

# ***A G E N D A***

***LINCOLNTON CITY COUNCIL***

***March 1, 2018***

***7:00 p.m.***

***Council Chambers***

***City Hall***

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

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

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

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

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

**A G E N D A**

***LINCOLN CITY COUNCIL***

**March 1, 2018**

**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 the minutes of the regular meeting held February 1, 2018**

**4. Calls to Public Hearing for the April 5<sup>th</sup> City Council meeting:**

*(The Deadline for Calls to Hearing within the Planning Department is Monday, February 26<sup>th</sup>)*

**REGULAR AGENDA:**

**PUBLIC HEARINGS**

**5. CUP-1-2018 – Request for a Conditional Use Permit from 3PM Brewing Company (John Brinsfield) to operate a 12,000 square ft brewery (3PM Brewing Company) in the Central Business (CB District). The subject property has frontage on West Water Street and is located at 414 East Water Street (Parcel ID 00488).**

**Laura Elam, Planning Director**

**6. CUP-2-2018 – Request for a Conditional Use Permit from Teramore Development, LLC requesting a change in conditions of CUP-9-2017. The subject property has frontage on both Highway 27 and W NC Highway 150 and is approximately 300 feet west of the intersection of these two roads (Parcel ID 21439)**

**Laura Elam, Planning Director**

**PUBLIC HEARINGS**

- 7. ZTA-1-2018 – Request from the Lincolnton Planning Department for a Zoning Text Amendment for changes to the Planned Business (PB District). Changes would remove the maximum gross floor area limitations, the one principal building restriction and the one principal use per building restriction.**

**Laura Elam, Planning Director**

- 8. RLF-1-2018 – Application from Jane and Brian Rollins for Downtown Redevelopment Revolving Loan for building renovations for new pizzeria and bakery at 209 N. Aspen Street.**

**Laura Elam, Planning Director**

**PRESENTATION**

- 9. Presentation of the Medal of Valor to Lincolnton Police Officer Thomas Hall for his heroic efforts of February 4, 2017. *(This medal is awarded for an act of heroism within the performance of normal duties when placed in imminent threat of death or serious physical injury to personal self or others.)***

**Rodney Jordan, Chief of Police**

**RESOLUTION**

**(R-03-18)**

- 10. Recognition of Lincolnton Police Officer William S. Vaughn, II on his upcoming retirement on April 1, 2018**

**Mayor Hatley**

**CONTRACT**

**(C-03-18)**

- 11. Consideration of a contract for the 2018 Lincolnton Wine & Brew Festival – April 28, 2018**

**Tommy Husky, DDA**

**AGENDA**

**March 1, 2018**

**Page 3**

**CONTRACTS**

**(C-04-18)**

- 12. Consideration of the 2018 Alive After Five Concert Series – For events to be held from 6 pm to 10 pm on the following dates; Friday, May 31, 2018 - Friday, June 28, 2018 - Friday July 26, 2018 and Friday, August 30, 2018**

**Tommy Husky, DDA**

**(C-05-18)**

- 13. Consideration of approval of contract between the City and City National Bank for installment financing for VIPER Radios for the Lincolnton Police Department (\$ 275,589.24)**

**Steve Zickefoose, City Manager**

**(C-06-18)**

- 14. Consideration of approval of contract between the City and Jerry Lail (respective low bidder) for construction of a Columbarium at Hollybrook Cemetery (\$ 28,465.00)**

**Steve Zickefoose, City Manager**

**APPOINTMENT**

**(APPT-01-18)**

- 15. Consideration of applications for appointment to the Lincolnton Planning Board (*to fill the unexpired term of Kathryn Yarbrow who resigned in January 2018*)**

**Mayor Hatley**

**OTHER BUSINESS**

- 16. Consideration of approval of City Building Inspections Department**

**Laura Elam, Planning Director**

- 17. Approval of amendment to the City's List of Budgeted Positions and Classifications;  
Planning Department:**

