

A G E N D A

LINCOLNTON CITY COUNCIL

January 5, 2017

7:00 p.m.

Council Chambers

City Hall

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

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

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

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

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

A G E N D A

LINCOLNTON CITY COUNCIL

**January 5, 2017
7:00 p.m.**

CALL TO ORDER – Mayor Ed Hatley

PLEDGE OF ALLEGIANCE

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 December 1, 2016 Regular Meeting Minutes

4. Approval of the following changes to the City's position

Classification Listing:

- **Title change of Assistant Public Works Director to Public Works Superintendent**
- **New position at grade 25 of Public Utilities Director**
- **Elimination of grade 27-Public Works & Utilities Director**

5. Calls to Public Hearing for the February 2nd Agenda:

- **CUP-1-2017- Application from Seven Eagles Building Group requesting the renewal of a conditional use permit to construct a 33-unit condominium complex on 5.25 acres in the CU-RMF district. The subject property is located on Lincoln Country Club property approximately 650 feet north of Country Club Road and approximately 450 feet east of Lithia Inn Road north of the driving range facility (Parcel ID 86678).**

REGULAR AGENDA:

PUBLIC HEARINGS

- 6. ZTA-7-2016 – Application from City of Lincoln Planning Department requesting an amendment to Sections 153.074 and 153.113, and 153.114 of the Lincoln Unified Development Ordinance. The changes would amend the development standards and setbacks for the Central Business (CB) and Central Business Transitional (CBT) districts.**

Laura Elam, Planning Director

PUBLIC HEARINGS

- 7. BIG-01-2017 – Application from Mark Ingle for Business Incentive Grant for building renovations at 114 East Main Street**

Laura Elam, Planning Director

- 8. BIG-02-2017 – Application from Davis Brothers Automotive for Business Incentive Grant for new automotive shop at 109 Dave Warlick Drive**

Laura Elam, Planning Director

- 9. BIG-03-2017 – Application from Bennett Johnson for Business Incentive Grant for new automotive shop at 619 N Aspen Street**

Laura Elam, Planning Director

RESOLUTION
(R-01-17)

- 10. Resolution honoring Ricky Woodell, Solid Waste Department, for twenty-nine years of service to the City of Lincolnton**

Mayor Hatley

PRESENTATION

- 11. Presentation of Intermediate Law Enforcement Certificates to Isaiah Mathews and Jennifer Green**

Rodney Jordan, Police Chief

APPOINTMENTS
(APPT-01-17)

- 12. Consideration of appointment of a Council member to the following boards to replace former Councilman Devin Rhyne:**
- (a) Centralina Council of Governments**
 - (b) Lincolnton Recreation Commission**
 - (c) Lincoln Cultural Center Board**

Mayor Hatley

CONTRACTS

(C-01-17)

- 13. Consideration of contract between the City and Downtown Development Association (DDA) for the Wine & Brew Fest – April 22, 2017**

Wayne Hoyle, DDA

(C-02-17)

- 14. Consideration of contract between the City and Downtown Development Association (DDA) for the Alive After Five Concert Series for 2017 – May 25th, June 29th, July 27th, August 31st and September 28th**

Wayne Hoyle, DDA

(C-03-17)

- 15. Consideration of contract between the City and Downtown Development Association (DDA) for the Hog Happenin Event to be held June 2nd and June 3rd, 2017**

Wayne Hoyle, DDA

OTHER BUSINESS

- 16. Update from the Steering Committee**

Fred Jarrett, Chairman

- 17. Discussion of potential amendments to the City's Code of Ordinance**

TJ Wilson, City Attorney

- 18. Monthly Financial/ Overtime Report**

Steve Zickefoose, City Manager

OTHER BUSINESS

19. Consideration of Friday, March 17th , 2017 for Planning Retreat

Steve Zickefoose, City Manager

PUBLIC COMMENT

Speakers will be limited to three (3) minutes to address Mayor and City Council concerning Non-Agenda items.

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

CLOSED SESSION

**In accordance with NCGS 143-318.11 (a)(1)(5)
to discuss property acquisition**

NEWS MEDIA

ADJOURNMENT

ITEM #

1

APPROVAL

OF

REGULAR

AGENDA

ITEM #

2

APPROVAL

OF

CONSENT

AGENDA

ITEM #

3

REGULAR MEETING - DECEMBER 1, 2016

The Mayor and City Council met in regular session on Thursday, December 1, 2016 at 7:00 p.m. in the Council Chambers of City Hall located at 114 West Sycamore Street Lincolnton, NC.

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

RHYNE BLACK EADDY JETTON

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

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

- Approved of Minutes November 3, 2016 Meeting
- Approved Resolution (R-18-16) declaring surplus LPD Lieutenant Dwite Shehan's service weapon (Glock Handgun – Model 19 Serial # YCZ904) and Badge
- Approved the following Call to Public Hearing for the January 5th, 2017 meeting:
ZTA-7-2016 – Application from City of Lincolnton Planning Department requesting an amendment to Sections 153.074, 153.113, & 153.114 of the Lincolnton Unified Development Ordinance. The changes would amend the development standards and setbacks for the Central Business (CB) and Central Business Transitional (CBT)

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:

CUP-5-2016

Mayor Hatley opened the Public Hearing. The City Clerk administered the oath to all those wishing to speak for or against the matter in accordance with Quasi-Judicial proceedings.

Laura Elam, Planning Director, reviewed the background of the above said request. She read aloud the site and area description, the applicants compliance with the conditional use permit application requirements as well as other conditional use permit requirements for this request.

She noted the staff review committee comments as follows: (1) 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

REGULAR MEETING - DECEMBER 1, 2016

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.

Laura reviewed the findings of fact and the erosion control plan as presented. She recommended on behalf of the Planning Board and Staff, 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.

She noted that subsequent to the Planning Board meeting, the Public Works Department met with Mr. Watson and representatives from the church and the stormwater management plan developed would 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. The church would provide 80 feet of 15 inch 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.

Ron Henderson, a deacon of Boger City Baptist Church, spoke in favor of the request and offered to answer any questions that Council may have.

Hearing none, Councilman Black made the motion unanimously approved to close the Public Hearing.

Findings of Fact:

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

Councilman Rhyne made the motion unanimously approved to consider the CUP.

REGULAR MEETING - DECEMBER 1, 2016

Councilman Rhyne made the motion unanimously approved the conditional use permit contingent upon the staff review committee comments being met.

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:

BIG-04-16

Mayor Hatley opened the Public Hearing. Laura Elam, Planning Director, reviewed the 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 said the monies if awarded would be used for exterior buildings renovations such as removal of damaged and cracked pine original lap siding and lower level window trim and replacement with hardie board and exterior prep and paint. The total cost of the project was estimated to be \$ 14,000.00.

Councilman Black made the motion unanimously approved to close the public hearing.

Councilman Eaddy made the motion unanimously approved to award the grant in the amount of \$ 2500.00 to the application as requested.

PRESENTATION OF RETIREMENT RESOLUTION HONORING LINCOLNTON POLICE LIEUTENANT DWITE SHEHAN FOR 22 YEARS OF SERVICE WITH THE CITY OF LINCOLNTON:

(R-19-16)

Councilman Eaddy made the motion unanimously approved the following retirement resolution for Dwite Shehan:

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

REGULAR MEETING - DECEMBER 1, 2016

WHEREAS, *Dwite Shehan*, has served the citizens of Lincolnton 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 Lincolnton 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.

Mayor Hatley presented Lieutenant Shehan with a framed copy of the resolution, thanking him for his years of service to the City and its citizens.

PRESENTATION OF RETIREMENT RESOLUTION HONORING PLANT MAINTENANCE MECHANIC JAMES "SONNY" KISTLER – DISTRIBUTION AND COLLECTIONS FOR 21 YEARS OF SERVICE WITH THE CITY OF LINCOLNTON:

(R-20-16)

Councilman Rhyne made the motion unanimously approved the following retirement resolution for Sonny Kistler:

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.

REGULAR MEETING - DECEMBER 1, 2016

Mayor Hatley officially presented a framed copy of the above resolution to Mr. Kistler, thanking him for his years of service to the City.

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:

(R-21-16)

The City Clerk presented the following calendar, in accordance with the City's Charter and NCGS, for consideration of the 2017 calendar year:

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

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 Statues of North Carolina.

Adopted this 1st day of December, 2016.

REGULAR MEETING - DECEMBER 1, 2016

Councilman Eaddy recommended adopting the calendar with one change; *the July regular meeting be moved to June 29th rather than the first Thursday in July.*

Councilman Black made the motion unanimously approved to adopt the calendar with the change as recommended by Councilman Eaddy. City Council will meet two times in June 2017, June 1st and June 29th.

PRESENTATION OF THE AUDIT REPORT FOR THE 2016 FISCAL YEAR:

Mr. Phil Church and Carol Avery, of Lowdermilk Church & Company, L.L.P., said, "We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City for the year ended June 30, 2016."

Mr. Church reviewed the General Fund Balance, the amount of Fund Balance available with and without Powell Bill Funds, Water and Sewer Fund Balance, Electric Fund Balance, Tourism Development Authority Fund Balance and the cash on hand. As he states each year the required percentage for fund balance, from the Local Government Commission, is eight percent. The City currently has 47.3% which is slightly above the state average for a municipality operating an electric system with a population grouping of 10,000 to 49,999.

Phil concluded noting the City received a clean opinion for the auditing process and he offered to answer any questions that Council may have. He said he would be happy to set up a separate meeting with Council to discuss the audit further if they so choose.

Councilman Black made the motion unanimously approved to accept the audit as presented.

Councilman Eaddy said, "I would just like to thank our City Manager and City staff on turning the corner on draining our fund balance and that is an important step in the right direction for us financially, and I appreciate that."

CONSIDERATION OF CONTRACT BETWEEN THE CITY AND LOWDERMILK, CHURCH & CO., L.L.P. TO PERFORM THE 2016-17 AUDIT (\$35,300)

(C-21-15)

Steve Zickefoose, City Manager, recommended that Council consider entering into a contract with Lowdermilk, Church & Co to conduct the 2017 audit for the City. Steve noted the contract price has not increased in several years and this

REGULAR MEETING - DECEMBER 1, 2016

company does an excellent job with the City's audit. The total contract price would be \$ 35,300 for the 2017 fiscal year if approved. Steve noted this amount is still less than the City was paying back in 2005.

