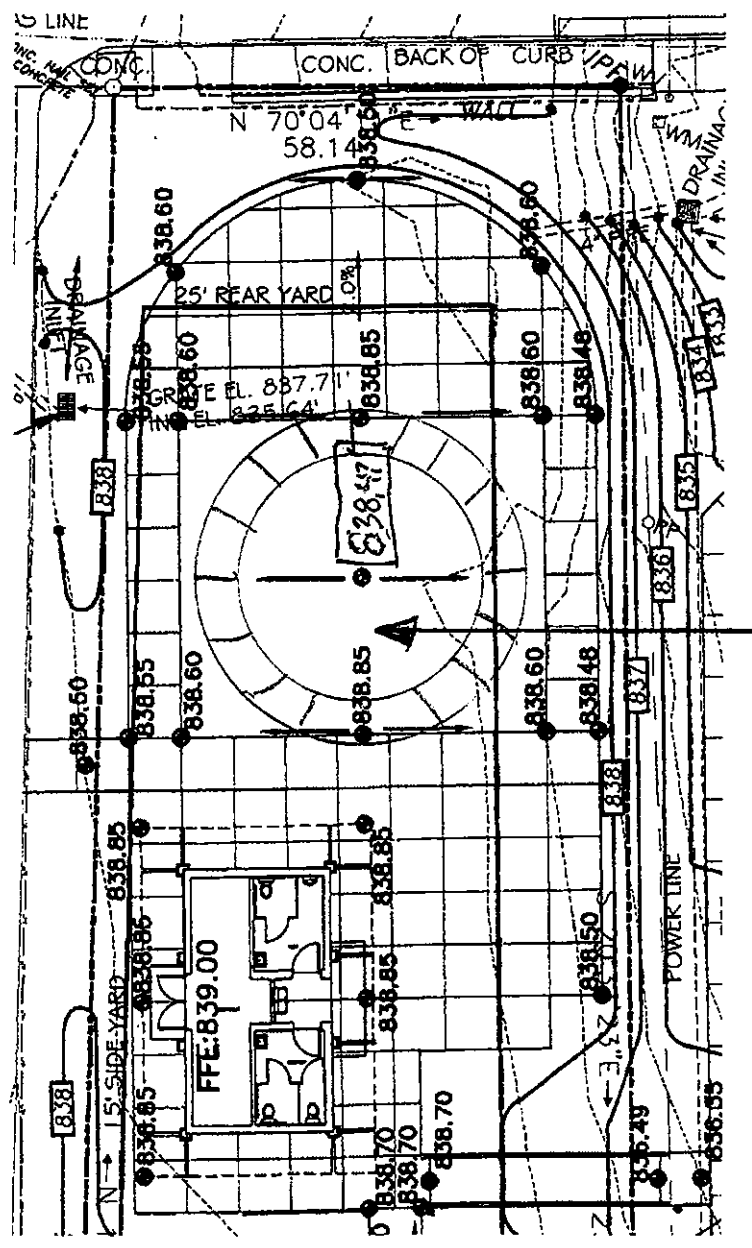
HOWARD CONSTRUCTION COMPANY
OF LINCOLN, N.C.

SITE MODIFICATIONS
DRAWING NUMBER

First Federal Park
 Howard Const. Co.
 11-14-16

Relocated Sprayground
 1" = 20'-0"

#5



- Center Sprayground in grassed area
- Use exist. grade shown @ edge of grassed area 838.95' for outside rim of sprayground
- Revise elevation of sprayground drain rim to 838.47'

ITEM #

16

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

THROUGH: Steve Zickefoose, City Manager

SUBJECT: Selection of Engineering Firm for Design of Sidewalk Connector on East Main Street over Highway 321

DATE: December 1, 2016

BACKGROUND

The City has received authorization for preliminary engineering from NCDOT for the sidewalk connector project on East Main Street on the bridge over Highway 321.

NEXT STEP

The next step in the process is for the City to engage a private engineering firm to prepare the design plan for the project. We advertised a Request for Qualifications (RFQ) for design services that outlined the selection criteria and ranking system to be used in making the selection of the engineering firm. The criteria and ranking are as follows:

- Technical approach: 33.3 points
- Work management plan: 33.3 points
- Prior relevant experience of the proposed personnel: 33.3 points

Six (6) engineering firms submitted letters of interest in response to the RFQ including American Engineering, Davenport, Ramey Kemp, TGS Engineers, Wetherill Engineering and Zapata. All of the firms that submitted letters of interest are highly qualified and have extensive related design experience.