- **Adding a Building Inspector 4 position**
- **Changing Administrative Assistant to Sr. Administrative Assistant**

**Tanya Osborne, Human Resources Director**

**AGENDA**  
**March 1, 2018**  
**Page 4**

**OTHER BUSINESS**

- 18. Approval of proposed amendments to the City's Fee Schedule**  
**(a) Adding a building inspections fee schedule to our existing City fee schedule**  
**(b) Adding fees / pricing for Columbarium at Hollybrook Cemetery**  
**Steve Zickefoose, City Manager**

- 19. Quarterly Report for the Lincolnton Steering Committee**  
**Fred Jarrett, Chair**

- 20. Monthly Financial Report/Overtime Report**  
**Steve Zickefoose, City Manager**

**BUDGET AMENDMENT**  
**(BA-02-18)**

- 21. Approval of Budget Amendment - Building Inspections, Revolving Loans for the Meating Place, Good Wood Pizza and Water Line Improvements on Water Street**  
**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*

**NEWS MEDIA**

**ADJOURNMENT**

**ITEM #**

**1**

***APPROVAL***

***OF***

***REGULAR***

***AGENDA***

**ITEM #**

**2**

***APPROVAL***

***OF***

***CONSENT***

***AGENDA***

**ITEM #**

**3**

## **REGULAR MEETING - FEBRUARY 1, 2018**

The Mayor and City Council met in regular session on Thursday, February 1, 2018 at 7:00 p.m. in the Council Chamber of Lincolnton City Hall, located at 114 West Sycamore Street, Lincolnton, NC.

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

**SMITH   BLACK   EADDY   JETTON**

Councilman Eaddy made the motion unanimously approved to adopt the REGULAR AGENDA as presented, removing item number six from the Consent Agenda to the Regular Agenda.

Councilman Eaddy made the motion unanimously approved the CONSENT AGENDA as follows (\*adding a call to hearing that was not originally submitted prior to the agenda going out):

Approved minutes from January 11<sup>th</sup> regular meeting.

Approved the following Calls to Public Hearing for the March 1<sup>st</sup> City Council meeting:

\*CUP-1-2018 – Request for a Conditional Use Permit from 3PM Brewing Company (John Brinsfield) to operate a 12,000 square ft brewery (3PM Brewing Company) in the Central Business (CB District). The subject property has frontage on West Water Street and is located at 414 West Water Street (Parcel ID 00488).

\*CUP-2-2018 – Request for a Conditional Use Permit from Teramore Development, LLC requesting a change in conditions of CUP-9-2017. The subject property has frontage on both Highway 27 and W NC Highway 150 and is approximately 300 feet west of the intersection of these two roads (Parcel ID 21439)

\*ZTA-1-2018 – Request from the Lincolnton Planning Department for a Zoning Text Amendment for changes to the Planned Business (PB District). Changes would remove the maximum gross floor area limitations, the one principal building restriction and the one principal use per building restriction.

RLF-1-2018 – Application from Jane and Brian Rollins for Downtown Redevelopment Revolving Loan for building renovations for new pizzeria and bakery at 209 N. Aspen Street

## **REGULAR MEETING - FEBRUARY 1, 2018**

### Consent Agenda Continued:

Approved Resolution (R-01-2018) to surplus the handgun and badge for Lincolnton Police Officer Willie Vaughn – “Glock” – Model 19, Gen 4, Serial Number YCZ914 – which would be presented to him upon his retirement

### **REQUEST TO PRESENT THE MEDAL OF VALOR (MARCH 1<sup>ST</sup> CITY COUNCIL MEETING) TO LINCOLNTON POLICE OFFICER THOMAS HALL FOR HIS HEROIC EFFORTS ON FEBRUARY 4<sup>TH</sup>, 2017:**