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

RE-APPOINTMENTS:

(APPT-07-16)

City Clerk Donna Flowers reviewed the following re-appointments and told Council each had been contacted via email to see if they would consider serving a second term if reappointed.:

PLANNING BOARD - Gene Poinsette

(NOTE: Mr. Poinsette completed the unexpired term of Bill Ritter) His first three year term would begin in January 2017 expiring in December 2019

The following would begin serving a second 3 year term (January 2017 – Dec 2019)

AIRPORT AUTHORITY - John Anderson

HOUSING AUTHORITY - Chaddie Law and Mary Frances White

PLANNING BOARD - Becky Burke

TOURISM DEV AUTH - Lou Ann Cain

Councilman Jetton made the motion unanimously approved to re-appoint the above said individuals to said board/authority.

NEW APPOINTMENTS:

(APPT-08-16)

The City Clerk told Council that the vacancies for various boards and commissions was advertised in the Lincoln Times News from Friday October 21st through Wednesday, November 9th. All applications were received before the 5:00 p.m. deadline on Wednesday, November 16th. Applications received were as follows:

ABC BOARD (1 vacancy) - Dyra Eaker - Councilman Jetton made the motion unanimously approved to appoint Dyra Eaker to the Lincolnton ABC Board beginning January 1, 2017. Her first three year term would be January 2017 through December 2019.

FIREMEN'S RELIEF FUND (1 vacancy) – Rick Blackwell - Councilman Eaddy made the motion unanimously approved to appoint Rick Blackwell to the Lincolnton Firemen's Relief Fund Board beginning January 1, 2017. His first two year term would be from January 2017 through December 2018.

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HISTORIC PROPERTIES COMMISSION (1 vacancy) - Bill Stark - Councilman Black made the motion unanimously approved to appoint Bill Stark to the Historic Properties Commission. His first three year term would begin January 2017 through December 2019.

HOUSING AUTHORITY (1 vacancy) – Michael Noles - Councilman Rhyne made the motion unanimously approved to appoint Michael Noles to the Lincolnton Housing Authority. His first three year term would begin January 2017 through December 2019.

PLANNING BOARD (2 vacancies) - Councilman Jetton made the motion unanimously approved to appoint Worth Roberts to the Lincolnton Planning Board. His first three year term would be January 2017 through December 2019.

Councilman Black made the motion unanimously approved Rebecca Abernethy to the Lincolnton Planning Board. Her first three year term will begin January 2017 through December 2019.

Mayor Hatley said, “I would like to welcome each one of the new appointees to their respective committees and we are looking forward to working with them. Without of the citizen input this job would come to a stop in a hurry.” He also thanked the re-appointees for their willingness to serve a second term.

Councilman Eaddy requested that future vacancies be placed on the City’s webpage as well as advertised as more and more people are going to the webpage and internet to get their information.

CONSIDERATION OF ADDENDUM TO (C-20-16) CONTRACT BETWEEN THE CITY AND HOWARD CONSTRUCTION - FIRST FEDERAL PARK;

Ritchie Haynes, Recreation Director, told Council that grading has begun on the First Federal Park site. Unfortunately, there are soil issues on the property that must be dealt with in order to move forward with the project. He said the two basic issues; coal remnants and an old creek bed that formerly ran through the site.

Ritchie had Tommy Howard of Howard Construction to attend to discuss the revisions to the park. He offered to answer any questions that Council may have about the information they have received regarding the five options to address the issues.

REGULAR MEETING - DECEMBER 1, 2016

Councilman Eaddy questioned the location of the stage toward the middle of the property, long term we are going to be using this park forever this cuts the park in half. Is there any way to relocate that stage?

The current redesign has the stage toward Pine Street and the stage would accommodate more people, rather than when originally plan on the north side of the lot. The playground was dropped but the spray pad remained in the plan.

Councilman Jetton questioned when the park would be completed. Mr. Howard said while the contract allows for nine months he doesn't think it will take that long to complete it.

Ritchie reviewed the five options;

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

He said there will also be design fees for engineer for options 3, 4, and 5, but not enough to offset the higher costs for options 1 or 2. He concluded recommending Option # 4, with totaling all costs would be \$ 21,115.00. Dirt will be taken to Motz Avenue rather than the landfill with this option.

Councilman Eaddy hoped for as much open space as possible to better see the stage.

Councilman Rhyne mentioned pedestrian concerns that were mentioned earlier this year. He asked if we are looking at speed bumps or stop signs at the trail crosswalks. The City Manager said nothing definite has been decided to date but we are looking at speed bumps or rumble strips at these intersections and this would be done with the completion of the park.

After further discussion, Councilman Rhyne made the motion unanimously approved Option # 4, as stated above, and recommended by the Parks & Recreation Director.

REGULAR MEETING - DECEMBER 1, 2016

CONSIDERATION OF SELECTION OF ENGINEERING FIRM FOR THE SIDEWALK CONNECTOR PROJECT ON EAST MAIN STREET BRIDGE OVER HIGHWAY 321:

Laura Elam, Planning Director, gave the following report on the above said project:

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.

Councilman Black made the motion unanimously approved to select TGS Engineering as the firm for this project as recommended by the Planning Director.

REGULAR MEETING - DECEMEBR 1, 2016

MONTHLY FINANCIAL UPDATE / OVERTIME REPORT:

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

December 2016 Council Meeting

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,
Debt Service	Drug Enforcement, Contracted Services
	Bonds and Loans Payments

REGULAR MEETING - DECEMBER 1, 2016

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 read aloud a prepared statement as follows: “Mayor, Council, and fellow citizens, bare with me as I get through this. As many of you know by now I have decided to resign from the Lincolnton City Council.”

“Many have asked me why; the main reason is a change in residence. My family and I decided to move outside the City, so I am no longer eligible serve. It is with mixed emotion that I am walking away. I feel like I have given all I could for seven years to the City. There are projects and which I would like to see complete, but I also truly believe the City is in a good place. This is s wonderful Council to work with. Our management team is top notch. Our employees are the best around, and the citizens are knowledgeable, fair and eager to help in anyway. The future is bright for the City and I am excited to watch it unfold.”

“This is not a goodbye to public service for me, this is a coffee break in the tour of life. Who knows what the future may hold. So, as I am stepping down, I want to make sure that people of Lincolnton and Ward I are represented by someone with the knowledge and desire to do us proud.”

“Tim Smith, a local business owner, CPA, and proud citizen has the knowledge, and I know after talking with him that he has the desire to see us through an even brighter future.”

“Therefore I am tendering my resignation from Ward I seat on the Lincolnton City Council effective upon the appointment of my successor, Tim Smith.”

CONSIDERATION OF APPOINTMENT TO WARD I COUNCIL SEAT:

Councilman Rhyne then made the motion unanimously approved to appoint Tim Smith, of 722 Sherrill Avenue, as the Ward I representative on the Lincolnton City Council. Mr. Smith will fill the unexpired term of Councilman Rhyne through December 2017.

CONSIDERATION OF A MOTION FORMALLY ACCEPTING COUNCILMAN RHYNE’S RESIGNATION:

Mayor Hatley called for a motion to formally accept Councilman Rhyne’s resignation. Councilman Jetton made the motion unanimously approved to accept Councilman Rhyne’s resignation.

REGULAR MEETING - DECEMBER 1, 2016

PRESENTATION TO COUNCILMAN RHYNE:

Mayor Hatley and City Council presented Councilman Rhyne with a plaque recognizing his service from March 2010 through December 2016. He was also presented with a Boston Rocker for his years of service to the City and its citizens.

Mayor Hatley said, "On behalf of all the City Council we wish you well. I am looking forward to our continued friendship."

Councilman Eaddy said, "Thank you for your service. I have enjoyed serving with you and it has been a pleasure getting to know you. I wish you well."

Councilman Jetton said, "I have enjoyed serving with you for the past year, you have shown me a lot, and I thank you very much."

Councilman Black said, "It was a short time up there with you, but I enjoyed it and I appreciate your service."

Both the Police Chief and Fire Chief presented Councilman Rhyne with a gift from their departments as a token of their appreciation for the service to the City.

PUBLIC COMMENT:

With no one signing to speak under Public Comment, Councilman Eaddy took the opportunity to say, "Our Town is beautiful and I want to thank our Public Works for all of their hard work." Councilman Jetton echoed Councilman Eaddy's comments saying, "I am so proud to be from Lincolnnton, we had one of the best Christmas parades in Lincolnnton's history, and our City is beautiful."

NEWS MEDIA:

While there were no questions from the News Media, both the Lincoln Herald and Lincoln Times News wished Councilman Rhyne the best and thanked him for his service.

ADJOURNMENT:

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

DONNA C FLOWERS, MMC
CITY CLERK

ED HATLEY
MAYOR

ITEM #

4

City of Lincolnton

Human Resources Department



MEMORANDUM

To: Steve Zickefoose, City Manager

From: Tanya Osborne, Human Resources Director

Re: Position Classification Listing Revisions

Date: December 27, 2016

As part of the process for the restructuring of the Public Works and Utilities Department, Council will need to consider changes to the position classification listing. Attached is a revised list which shows the following:

1. Title change of Assistant Public Works Director to Public Works Superintendent
2. New position at grade 25 of Public Utilities Director, and
3. Elimination of grade 27-Public Works and Utilities Director

If Council approves the changes, I would ask the revised position classification listing be effective January 10, 2017 which corresponds with the beginning of the next effective pay period. Please let me know if you have any questions.