Based on the selection criteria, a staff team evaluated each of the firms' technical approach, the proposed work management plan and the experience of the proposed personnel to be assigned to the project. The staff team chose TGS Engineers as the firm they would recommend to City Council to perform the design services. (See attached staff team vote tally). NCDOT has reviewed and approved the staff team's selection process and granted authorization for the City to proceed to contract negotiations.

Once City Council has selected the firm to provide engineering services, then Staff will negotiate a contract with the selected firm and will proceed with the intention of having the contract on the next available agenda for consideration by City Council.

ACTION REQUESTED: City Council selection of engineering firm to perform design services for East Main Street sidewalk connector project.

SIDEWALK PROJECT CONSULTANT SELECTION FACTORS	AMERICAN	DAVENPORT	RAMEY KEMP	TGS	WETHERILL	ZAPATA
Technical Approach	48	48	48	48	48	48
Work Management Plan	44	43	45	48	45	41
Prior Relevant Experience of Proposed Personnel	42	35	37	49	45	37
Total Points	134	126	130	145	138	126

ITEM #

17

Executive Summary**October 2016 Year-To-Date**

Comparative for Budgetary Purposes - Prior to Closing 2016 Fiscal Year

General Fund		16-17	% of Budget	15-16	Difference
Fund 10	Revenues	4,488,114.75	37.31%	4,763,490.23	(275,375.48)
	Personal Services	2,621,337.58		2,830,646.04	(209,308.46)
	Supplies & Materials	106,883.22		103,023.99	3,859.23
	Current Obligations	172,604.40		164,672.84	7,931.56
	Fixed Charges	64,784.52		102,391.27	(37,606.75)
	Capital Outlay	460,306.38		300,399.88	159,906.50
	Contracts/Grants	227,479.10		261,371.10	(33,892.00)
	Debt Service	28,768.30		6,218.30	22,550.00
	Expenses	3,682,163.50	36.27%	3,768,723.42	(86,559.92)
	Difference	805,951.25		994,766.81	(188,815.56)

Water & Sewer Fund		16-17	% of Budget	15-16	Difference
Fund 61	Revenues	2,965,206.89	33.83%	3,063,428.18	(98,221.29)
	Personal Services	634,291.58		674,432.90	(40,141.32)
	Supplies & Materials	121,264.68		145,537.06	(24,272.38)
	Current Obligations	156,161.98		152,013.70	4,148.28
	Fixed Charges	20,803.65		29,394.80	(8,591.15)
	Capital Outlay	563,732.76		77,203.37	486,529.39
	Contracts/Grants	102,604.94		99,417.44	3,187.50
	Debt Service	135,573.86		160,730.52	(25,156.66)
	Inv., Interfund	126,365.32		126,365.32	-
	Expenses	1,860,798.77	29.52%	1,465,095.11	395,703.66
	Difference	1,104,408.12		1,598,333.07	(493,924.95)

Electric Fund		16-17	% of Budget	15-16	Difference
Fund 63	Revenues	2,898,477.92	37.14%	2,903,371.58	(4,893.66)
	Personal Services	152,921.97		179,616.64	(26,694.67)
	Supplies & Materials	8,462.83		26,782.93	(18,320.10)
	Current Obligations	1,989,658.16		1,968,039.34	21,618.82
	Fixed Charges	12,966.73		5,128.17	7,838.56
	Capital Outlay	36,528.62		4,990.21	31,538.41
	Contracts/Grants	-		-	-
	Inv., Interfund	8,658.32		8,658.32	-
	Expenses	2,209,196.63	31.09%	2,193,215.61	15,981.02
	Difference	689,281.29		710,155.97	(20,874.68)

Overtime 80+ hours 103,033.00 111,286.00 (8,253.00)

Personal Services	Salaries and Benefits
Supplies & Materials	Supplies, Materials, Uniforms, Gas
Current Obligations	Building Maint, Repairs, Phone, Data, Travel
Fixed Charges	Insurance, Safety
Capital Outlay	Equipment, Vehicles, Construction
Contracts, Grants	Donations, Airport, 911, Animal, Fireworks, Drug Enforcement, Contracted Services
Debt Service	Bonds and Loans Payments

ITEM #

18

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

ITEM #

19

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

ITEM #

20

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

ITEM #

21

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