Mayor Hatley called on Chief Jordan to provide clarification of the Medal of Valor. Chief Jordan told Council that there are currently three medals in the handbook at the Police Department that require City Council approval, the Medal of Valor is one of the three. He said, “Officer Thomas Hall was on routine patrol when he noticed a military style Humvee traveling at a high rate of speed and no headlights on East Main Street. Officer Hall believing this could be anything from an intoxicated driver to a stolen vehicle or even worse a possible terrorist threat began chase with the vehicle. Officer Lafone was waiting at the intersection of Salem Church Road and east Main to assist. The vehicle made an abrupt turn and forcefully collided into the driver side of Officer Lafone’s vehicle. After the collision the Humvee continued to push in the driver’s door of Officer Lafone’s Patrol Car and pushing it into another civilian’s vehicle. Officer Hall not knowing whether Officer Lafone was badly injured or possibly dead, exited his vehicle and began firing into the driver’s side window of the Humvee. The driver then backed toward Officer Hall and his vehicle rammed into it as well. Officer Hall fired several more rounds as the vehicle began to speed away. Luckily, no officers or suspects were killed during this incident. In reviewing this case, the Command Staff of the department feels it would be appropriate to award the “Medal of Valor” to Officer Hall for his service on that day of February 4<sup>th</sup>, 2017. We ask that Council consider the facts of this case and allow us to award the Medal of Valor at the March 1, 2018 City Council meeting, to Officer Hall.”

Councilman Eaddy made the motion unanimously approved to allow the Police Department to present Officer Hall the Medal of Valor at the March 1<sup>st</sup> meeting.

### **RESOLUTION OF INTENT - AFG FEMA GRANT – TO SECURE MATCHING FUNDS FOR A POTENTIAL GRANT FEMA – ASSISTANCE TO FIREFIGHTERS GRANT (AFG) TO THE LINCOLNTON FIRE DEPARTMENT (NOTE: THE CITY’S PORTION OF THE GRANT WOULD BE A 5% OR \$ 7,714.00 OF THE TOTAL \$ 154,286.00 GRANT AMOUNT):**

**(R-02-18)**

Brent Smith, Assistant Fire Chief, requested that the Council approve that the Fire Department submit a grant application for funding for twenty (20) Scott X3 Pro-Self contained Breathing Apparatus. He said the FEMA (AFG) Assistance to

## **REGULAR MEETING - FEBRUARY 1, 2018**

Firefighters Grant is available, and this is an opportunity for us to potentially save the City \$ 154,286.00 (or 95% of the purchase) through this Federal Government contribution, should the grant be received.

He said, "The life span of air packs are around fifteen years, we have two years left on the current air packs and we are trying to be proactive, and get ahead of the game applying for funds to replace twenty of these air packs."

Councilman Jetton made the motion unanimously approved to submit the grant request, obligating the City to expend \$ 7,714.00 if the grant is awarded to the City. Councilman Eaddy noted these funds were included, and would come from this fiscal year's budget.

### **CONSIDERATION OF CONTRACT BETWEEN THE CITY AND EAST COAST PYROTECHNICS FOR FIREWORKS DISPLAY FOR THE 2018 JULY 4<sup>TH</sup> CELEBRATION - \$ 11,000 (15 TO 18 MINUTE DISPLAY):** **(C-02-18)**

City Manager Steve Zickefoose, in the absence of City Clerk Donna Flowers, requested Council approve that the City enter into a contract with East Coast Pyrotechnics in the amount of \$ 11,000 for the 2018 Fireworks Display. Steve said this year's request includes a \$ 1,000 increase. This is the first increase in over seven years and was due to the increase in production of fireworks costs. Steve noted that the City has been very satisfied with this company, and has worked with them for a number of years. They provide great service and the maximum liability insurance coverage as required.

Councilman Black made the motion unanimously approved to enter into the contract as requested.