attachment

Position Classification Listing
City of Lincoln, NC
Effective January 10, 2017

<u>Grade</u>	<u>Class Title</u>	<u>FLSA</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
3	Not assigned	N	21,046	26,307	31,569
4	Not assigned	N	22,098	27,623	33,147
5	Not assigned	N	23,203	29,004	34,805
6	Solid Waste Collector	N	24,363	30,454	36,545
7	Building Services Attendant	N	25,582	31,977	38,372
7	Property Maintenance Tech	N	25,582	31,977	38,372
7	Street Maintenance Worker	N	25,582	31,977	38,372
8	Distribution/Collection Maint Tech I	N	26,861	33,576	40,291
8	Electric Meter Specialist	N	26,861	33,576	40,291
8	Lead Street Maintenance Worker	N	26,861	33,576	40,291
8	Sanitation Equip Operator I	N	26,861	33,576	40,291
9	Administrative Support Assistant	N	28,204	35,255	42,305
9	Customer Service Representative	N	28,204	35,255	42,305
9	Distribution/Collection Maint Tech II	N	28,204	35,255	42,305
9	Police Evidence Technician	N	28,204	35,255	42,305
9	Police Records Specialist	N	28,204	35,255	42,305
9	Sanitation Equip Operator II	N	28,204	35,255	42,305
9	Street Maint Equipment Operator	N	28,204	35,255	42,305
9	WTP Operator C	N	28,204	35,255	42,305
9	WWTP Operator I	N	28,204	35,255	42,305
10	Distribution/Collection Maint Tech III	N	29,614	37,017	44,421
10	Firefighter I	N	29,614	37,017	44,421
10	Lead Meter Specialist	N	29,614	37,017	44,421
10	Sanitation Equip Operator III	N	29,614	37,017	44,421
10	Sr Administrative Support Assistant	N	29,614	37,017	44,421
10	WTP Operator B	N	29,614	37,017	44,421
10	WWTP Operator II	N	29,614	37,017	44,421
11	Accounting Technician	N	31,095	38,868	46,642
11	Electric Line Technician (Class C)	N	31,095	38,868	46,642
11	Firefighter II	N	31,095	38,868	46,642
11	Lift Station Maintenance Mechanic	N	31,095	38,868	46,642
11	Sr Customer Service Representative	N	31,095	38,868	46,642
11	Street Maintenance Crew Leader	N	31,095	38,868	46,642
11	WTP Laboratory Analyst	N	31,095	38,868	46,642
11	WTP Maintenance Mechanic	N	31,095	38,868	46,642
11	WWTP Maintenance Mechanic	N	31,095	38,868	46,642
12	Distribution/Collection Crew Leader	N	32,649	40,812	48,974
12	Firefighter Engineer	N	32,649	40,812	48,974

Position Classification Listing
City of Lincoln, NC
Effective January 10, 2017

12	Lead WTP Maintenance Mechanic	N	32,649	40,812	48,974
12	Sr Fleet Maintenance Mechanic	N	32,649	40,812	48,974
12	WTP Operator A	N	32,649	40,812	48,974
12	WWTP Laboratory Analyst	N	32,649	40,812	48,974
12	WWTP Operator III	N	32,649	40,812	48,974
13	Events & Marketing Coordinator	N	34,282	42,852	51,423
13	Parks Maintenance Specialist	N	34,282	42,852	51,423
13	Police Officer I	N	34,282	42,852	51,423
13	Police Officer I-SRO	N	34,282	42,852	51,423
13	Police Records Supervisor	N	34,282	42,852	51,423
13	WWTP Pretreatment Coordinator	N	34,282	42,852	51,423
14	Distribution/Collection Supervisor	N	35,996	44,995	53,994
14	Electric Line Technician (Class B)	N	35,996	44,995	53,994
14	Fire Lieutenant	N	35,996	44,995	53,994
14	General Services Supervisor	N	35,996	44,995	53,994
14	Master Police Officer	N	35,996	44,995	53,994
14	Police Investigator	N	35,996	44,995	53,994
15	Accountant	N	37,796	47,244	56,693
15	Business/Community Develop Coord	N	37,796	47,244	56,693
15	Fire Inspector	N	37,796	47,244	56,693
15	Recreation Program Coordinator	N	37,796	47,244	56,693
15	Zoning Administrator	N	37,796	47,244	56,693
16	Electric Line Technician (Class A)	N	39,685	49,607	59,528
16	Fleet Services Superintendent	N	39,685	49,607	59,528
16	Police Sergeant	N	39,685	49,607	59,528
17	Fire Captain	N	41,670	52,087	62,504
17	HR Benefits Administrator	N	41,670	52,087	62,504
17	Public Works Supervisor	N	41,670	52,087	62,504
18	Assistant to City Manager/City Clerk	N	43,753	54,691	65,630
18	Electric Distribution System Supv	N	43,753	54,691	65,630
18	Police Lieutenant	N	43,753	54,691	65,630
18	Utility Supervisor/Purchasing Coord	N	43,753	54,691	65,630
19	Accounting Services Manager	N/E*	45,941	57,426	68,911
19	Distribution/Collections System Supt	N/E*	45,941	57,426	68,911
19	WTP Superintendent	N/E*	45,941	57,426	68,911
19	WWTP Superintendent	N/E*	45,941	57,426	68,911
20	Building Inspections Consultant	N	48,238	60,297	72,357
21	Assistant Fire Chief	E	50,650	63,312	75,975
21	Electric Distribution System Supt	E	50,650	63,312	75,975

Position Classification Listing
City of Lincolnton, NC
Effective January 10, 2017

21	Police Captain	E	50,650	63,312	75,975
22	Asst Public Works Director Public Works Superintendent	E	53,182	66,478	79,773
23	Not assigned	E	55,841	69,802	83,762
24	Information Technology Manager	E	58,633	73,292	87,950
24	Parks & Recreation Director	E	58,633	73,292	87,950
25	Fire Chief	E	61,565	76,956	92,347
25	Human Resource Director	E	61,565	76,956	92,347
25	Planning & Comm Develop Director	E	61,565	76,956	92,347
25	Public Utilities Director	E	61,565	76,956	92,347
26	Not assigned	E	64,643	80,804	96,965
27	Police Chief	E	67,875	84,844	101,813
27	Public Works & Utilities Director	E	67,875	84,844	101,813
28	Not assigned	E	71,269	89,086	106,904
29	Not assigned	E	74,833	93,541	112,249
30	Assistant City Manager	E	78,574	98,218	117,861
31	Not assigned	E	82,503	103,129	123,754
32	Not assigned	E	86,628	108,285	129,942
33	Not assigned	E	90,960	113,699	136,439
34	Not assigned	E	95,508	119,384	143,261
35	City Manager/Finance Director	E	100,283	125,354	150,424
36	Not assigned	E	105,297	131,621	157,946

Notes:

- 1 Employees in classifications with FLSA status "N" are subject to the overtime provisions of the Federal Fair Labor Standards Act which requires the payment of overtime (or equivalent compensatory time) after the employee has worked more than 40 hours in the employer's official work week, not the employee's work schedule
- 2 Employees in classifications with FLSA status "E" are exempt from the overtime provisions of the Federal Fair Labor Standards Act

Position Classification Listing
City of Lincolnton, NC
Effective January 10, 2017

- 3 Law enforcement officers and firefighting personnel who are subject to the overtime provisions of the FLSA may be paid on the basis of a **work period** from 7 to 28 days and not the City's official work week

rvsd 01-10-17

ITEM #

5

Donna Flowers

From: Mark Carpenter
Sent: Thursday, December 22, 2016 8:28 AM
To: Donna Flowers; Daphne Ingram
Cc: Laura Elam
Subject: Call to Public Hearing for January

Donna,

Below is an application we received to be called to Public Hearing at the January Council Meeting:

- **CUP-1-2017- Application from Seven Eagles Building Group requesting the renewal of a conditional use permit to construct a 33-unit condominium complex on 5.25 acres in the CU-RMF district. The subject property is located on Lincoln Country Club property approximately 650 feet north of Country Club Road and approximately 450 feet east of Lithia Inn Road north of the driving range facility (Parcel ID 86678).**

Today is the deadline. I do not anticipate any additional applications. However if I receive any I will send them to you on Tuesday Morning.

Thanks

Mark A. Carpenter
City of Lincolnton
Zoning Administrator
114 West Sycamore Street
P.O. Box 617
Lincolnton, NC 28093
704-736-8930



ITEM #

6

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

THROUGH: Steve Zickefoose, City Manager

DATE: January 5, 2017

SUBJECT: ZTA-7-2016 - Request from Planning Staff for Amendment to the Unified Development Ordinance to Revise the Standards for the Central Business and Central Business Transitional Districts

DATE: January 5, 2016

INFILL PROJECTS

The development team that is working on the three proposed downtown infill projects has been coordinating with city staff on several issues that need to be addressed in order to allow those projects to be developed successfully. This request includes several proposed changes to the UDO that are necessary in order to allow the infill projects to move forward as planned.

BACKGROUND

There are two zoning districts for the downtown area: the Central Business (CB) district and the Central Business Transitional (CBT) district. (See attached map). The CB and CBT sections of the UDO (Unified Development Ordinance) outline development standards including minimum required building setbacks as well as minimum build-to lines. The UDO also contains a separate section that outlines supplementary requirements for development in the CB and CBT districts. That section outlines requirements for architectural features such as awnings and the front build-to line. The standards are designed to ensure continuity of the historic development pattern of downtown Lincoln.

PURPOSE

The purpose of the proposed amendment is to add some flexibility to the standards for new development in the downtown area while continuing to ensure the preservation of the historic character of downtown.

PROPOSED AMENDMENT

1. Side and Rear Yard Setbacks

Current

The CB and CBT districts require 20 foot side and rear yard setbacks abutting any residential zoning district.

Proposed

The proposed amendment would allow the side and rear yard setbacks for multi-family residential uses adjoining residential districts to be reduced from 20 feet to 10 feet if an opaque fence or wall is provided to screen the multi-family use from the residential district.

2. Build – To Line

Current

- The CB district requires all primary structures to be constructed at the minimum front and side setback lines (zero setback allowed).
- The CBT district requires all new buildings to observe a build - to line of zero to 10 feet (maximum setback of 10 feet).

Proposed

The proposed amendment would make three changes:

1. The amendment would make a distinction between commercial structures and multi-family residential structures.
2. For commercial structures in the CB district, no change is proposed. For commercial structures in the CBT district, new commercial structures would be required to observe a build to line of zero to 20 feet (maximum setback of 20 feet).
3. The amendment would allow multi – family residential structures to have a varying build - to line ranging from zero to 30 feet.

3. Supplementary Regulations: Building Design Elements

Current

The supplementary regulations in the UDO note that buildings within the downtown area exhibit design elements that contribute to the unique character of downtown with buildings with flat or low pitch roofs concealed by the front facade parapet, no front

or side yard setback, large storefront windows on the first floor and strong horizontal separations between the first and any upper floors created by windows and/or changes in facade materials.

Proposed

The proposed change adds language that recognizes that description best applies to the older, retail style buildings and then provides additional descriptions for other types of buildings as follows:

- The many churches exhibit primarily two distinct styles, late gothic revival and classic (Greek) revival.
- Perimeter buildings and residential buildings convey a more common pitched roof, with styles of colonial, revival and craftsman (among others) intermingled.
- Some of the older structures have steep pitched metal roofs in neutral or muted colors.

The proposed amendment states that new or renovated structures in CB and CBT districts are expected to compliment the nearby structures by extending styles of adjoining buildings or by creating an aesthetic blend from style to style where adjoining styles transition.