### **REQUEST THAT COUNCIL ENDORSE A REFERENDUM TO BE ON THE NOVEMBER 2018 ELECTION BALLOT – TO PERMIT "ON PREMISE" AND OFF PREMISE"SALE OF UNFORTIFIED WINES. DRAFT RESOLUTION (R-03-2018) ATTACHED**

Tommy Husky, representing the Downtown Development Association, withdrew his request saying that he had spoken with the ALE Raleigh Office and they noted that the City has all viable permits through the Alcoholic Beverage Control Board, therefore there will not be a need for a referendum.

Mayor and Council thanked Mr. Huskey for his information and work toward assisting the downtown businesses.

## **REGULAR MEETING - FEBRUARY 1, 2018**

### **UPDATE ON RAIL TRAIL CROSSINGS:**

Richard Haynes, Assistant City Manager, said two streets that the Safety Committee were concerned about were Sycamore Street and Pine Street. He said Chief Heavner expressed concerns about the Fire Department Ladder Truck going across a speed table at both of these crossings. Mr. Haynes said something has to be done and an engineer has been consulted to take a look at these areas. Speed is a major factor and the Parking Committee will also take a look at others factors on these streets at a future meeting. He feels the engineer recommendations may be simple signage or alerting citizens of the pedestrian crossing well before they get to the crossing. Mayor Hatley asked about Dixon Street. Ritchie said, "the recommendation for Dixon Street was a speed table."

Councilman Eaddy commended Mr. Haynes for moving forward and hopefully getting something done before warm weather, when the trail will be in full use.

### **UPDATE ON THE CREATION OF A CITY INSPECTIONS DEPARTMENT:**

Steve Zickefoose, City Manager, gave an update on creating a City Inspections Department. Steve noted that original conversations began in the 2016-17 budget and at that time we felt it was best to gather information and see what the financial ramifications would be. Steve said Mr. Wayne Godfrey has helped the City with being a part time consultant, and has assisted with his knowledge base and with the amount of growth he agrees it could be beneficial to the City. Steve referenced surrounding cities such as Kings Mountain, Shelby, Belmont and Davidson these type cities were also textile based and got through the losses but have been going through a revitalization process and having their own Inspections Department has proved beneficial.

Steve said, "It helps us to look at buildings when we are looking to repurpose them, that are already here and we will be able to look at our inspections turn-around time for inspections which will assist our customer base. Currently it takes some time to get permits approved and we feel that having a department, including the Extraterritorial Jurisdiction (ETJ), we are hoping to get a faster response." He said, "Laura and Wayne have put together some information from permits issued during the 2016-2017 fiscal year, and feel we could generate somewhere in the \$ 65,000 to \$ 70,000 range, which is what it may take to hire a full time staff member. Steve said a fulltime position would be necessary for insurance purposes to provide the position. He plans to bring this item back if City Council feels this is the direction we need to go. Steve concluded saying thus far he has received very positive comments on moving forward in this direction. He noted he also talked with Lincoln County and should the City move forward

## REGULAR MEETING - FEBRUARY 1, 2018

this would help an already heavy workload, and the County would not lose monies. Steve said, "They even offered to potentially allow us to use their software, so it has been positively received."

Councilman Eaddy said, "I am very interested in pursuing this, and I think it is a plus that it could be done revenue neutral." It was the consensus for the City Manager to bring his proposal to City Council at their March 1<sup>st</sup> meeting.

### MONTHLY FINANCIAL/ OVERTIME REPORT:

Steve Zickefoose, City Manager, reviewed the following financial report: (He noted that this report reflects the closing of South Fork Industries)