4. Supplementary Regulations: Awnings and canopies

Current

The supplementary regulations state that awnings and canopies must be made of canvas or treated canvas material.

Proposed

The proposed amendment would allow awnings and canopies to also be made of standing seam prefinished metal on open metal framing. Existing awnings and canopies could be recovered with slate or simulated slate, shingles, or standing seam metal in neutral or earth tone colors.

5. Supplementary Regulations: Building presentation

Current

The supplementary regulations require building entrances to face the street and to be accessible from the public sidewalk.

Proposed

The proposed amendment would make a distinction between individual commercial buildings and a group of commercial buildings or a non-commercial building. In the case of a commercial cluster type development or a non-commercial building, the street facade is to be addressed through fenestration or other design elements and entrances can be accessible through walkways or plazas from the public sidewalk.

6. Supplementary Regulations: Building width

Current

The supplementary regulations require additions and new construction to maintain the existing building wall by extending the building front from side lot line to side lot line except that an appropriate architectural wall or similar design feature may be used instead of a building extension.

Proposed

The proposed amendment would recognize that there may be a need for pedestrian or vehicular access to an area behind the building front such as rear yard parking or courtyards. The change would allow a break in the building wall subject to use of a design element that would provide visual framing such as a fence termination feature, replicated walls, or scalable landscaping.

7. Supplementary Regulations: Color

Current

The supplementary regulations require additions and new construction to relate paint colors to natural material colors found on neighboring historic buildings.

Proposed

The proposed amendment would require paint colors to relate to natural material colors found on neighboring historic buildings and nearby buildings.

8. Supplementary Regulations: Front build-to line / outdoor cafés

Current

The supplementary regulations require the fronts of all new buildings constructed in the CB district to abut existing sidewalks, where provided, except for outdoor café type uses when a low wall is carried across the right-of-way to continue the visual continuity of building faces.

Proposed

The proposed amendment would allow other types of architectural articulation in addition to a low wall to be used to continue the visual continuity of the building face for outdoor cafés.

9. Supplementary Regulations: Demolition

Current

The supplementary regulations require consultation with the Business and Community Development Director prior to demolition of a building.

Proposed

The proposed amendment would replace the reference to the BCD director with a reference to the Planning Director.

PLANNING BOARD AND STAFF RECOMMENDATION

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

ITEM #

7

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

THROUGH: Steve Zickefoose, City Manager

DATE: January 5, 2017

RE: Business Incentive Grant (BIG- 01-2017)

Application from Mark Ingle for Business Incentive Grant for exterior building renovations at 114 East Main Street

Project Information

- Location: 114 East Main Street
- Use: Exterior building renovations including
 - removal of existing façade and restoration to original state,
 - replacement of existing windows with new windows to match original windows,
 - new store front windows to match original store front and
 - new store front double doors
- Total project cost estimate: \$19,500
- Anticipated start: December 2016
- Anticipated Completion: March 2017

Request

- \$2,500 for building renovations

See included maps and application for additional information.

ITEM #

8

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

THROUGH: Steve Zickefoose, City Manager

DATE: January 5, 2017

RE: Business Incentive Grant (BIG- 02-2017)

Application from Randy Davis on behalf of Davis Brothers Automotive for
Business Incentive Grant for exterior building renovations at 109 Dave Warlick
Drive

Project Information

- Location: 109 Dave Warlick Drive
- Use: Installation of two awnings on front of building
- Total project cost estimate: \$1552
- Anticipated start: January 2017
- Anticipated Completion: February 2017

Request

- \$776 for building renovations

See included maps and application for additional information.

ITEM #

9

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

THROUGH: Steve Zickefoose, City Manager

DATE: January 5, 2017

RE: Business Incentive Grant (BIG- 03-2017)

Application from Bennett Johnson for Business Incentive Grant for interior and exterior renovations for new automotive shop at 619 North Aspen Street (McGinnis Building)

Project Information

- Location: 619 North Aspen Street (McGinnis Building)
- Use: Upfit of existing building for new automotive shop with interior and exterior renovations to building including:
 - Repair/renovation of vehicle bays
 - Repair/renovation of office area
 - Repair/renovation to bathrooms
 - Paving of driveway
 - Removal and replacement of roof
 - Cleaning of brick
 - Replacement of broken windows
- Total project cost estimate: \$86,786
- Anticipated start: December 2017
- Anticipated Completion: February 2017

Request

- \$5,000 for interior and exterior building renovations

See included maps and application for additional information.

ITEM #

10

CITY OF LINCOLNTON

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



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.

RESOLUTION **of Appreciation for**

RICKY M. WODELL

(R-01-17)

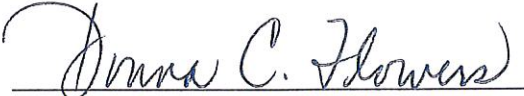
WHEREAS, the City of Lincolnton does desire to recognize and honor employees of the City for dedicated and distinguished contributions to our City and its citizens; and

WHEREAS, Ricky M. Woodell, began employment with the City of Lincolnton on January 18, 1988 as a Solid Waste Collector I in the Public Works Division. In 1989 he was promoted to Equipment Operator I, transferring to the Street and Property Maintenance Division. Ricky has since served as an equipment operator for the majority of his career, mastering all equipment within the Solid Waste and Street and Property Maintenance Departments; and

WHEREAS, Ricky M. Woodell, has over his tenure assisted the City through demanding changes, transitioning routes and regulation changes, always striving to maintain a superior level of service to our citizens; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Lincolnton, that appreciation be shown to **Ricky M. Woodell**, honoring him on his upcoming retirement on February 1, 2017, serving our City and its citizens for twenty-nine years; and that we extend congratulations and best wishes to him for continued success in all his future endeavors.

Adopted and presented this the 5th day of January 2017.


DONNA C. FLOWERS, MMC
CITY CLERK


ED HATLEY
MAYOR

ITEM #

11

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 *RJ*
SUBJECT: Presentations
DATE: December 16, 2016

The purpose of this memorandum is to request permission to present Officer's Isaiah Mathews and Jennifer Green with their Intermediate Law Enforcement Certificates at the January 5th City Council Meeting. Each of these officers have logged hundreds of hours of training and worked several years to earn these certifications. The Intermediate Certificate is the second highest award issued by the North Carolina Training and Standards Commission.

Your Consideration is greatly appreciated.

ITEM #

12

CENTRALINA COUNCIL OF GOVERNMENTS:

Board of Delegates only – (This board will replace Councilman Rhyne on the Executive Board)

- **February 8, 2017 - 6:15 pm – Annual Meeting (Location TBA)**
- **May 10, 2017 - 6:15 pm (location TBA)**
- **August 9, 2017 - 6:15 pm (location TBA)**
- **October 11, 2017 - 6:15 pm (location TBA)**

LINCOLNTON RECREATION COMMISSION:

They meet quarterly. No calendar set to date for 2017.

LINCOLN CULTURAL CENTER BOARD OF DIRECTORS:

Meet every other month, six times per year. No calendar set to date for 2017.



2017 Executive Board Meeting Dates

These meetings will be held at 6:00 p.m. at CCOG Office.

January 11, 2017
March 8, 2017
April 12, 2017
June 14, 2017
September 13, 2017
November 8, 2017

2017 Board of Delegates Meeting Dates

These meetings will be held at 6:15 p.m.

February 8, 2017 Annual Meeting	Location TBA
May 10, 2017	Location TBA
August 9, 2017	Location TBA
October 11, 2017	Location TBA

525 North Tryon Street – 12th Floor
Charlotte, North Carolina 28202
Phone: 704-372-2416 Fax: 704-347-4710
www.centralina.org

Meet the CCOG Board of Delegates

CCOG acts as a division of local government and is governed by a Board of Delegates and Executive Board.

Each member jurisdiction appoints an elected official to serve on the Board of Delegates. The Board sets policy and appoints the Executive Director who manages the affairs of the CCOG. There are 62 members of the CCOG Board of Delegates.

Anson County, Commissioner Jarvis Woodburn*
Gaston County, Commissioner Joe Carpenter*
Iredell County, Commissioner Kenneth Robertson
Lincoln County, Commissioner Martin Oakes*
Mecklenburg County, Commissioner George Dunlap*
Stanly County, Commissioner Bill Lawhon*
Union County, Commissioner Jerry Simpson*
Albemarle, Council Member Martha Sue Hall*
Ansonville, Vacant
Badin, Mayor Pro Tem Deloris Chambers
Belmont, Council Member Richard Turner
Bessemer City, Council Member Kay McCathen
Charlotte, Council Member Patsy Kinsey*
Cherryville, Mayor H.L. Beam
Cleveland, Commissioner Danny Gabriel
Cornelius, Commissioner Thurman Ross
Cramerton, Mayor Pro Tem Will Cauthen*
Dallas, Mayor Rick Coleman
Davidson, Mayor John Woods*
East Spencer, Alderman Phronice Johnson
Faith, Mayor Charles Moody
Gastonia, Council Member Robert Kellogg
Granite Quarry, Mayor Bill Feather*
Hemby Bridge, Mayor Kevin Pressley
Huntersville, Commissioner Charles Guignard
Indian Trail, Mayor Pro Tem David Cohn
Kings Mountain, Mayor Pro Tem Rodney Gordon
Landis, Vacant
Lincolnton, Council Member Devin Rhyne*
Locust, Council Member Mike Haigler
Lowell, Mayor Sandy Railey
Marshville, Mayor Pro Tem Virginia Morgan

Marvin, Mayor Joe Pollino
Matthews, Commissioner Jeff Miller
McAdenville, Vacant
Midland, Mayor Kathy Kitts*
Mineral Springs, Council Member Peggy Neill
Mint Hill, Commissioner Dale Dalton
Misenheimer, Mayor Michael Herron
Monroe, Council Member Gary L. Anderson
Mooreville, Commissioner Bobby Compton*
Morven, Mayor Theodore Carr
Mount Holly, Council Member Jim Hope
Mount Pleasant, Vacant
New London, Commissioner Dan Phillips
Norwood, Commissioner John Mullis
Oakboro, Commissioner Doug Burgess
Pineville, Council Member Christopher McDonough
Ranlo, Commissioner Effie Locklear
Richfield, Council Member Floyd Wilson
Salisbury, Mayor Karen Alexander
Spencer, Mayor Jim Gobbel
Spencer Mountain, Vacant
Stallings, Council Member Shawna Steele
Stanley, Vacant
Statesville, Mayor Pro Tem Michael Johnson*
Troutman, Council Member Paul Bryant
Wadesboro, Mayor Bill Thacker
Waxhaw, Mayor Steve Maher
Weddington, Council Member Bill Deter*
Wesley Chapel, Council Member Paul Kaperonis
Wingate, Commissioner Brent Moser

*Indicates CCOG Board of Delegate members also serving on the CCOG Executive Board. The CCOG Executive Board is composed of seventeen delegates including: the officers of the Board, the delegate from each County member government, the delegate from the City of Charlotte, and one municipal delegate from each County area. The Executive Board is authorized to act for the full Board of Delegates on all matters other than the adoption of the annual budget and the adoption of the annual program of work.

As of July 1, 2016



CCOG Provides Strategic Planning Assistance for Board Retreats

In direct response to what our member communities have recognized as an existing need, Centralina COG has enhanced its technical services offerings to include a larger focus on strategic planning and meeting facilitation for local governments.

"Communities throughout the region are facing challenges of how best to meet the needs of current residents while preparing their community for the future," said Jim Prosser, CCOG's Executive Director. "These challenges are creating increasing stress on local budgets because of shrinking state and federal funding to local governments."

Centralina Council of Government's strategic planning facilitation is a process to assist local government boards to set clear, realistic short-term and long-term goals that support their vision and mission, and define strategic action steps and resources necessary to implement those strategies. Our staff works with you to:

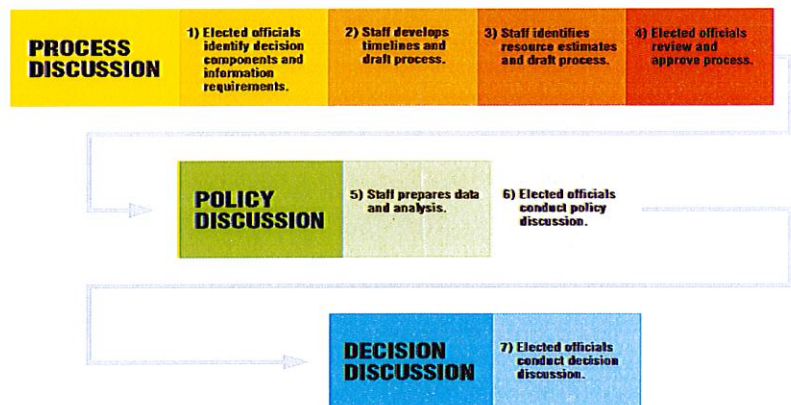
- Organize and Facilitate Your Retreat
- Identify Your Top Priorities for the Coming Year
- Develop Action Plans and Next Steps for Priority Activities
- Identify Necessary Support for Your Priorities
- Provide Support Beyond the Retreat

CCOG has provided strategic planning assistance to multiple repeat customers in past retreat seasons. Municipal and county elected officials and managers are realizing the benefits of having a facilitator to focus their retreats and keep the meetings moving. We bring a process and proven record of accomplishment to help you develop practical plans that can be successfully implemented within your community's resources.

"As regional needs change, CCOG strives to adapt to better meet the needs of its member government," said Prosser.

If you are interested in having CCOG facilitate your board retreat please contact Michelle Nance, Planning Director at CCOG, at mnance@centralina.org or 704-372-2416.

Balanced Decision Process



CONNECT Tools in Action: Growth Management and Cooperation tools help governments anticipate future growth and organize community priorities while controlling cost. [Click here to learn more.](#)

ITEM #

13



City of Lincolnton

AGENDA REQUEST FORM

Please Print

Name The Downtown Development Association of Lincolnton, Inc

Address 101 E Main St. Lincolnton, NC 28092

Phone 740735-3096

Name of Firm or Corporation (if applicable) The Downtown Development Association of Lincolnton

Other Persons Accompanying Speaker DDA Board Members

Purpose of Request to Appear Submit contracts for the 2017 DDA Special Events

Council Meeting date you wish to appear January 5, 2017

Amount of time required for Presentation 5 minutes

Date form submitted to the City Clerk December 12, 2016

Wayne Hoyle (via phone)

Signature of Requesting Party

Return forms to: City Clerk's Office
City of Lincolnton
P.O. Box 617
Lincolnton, NC 28093

CONTRACT

STATE OF NORTH CAROLINA
COUNTY OF LINCOLN

THIS CONTRACT AND AGREEMENT made and entered into on this the 5th day of January, 2017, by and between **THE DOWNTOWN DEVELOPMENT ASSOCIATION OF LINCOLNTON, INC.**, a corporation existing and doing business under the laws of the State of North Carolina, party of the first part, (hereinafter referred to as DDA), and the **CITY OF LINCOLNTON**, a municipal corporation created and existing under the laws of the State of North Carolina, party of the second part, (hereinafter referred to as CITY);

WITNESSETH:

The parties to this Contract hereby recite and declare that:

- a. Section 10-2 of the Code of Ordinances of the City of Lincolnton was so amended by the Lincolnton City Council at its regular meeting on April 4th, 2002 to allow the City to authorize and regulate the possession and consumption of malt beverages and unfortified wine on the public streets, alleys, and parking lots which have been temporarily closed to regular traffic for special events.
- b. The DDA is the sponsor, promoter, and operator of the event known as the "Lincolnton Food, Wine & Brew Fest", which will be staged in downtown Lincolnton on April 22, 2017.
- c. At the request of the DDA, the City Council agreed, subject to the provisions and conditions hereinafter set forth, to allow the DDA to administer the sale of malt beverages and unfortified wine to the public within the designated event area between Court Square and Laurel Street from various wineries and breweries and to supervise and monitor the consumption of said alcoholic beverages at and during the "Lincolnton Food, Wine & Brew Fest" event in downtown Lincolnton in 2017.

NOW, THEREFORE, in consideration of the reasons and facts recited above, the mutual promises and covenants of the parties as herein set out and for other good and valuable consideration, the receipt of which is hereby respectively acknowledged by the parties, the parties agree as follows:

I.

That in accordance with and subject to the terms and conditions herein set forth, the DDA is authorized to administer the sale of malt beverages and unfortified wine to the public from various wineries and breweries at its "Lincolnton Food, Wine & Brew Fest" event in 2017, which are scheduled to be held on Saturday, April 22nd, 2017.

II.

That all alcoholic beverages sold and served at the event will be sold and consumed within the confines of the designated event area, the location of which must be approved by the City. The DDA agrees to obtain, pay for, and comply with all governmental permits and licenses necessary for the sale and consumption of the alcoholic beverages.

That DDA agrees to provide at its expense capable and competent personnel to administer, and monitor the sale and consumption of alcoholic beverages for the duration of the event. The DDA agrees that its personnel will exercise all due care and circumspection to refuse service or sale of alcoholic beverages to any minor or to any person who may appear to be under the influence of alcohol or any controlled substance.

That DDA will not sell or allow the consumption of any alcoholic beverage before 11:00 a.m. or after 7:00 p.m. on the day of the event.

III.

That DDA hereby agrees to indemnify and hold the City and its employees harmless from any claims, causes of action, loss or injury resulting from the sale of alcoholic beverages and subsequent consumption thereof by the public at the "Lincolnton Food, Wine & Brew Fest" event. That DDA agrees to defend the City against any such claims of loss or injury filed against the City.

IV.

That DDA will obtain and pay for liability insurance coverage (in an amount satisfactory to the City) for itself and the City as a result of the sale of alcoholic beverages on the streets of the City during the "Lincolnton Food, Wine & Brew Fest" event. That DDA will promptly provide a copy of said insurance policy (ies) to the City. All policies will designate the City as a named insured.

V.

That the City reserves the exclusive right to modify, cancel, and rescind this Contract at any time hereafter if, in its sole discretion, the sale and consumption of alcoholic beverages at any "Lincolnton Food, Wine & Brew Fest" event has resulted in problems that are detrimental to the health, welfare, or well-being of the City or its citizens.

VI.

That it is further understood and agreed by both parties that no promises or agreements not herein expressed have been made to or by either party hereto, and that this Contract contains the entire agreement between the parties hereto, and that the terms and conditions of the Contract are contractual and not a mere recital.

VII.

That this Contract may be amended only by written instrument signed and executed by the parties hereto.

IN WITNESS WHEREOF, the party of the first part has caused this instrument to be signed in its corporate name by its duly-authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, and the party of the second part has caused this instrument to be signed by its Mayor and attested by its Clerk, the day and year first above written.

DOWNTOWN DEVELOPMENT ASSOCIATION OF LINCOLNTON, INC.

By: _____
President

Attest:

Secretary (Corporate Seal)

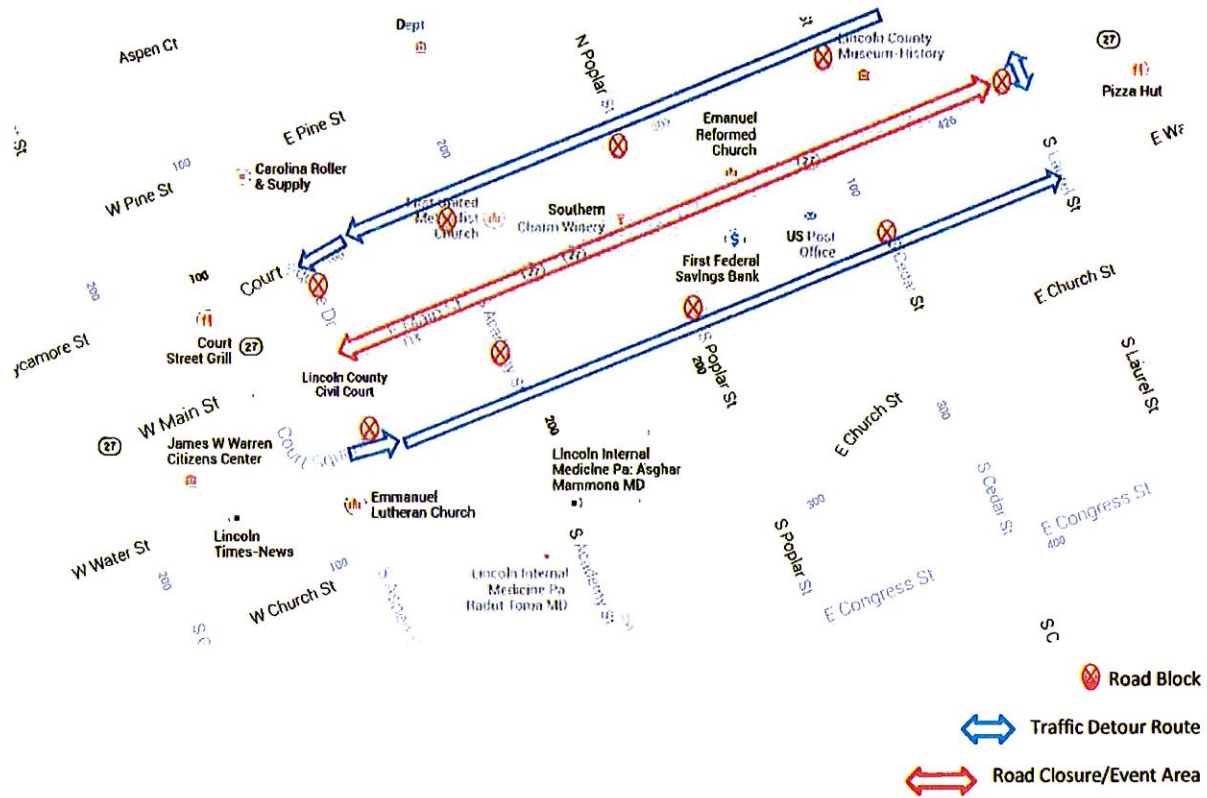
CITY OF LINCOLNTON

By: _____
Ed Hatley, Mayor

Attest:

Donna C. Flowers, City Clerk (Municipal Seal)

2017 Lincolnton Food, Wine & Brew Fest Event Detour Map



ITEM #

14



City of Lincolnton

AGENDA REQUEST FORM

Please Print

Name The Downtown Development Association of Lincolnton, Inc

Address 101 E Main St. Lincolnton, NC 28092

Phone 740735-3096

Name of Firm or Corporation (if applicable) The Downtown Development Association of Lincolnton

Other Persons Accompanying Speaker DDA Board Members

Purpose of Request to Appear Submit contracts for the 2017 DDA Special Events

Council Meeting date you wish to appear January 5, 2017

Amount of time required for Presentation 5 minutes

Date form submitted to the City Clerk December 12, 2016

Wayne Hoyle (via phone)

Signature of Requesting Party

Return forms to: City Clerk's Office
City of Lincolnton
P.O. Box 617
Lincolnton, NC 28093

CONTRACT

STATE OF NORTH CAROLINA
COUNTY OF LINCOLN

THIS CONTRACT AND AGREEMENT made and entered into on this the 5th day of January 2017, by and between the **DOWNTOWN DEVELOPMENT ASSOCIATION OF LINCOLNTON, INC.**, a corporation existing and doing business under the laws of the State of North Carolina, party of the first part, (hereinafter referred to as DDA), and the **CITY OF LINCOLNTON**, a municipal corporation created and existing under the laws of the State of North Carolina, party of the second part, (hereinafter referred to as CITY);

WITNESSETH:

The parties to this Contract hereby recite and declare that:

- a. Section 10-2 of the Code of Ordinances of the City of Lincolnton was so amended by the Lincolnton City Council at its regular meeting on April 4th, 2002 to allow the City to authorize and regulate the possession and consumption of malt beverages and unfortified wine on the public streets, alleys, and parking lots which have been temporarily closed to regular traffic for special events.
- b. The DDA is the sponsor, promoter, and operator of a series of events known as "Alive After Five", which are staged in downtown Lincolnton during the afternoon and evening hours of selected spring days throughout the year.
- c. At the request of the DDA, the City Council agreed, subject to the provisions and conditions hereinafter set forth, to allow the DDA to sell malt beverages and unfortified wine to the public within the designated event area between Court Square and poplar Street and to supervise and monitor the consumption of said alcoholic beverages at and during the "Alive After Five" events in downtown Lincolnton in 2017.

NOW, THEREFORE, in consideration of the reasons and facts recited above, the mutual promises and covenants of the parties as herein set out and for other good and valuable consideration, the receipt of which is hereby respectively acknowledged by the parties, the parties agree as follows:

I.

That in accordance with and subject to the terms and conditions herein set forth, the DDA is authorized to sell malt beverages and unfortified wine to the public at its "Alive After Five" events in 2017, which are scheduled to be held on the last Thursday of the month for the dates of May 25th, June 29th, July 27th, August 31st and September 28th.

II.

That all alcoholic beverages sold and served by the DDA will be sold and consumed within the confines of the designated event area, the location of which must be approved by the City. The DDA agrees to obtain, pay for, and comply with all governmental permits and licenses necessary for the sale and consumption of the alcoholic beverages.

That DDA agrees to provide at its expense capable and competent personnel to administer and monitor the sale and consumption of alcoholic beverages for the duration of the event(s). The DDA agrees that its personnel will exercise all due care and circumspection to refuse service or sell of alcoholic beverages to any minor or to any person who may appear to be under the influence of alcohol or any controlled substance.

That DDA will not sell or allow the consumption of any alcoholic beverage before 6:00 p.m. or after 10:00 p.m. on the day of the event.

III.

That DDA hereby agrees to indemnify and hold the City and its employees harmless from any claims, causes of action, loss, or injury resulting from the sale of alcoholic beverages and subsequent consumption thereof by the public at "Alive After Five" events. That DDA agrees to defend the City against any such claims of loss or injury filed against the City.

IV.

That DDA will obtain and pay for liability insurance coverage (in an amount satisfactory to the City) for itself and the City as a result of the sale of alcoholic beverages on the streets of the City during "Alive After Five." That DDA will promptly provide a copy of said insurance policy (ies) to the City. All policies will designate the City as a named insured.

V.

That the City reserves the exclusive right to modify, cancel, and rescind this Contract at any time hereafter if, in its sole discretion, the sale and consumption of alcoholic beverages at any "Alive After Five" event has resulted in problems that are detrimental to the health, welfare, or well-being of the City or its citizens.

VI.

That it is further understood and agreed by both parties that no promises or agreements not herein expressed have been made to or by either party hereto, and that this Contract contains the entire agreement between the parties hereto, and that the terms and conditions of the Contract are contractual and not a mere recital.

VII.

That this Contract may be amended only by written instrument signed and executed by the parties hereto.

IN WITNESS WHEREOF, the party of the first part has caused this instrument to be signed in its corporate name by its duly-authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, and the party of the second part has caused this instrument to be signed by its Mayor and attested by its Clerk, the day and year first above written.

DOWNTOWN DEVELOPMENT ASSOCIATION OF LINCOLNTON, INC.

By: _____
President

Attest:

Secretary (Corporate Seal)

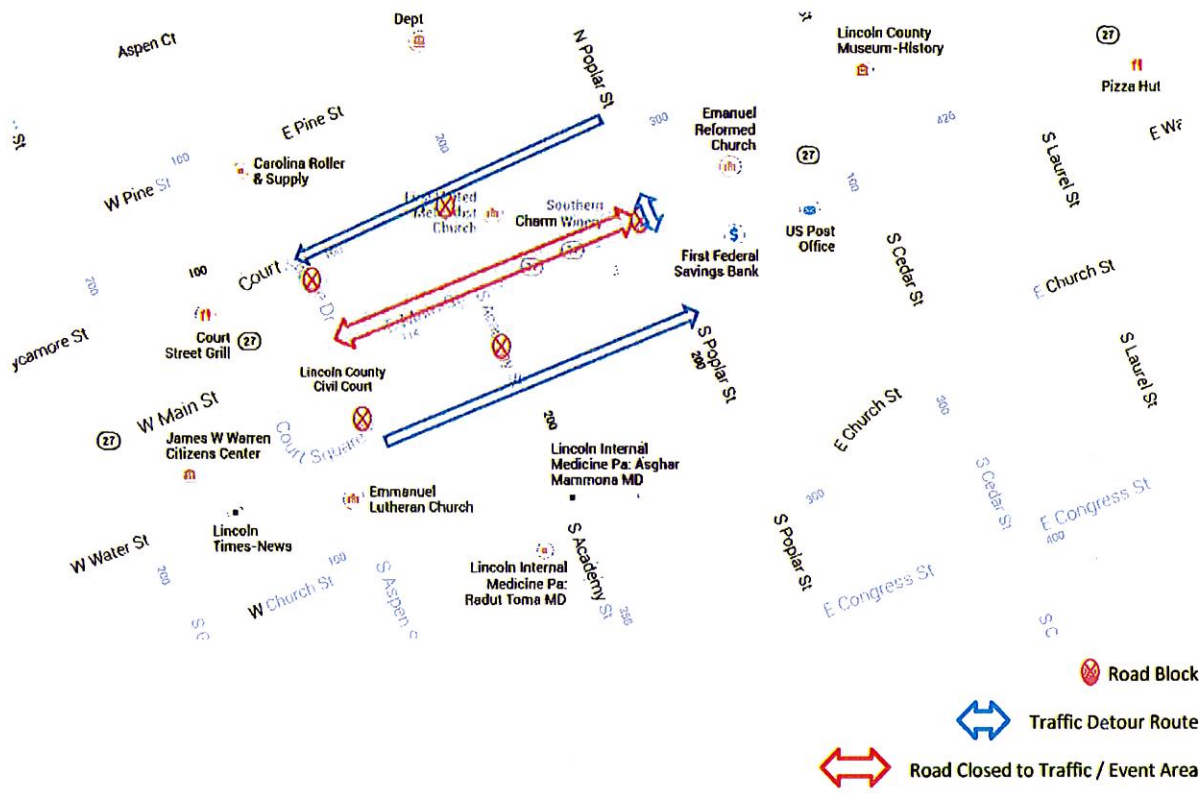
CITY OF LINCOLNTON

By: _____
Ed Hatley, Mayor

Attest:

Donna C. Flowers, City Clerk (Municipal Seal)

2017 Alive After Five & Cruise-In Event Map



ITEM #

15



City of Lincoln

AGENDA REQUEST FORM

Please Print

Name The Downtown Development Association of Lincoln, Inc

Address 101 E Main St. Lincoln, NC 28092

Phone 740735-3096

Name of Firm or Corporation (if applicable) The Downtown Development Association of Lincoln

Other Persons Accompanying Speaker DDA Board Members

Purpose of Request to Appear Submit contracts for the 2017 DDA Special Events

Council Meeting date you wish to appear January 5, 2017

Amount of time required for Presentation 5 minutes

Date form submitted to the City Clerk December 12, 2016

Wayne Hoyle (via phone)

Signature of Requesting Party

Return forms to: City Clerk's Office
City of Lincoln
P.O. Box 617
Lincoln, NC 28093

CONTRACT

**STATE OF NORTH CAROLINA
COUNTY OF LINCOLN**

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W I T N E S S E T H:

The parties to this Contract hereby recite and declare that:

- a. Section 10-2 of the Code of Ordinances of the City of Lincolnton was so amended by the Lincolnton City Council at its regular meeting on April 4th, 2002 to allow the City to authorize and regulate the possession and consumption of malt beverages and unfortified wine on the public streets, alleys, and parking lots which have been temporarily closed to regular traffic for special events.
- b. The DDA is the sponsor, promoter, and operator of a weekend festival known as "Hog Happenin", which is staged in downtown Lincolnton on June 2nd and June 3rd, 2017.
- c. At the request of the DDA, the City Council agreed, subject to the provisions and conditions hereinafter set forth, to allow the DDA to sell malt beverages and unfortified wine to the public along within the designated event area between Grove Street and Laurel Street and to supervise and monitor the consumption of said alcoholic beverages at and during the "Hog Happenin" in downtown Lincolnton in 2017.

NOW, THEREFORE, in consideration of the reasons and facts recited above, the mutual promises and covenants of the parties as herein set out and for other good and valuable consideration, the receipt of which is hereby respectively acknowledged by the parties, the parties agree as follows:

I.

That in accordance with and subject to the terms and conditions herein set forth, the DDA is authorized to sell malt beverages and unfortified wine to the public at its "Hog Happenin" in 2017, which is scheduled to be held on June 2nd and 3rd.

II.

That all alcoholic beverages sold and served by the DDA will be sold and consumed within the confines of the designated event area, the location of which must be approved by the City. The DDA agrees to obtain, pay for, and comply with all governmental permits and licenses necessary for the sale and consumption of the alcoholic beverages.

That DDA agrees to provide at its expense capable and competent personnel to administer, and monitor the sale and consumption of alcoholic beverages for the duration of the event. The DDA agrees that its personnel will exercise all due care and circumspection to refuse service or sell of alcoholic beverages to any minor or to any person who may appear to be under the influence of alcohol or any controlled substance.

That DDA will not sell or allow the consumption of any alcoholic beverage before 6:00 p.m. or after 10:00 p.m. on June 2nd or before 10:00 a.m. or after 4:00 p.m. on June 3rd, 2017.

III.

That DDA hereby agrees to indemnify and hold the City and its employees harmless from any claims, causes of action, loss, or injury resulting from the sale of alcoholic beverages and subsequent consumption thereof by the public at "Hog Happenin". That DDA agrees to defend the City against any such claims of loss or injury filed against the City.

IV.

That DDA will obtain and pay for liability insurance coverage (in an amount satisfactory to the City) for itself and the City as a result of the sale of alcoholic beverages on the streets of the City during "Hog Happenin." That DDA will promptly provide a copy of said insurance policy (ies) to the City. All policies will designate the City as a named insured.

V.

That the City reserves the exclusive right to modify, cancel, and rescind this Contract at any time hereafter if, in its sole discretion, the sale and consumption of alcoholic beverages at any "Hog Happenin" event has resulted in problems that are detrimental to the health, welfare, or well-being of the City or its citizens.

VI.

That it is further understood and agreed by both parties that no promises or agreements not herein expressed have been made to or by either party hereto, and that this Contract contains the entire agreement between the parties hereto, and that the terms and conditions of the Contract are contractual and not a mere recital.

VII.

That this Contract may be amended only by written instrument signed and executed by the parties hereto.

IN WITNESS WHEREOF, the party of the first part has caused this instrument to be signed in its corporate name by its duly-authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, and the party of the second part has caused this instrument to be signed by its Mayor and attested by its Clerk, the day and year first above written.

DOWNTOWN DEVELOPMENT ASSOCIATION OF LINCOLNTON, INC.

By: _____
President

Attest:

Secretary (Corporate Seal)

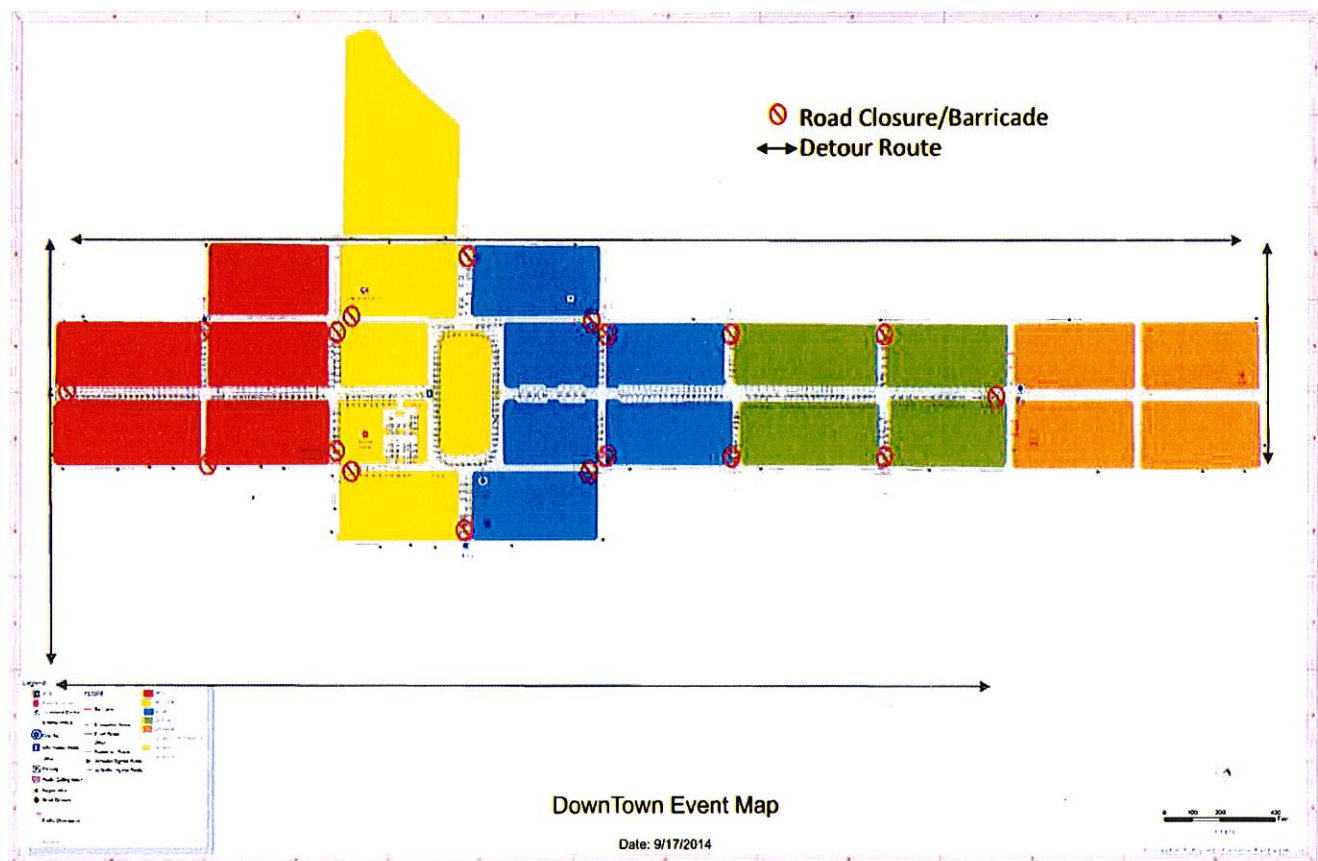
CITY OF LINCOLNTON

By: _____
Ed Hatley, Mayor

Attest:

Donna C. Flowers, City Clerk (Municipal Seal)

2017 Hog Happenin' Detour Map



ITEM #

16

CITY OF LINCOLNTON STEERING COMMITTEE CHARTER

Abstract

This Charter outlines the guidelines, policies and procedures followed by the Steering Committee

STEERING COMMITTEE CHARTER

Prepared By: Änd Lynn

Created	Änd Lynn	8/31/16	Version 1.0
Reviewed, Edited	Keith Gaskill	9/7/16	Version 1.1
Reviewed, Edited	Fred Jarrett	9/30/16	Version 1.2
Reviewed, Edited	Änd Lynn	10/4/16	Version 1.3
Reviewed, Edited	Fred Jarrett	10/26/16	Version 1.4
Reviewed	Steering Committee	10/26/16	Version 1.4
Reviewed, Edited, Approved	Änd Lynn	11/8/16	Version 2

MISSION STATEMENT

To streamline efforts between local government, allied support organizations and citizens to advance city objectives.

PURPOSE OF THE STEERING COMMITTEE

PRIMARY FUNCTION

The City of Lincolnton Steering Committee's primary function is to assist City government in aligning the committees, groups, and goals of allied support organizations (ASO) to improve communications, remove duplicated efforts and align them with the City of Lincolnton's Strategic plan to accomplish the unified goal of a prosperous Lincolnton. The Committee shall have no powers, except as stated in the committee's charter or as granted by the Lincolnton City Council.

The Steering Committee as an advisory committee provides a stabilizing influence so ASO projects, conceptions and directions are maintained with a visionary view of strategic plan. The Steering Committee provides insight on short term and long-term strategies in support of city mandates. Members of the Steering Committee ensure city objectives are being adequately addressed and separate projects remain strategic. In practice these responsibilities are carried out by performing the following functions:

- Development of a road map of ASO committee projects aligned with the city strategic plan;
- Monitoring and review of road map at regular Steering Committee meetings;
- Provide recommendations to ASO;
- ASO Members report back to their perspective ASO;
- Reporting to City Council quarterly or as requested;
- Providing assistance to projects when required;
- Provide advice to city officials when needed;
- Controlling road map scope as emergent issues force changes to be considered, ensuring that scope aligns with the agreed requirements of sponsors and key stakeholders; and
- Assisting in resolution of conflicts and disputes, reconciling differences of opinion and approach.

APPROVAL RESPONSIBILITIES

The Steering Committee is an advisory committee and provides no approval of ASO or city projects, boards, committees, functions, goals, plans or other functions.

The Steering Committee is responsible for approving major road map elements such as:

- Prioritization of road map objectives and outcomes;
- Deliverables as identified in the road map;
- Schedule;
- Risk management strategies, ensuring that strategies to address potential threats to the road maps success have been identified, estimated and approved, and that the threats are regularly re-assessed; and
- Project management and quality assurance practices.

STEERING COMMITTEE

STAKEHOLDERS

The primary stakeholders are the City of Lincoln, City Manager, City Council, ASO's and Lincoln Citizens.

ASO MEMBERSHIP AND ORGANIZATION

The Steering Committee will consist of a Sponsor, Chair, Vice-Chair, and Secretary will include a board member(s) from the following stakeholder ASO and any other organization that works to support prosperous growth in Lincoln:

Name	Role	Organization
Steven Zickefoose	Sponsor	City of Lincoln
Fred Jarrett Jr.	Chair	
	Vice Chair	
	Secretary	
Laura Elam	ASO Member	City of Lincoln
Keith Gaskill	ASO Member	Lincoln-Lincoln County Chamber of Commerce (LLCCoC)
Änd Lynn	ASO Member	Downtown Development Association (DDA)
Carol King	ASO Member	Lincoln Tourism Board (LTB)
Lou Ann Cain		
Cliff Brumfield	ASO Member	Lincoln Economic Development Association (LEDA)
Rhonda Hunter		
	ASO Member	Lincoln Cultural Arts Center (LCAC)
	ASO Member	Lincoln County Historical Association (LCHA)
	ASO Member	Lincoln County Home Owners Association

	ASO Member	Lincoln County Board of REALTORS®
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STEERING COMMITTEE STRUCTURE

In order to achieve the Steering Committee's mission the Committee is structured as follows:

- The committee will have enough members to provide a diversity of perspectives but few enough to accomplish committee goals.
- Each ASO will provide one board member on an annual basis.
- Terms are flexible, but members should not serve less than one year.
- Members should provide written notice and coordinate their exit from the committee with others to minimize disruption.
- During the January meeting of the Steering Committee, the Committee will discuss and evaluate its current membership needs. The meeting will assess the ability for current members to continue, review current Steering Committee membership, policies/practices, and, if necessary, initiate the process of nominating new member.
- An individual may occupy more than one role. (i.e., Chair and ASO Member)

ROLE OF A STEERING COMMITTEE MEMBER

It is intended that the Steering Committee leverage the experiences, expertise, and insight of key individuals at ASO committed to building and sustaining growth in Lincoln. Steering Committee members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs;
- Appreciate the significance of the project for some or all major stakeholders and represent their interests;
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued;
- Have a broad understanding of approach being adopted; and
- Complete and report on the status of assigned action items.

In practice, this means:

- Review the status of the road map;
- Ensure the road map outputs meet the requirements of the key stakeholders;
- Help balance conflicting priorities and resources;
- Provide guidance to the team and users of the road map's outputs;
- Consider ideas and issues raised;
- Check adherence of activities to standards of best practice both within the organization and in a wider context;
- Foster positive communication outside of the committee regarding the road maps progress and outcomes;

- Report on progress to those responsible at a high level, such as city management groups, heads of agencies, or City Council; and
- Progress any whole-of-Government issues associated with the project.

DECISION PROCEDURE OF THE STEERING COMMITTEE

If a proposal comes forward in a meeting requiring action or an issue requiring a decision, a motion will be made and the basic rules of parliamentary procedure followed. Only one vote for each organization listed in the Member table will be allowed.

All votes will be recorded in the meeting minutes as to number of yeses, no's and abstentions but not member name or organization.

CHAIR RESPONSIBILITIES

The Chair of the Steering Committee performs the following:

- Prepares and leads the agenda of the meetings;
- Presides at all meetings of the board;
- Preserves order at all times;
- Represents the Steering Committee with regards to external requests;
- Invites external experts to participate as guests in Steering Committee discussions; and
- Provides updates to the City Council as necessary.

VICE-CHAIR RESPONSIBILITIES

The Vice-chair of the Steering Committee performs the following:

- In the absence of the chair, the vice-chair of the board will assume all the rights and responsibilities of the chairperson. The vice-chair will also perform other duties as assigned by the chairperson.

SECRETARY RESPONSIBILITIES

The Secretary of the Steering Committee performs the following:

- Records all proceedings of the committee;
- Ensures the minutes of the meetings of the committee are promptly and accurately recorded;
- Prepares and distributes copies of the agenda.

ATTENDANCE & PARTICIPATION

Steering Committee members are expected to regularly attend Steering Committee meetings and support city and ASO activities outside of meetings. Steering Committee members are required to have 80 percent attendance over the course of one calendar. Excessive absences will result in termination from the committee. Circumstances of each absences will be reviewed prior to termination. Exceptions for the eighty percent attendance requirement may be permitted based on review by the Chair and Sponsor. The Steering Committee is a transparent committee. Additional participants may attend meetings as invited but are not eligible to vote.

OTHER RULES OF OPERATION

- Agendas will be developed by the Chair with member input and distributed at least three (3) business days before the meetings.
- Meeting notes (of significant decisions and action items) will be distributed to committee members within one business week (of each meeting). All corrections to the notes must be submitted by the end of the subsequent meeting.
- The Committee shall continuously review and make recommendations for revisions to the charter. Any recommendation(s) for change must be presented to the committee membership in the form of a motion at a meeting and approved by two-thirds the committee membership present.

STEERING COMMITTEE MEETINGS

MEETING SCHEDULE AND PROCESS

Initially the committee will meet the 2nd and 4th Wednesdays of each month beginning at 8:00 a.m. in the LFD training room or as required to keep track of issues and the progress of the road maps implementation and on-going citywide support to its stakeholders. As the committee becomes well established meeting frequency shall be at least one meeting per quarter.

Meeting minutes and attendance will be recorded by the secretary for each meeting.

At each meeting, project status will be reported to the committee by the membership using an agenda outline such as the following example:

- A. Introductory Items such as:
 - Introductions
 - Review Agenda
 - Minutes from last meeting
 - Review of actions arising from previous Steering Committee meetings.
- B. Review Project Status
 - Overall Status
 - Scope status
 - Schedule status
 - Budget status
 - Reason for deviation
 - New issues arising since the last meeting
 - Review and approval of road map change orders
 - Budget
 - Milestone review
 - Formal acceptance of deliverables
 - Accomplishments against last meeting's plans

- Plans for the next reporting period
 - Outstanding issues, open points, conflicts
 - Specific requests for assistance of the Steering Committee
- C. Consideration of other items relevant
- D. Review and summarize new actions from this meeting
- E. Meeting Plus/Delta

MEETING ETIQUETTE

Comment [ÄL1]: This section will be updated with voted upon rules and etiquette.

HAVE A GOOD TIME AND ENJOY EACH OTHER	Critique ideas, not people
Come to the meeting with a positive attitude.	Be positive, non-judgmental and open to new ideas
Talk one at a time, waiting to be recognized by the Chairperson.	Be prompt in arriving to the meeting and in returning from breaks.
Turn cell phones off or to vibrate.	Respect each other's thinking and value their contributions
Be patient when listening to others speak and do not interrupt them.	Members need to stay on the topic being discussed.
If members feel they cannot talk about issues or concerns during the meeting, they can talk to their chair, after the Meeting about their issues.	Manage group work
Success depends on participation – share ideas, ask questions, draw others out	Listen for the future to emerge
Share your unique perspective	All ideas are valid
All ideas are valid	

REPORTS

The committee will develop, participate in or review the following reports:

- **Annual City Strategic Plan.**
- **Annual City Budget.**
- **Participation summary.** Annual review of average attendance, and each members attendance, at board meetings, committee meetings, education sessions, and (if possible) community events.

Comment [ÄL2]: I added this to have the committee review the budget, This allows the committee to be properly educated on the financial status of the city.

DEFINITIONS AND ABBREVIATIONS

Allied Support Organization(s) (ASO) – Any recognized organization that works for the betterment and support of the City of Lincolnton including but not limited to the Chamber of Commerce, Downtown Development Association, Lincolnton Tourism Board, Historical Association, etc.

Strategic plan – Strategic plan when mentioned in this document refers to the City of Lincolnton Strategic Plan unless otherwise noted.

ITEM #

17

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

ITEM #

18

January 2017 Council Meeting
Executive Summary
November 2016 Year-To-Date

General Fund		16-17	% of Budget	15-16	Difference
Fund 10	Revenues	4,801,497.00	39.91%	4,536,960.70	264,536.30
	Personal Services	3,168,135.10		3,395,657.10	(227,522.00)
	Supplies & Materials	155,863.24		137,073.97	18,789.27
	Current Obligations	233,375.75		197,936.15	35,439.60
	Fixed Charges	143,929.46		276,119.75	(132,190.29)
	Capital Outlay	508,306.01		316,879.08	191,426.93
	Contracts/Grants	290,613.76		262,297.50	28,316.26
	Debt Service	30,011.96		7,461.96	22,550.00
	Expenses	4,530,235.28	42.62%	4,593,425.51	(63,190.23)
	Difference	271,261.72		(56,464.81)	327,726.53

Water & Sewer Fund		16-17	% of Budget	15-16	Difference
Fund 61	Revenues	3,589,545.22	40.53%	3,756,223.82	(166,678.60)
	Personal Services	758,268.83		806,204.35	(47,935.52)
	Supplies & Materials	175,189.88		194,822.11	(19,632.23)
	Current Obligations	228,862.21		197,833.95	31,028.26
	Fixed Charges	50,560.94		152,540.21	(101,979.27)
	Capital Outlay	570,359.67		119,479.44	450,880.23
	Contracts/Grants	111,261.13		106,893.17	4,367.96
	Debt Service	135,573.86		160,730.52	(25,156.66)
	Inv., Interfund	157,956.65		157,956.65	-
	Expenses	2,188,033.17	32.00%	1,896,460.40	291,572.77
	Difference	1,401,512.05		1,859,763.42	(458,251.37)

Electric Fund		16-17	% of Budget	15-16	Difference
Fund 63	Revenues	3,531,288.07	45.24%	3,432,817.18	98,470.89
	Personal Services	182,817.38		215,118.16	(32,300.78)
	Supplies & Materials	13,372.28		28,474.22	(15,101.94)
	Current Obligations	2,467,029.68		2,392,235.48	74,794.20
	Fixed Charges	18,156.24		47,936.19	(29,779.95)
	Capital Outlay	39,773.39		5,184.00	34,589.39
	Contracts/Grants	-		-	-
	Inv., Interfund	10,822.90		10,822.90	-
	Expenses	2,731,971.87	37.51%	2,699,770.95	32,200.92
	Difference	799,316.20		733,046.23	66,269.97

Overtime 80+ hours 125,191.00 132,634.00 (7,443.00)

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 #

19

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

**CLOSED
SESSION**