February 2018 Council Meeting  
Executive Summary  
December 2017 Year-To-Date

| General Fund |                      | Budget 17-18 | Actual 17-18 | % of Budget | Budget 16-17 | Actual 16-17 | Difference |
|--------------|----------------------|--------------|--------------|-------------|--------------|--------------|------------|
| Fund 10      | Revenues             | 10,252,739   | 5,441,734    | 49%         | 10,662,262   | 5,570,011    | (128,277)  |
|              | Fund Balance         | 785,301      | -            | -           | 1,366,107    | -            | -          |
|              |                      | 11,038,040   | 5,441,734    |             | 12,028,369   | 5,570,011    | (128,277)  |
|              | City Manager/Clerk   | 333,365      | 101,057      |             | 309,730      | 32,558       | 68,499     |
|              | Human Resources      | 235,030      | 84,977       |             | 215,848      | 65,495       | 19,482     |
|              | Finance              | 279,012      | (114,855)    |             | 273,609      | (129,134)    | 14,279     |
|              | General Expense      | 809,520      | 470,376      |             | 878,154      | 294,460      | 175,916    |
|              | General Debt Service | 463,524      | 27,910       |             | 425,535      | 31,396       | (3,486)    |
|              | Police               | 3,344,770    | 1,708,204    |             | 3,153,942    | 1,571,867    | 136,337    |
|              | Fire                 | 2,030,690    | 1,054,400    |             | 2,206,450    | 993,680      | 60,720     |
|              | Public Works         | 181,356      | (29,926)     |             | 246,538      | (42,044)     | 12,117     |
|              | Street               | 1,229,141    | 223,471      |             | 1,534,891    | 406,669      | (183,198)  |
|              | Equipment Services   | 132,120      | 38,139       |             | 157,819      | 62,727       | (24,589)   |
|              | Solid Waste          | 718,328      | 279,813      |             | 820,485      | 360,631      | (80,818)   |
|              | General Services     | -            | -            |             | 212,559      | 105,410      | (105,410)  |
|              | Planning/Zoning      | 277,060      | 124,762      |             | 276,258      | 101,898      | 22,864     |
|              | Bus & Comm. Dev      | 132,454      | 40,841       |             | 160,693      | 64,025       | (23,183)   |
|              | Recreation           | 871,670      | 518,211      |             | 1,155,858    | 357,454      | 160,757    |
|              | Expenses             | 11,038,040   | 4,527,380    | 41%         | 12,028,369   | 4,277,092    | 250,288    |
|              | Difference           |              | 914,354      |             |              | 1,292,919    | (378,565)  |

| Water & Sewer Fund |                   | Budget 17-18 | Actual 17-18 | % of Budget | Budget 16-17 | Actual 16-17 | Difference |
|--------------------|-------------------|--------------|--------------|-------------|--------------|--------------|------------|
| Fund 61            | Revenues          | 7,449,995    | 4,134,213    | 53%         | 7,867,135    | 4,300,891    | (166,678)  |
|                    | Fund Balance      | 390,000      | -            | -           | 1,265,399    | -            | -          |
|                    |                   | 7,839,995    | 4,134,213    |             | 9,132,534    | 4,300,891    | (166,678)  |
|                    | Water Treatment   | 1,501,500    | 580,670      |             | 1,476,528    | 564,125      | 16,545     |
|                    | Dist & Collection | 1,356,250    | 668,409      |             | 2,390,175    | 1,233,911    | (565,502)  |
|                    | Wastewater        | 1,537,900    | 470,679      |             | 1,648,076    | 470,014      | 664        |
|                    | W & S Intangibles | 3,444,345    | 984,798      |             | 3,617,755    | 1,017,695    | (32,898)   |
|                    | Expenses          | 7,839,995    | 2,704,555    | 34%         | 9,132,534    | 3,285,745    | (581,190)  |
|                    | Difference        |              | 1,429,657    |             |              | 1,015,145    | 414,512    |

| Electric Fund |                | Budget 17-18 | Actual 17-18 | % of Budget | Budget 16-17 | Actual 16-17 | Difference |
|---------------|----------------|--------------|--------------|-------------|--------------|--------------|------------|
| Fund 63       | Revenues       | 7,791,714    | 3,831,055    | 49%         | 8,000,000    | 4,051,230    | (220,176)  |
|               | Fund Balance   | -            | -            | -           | 79,000       | -            | -          |
|               |                | 7,791,714    | 3,831,055    |             | 8,079,000    | 4,051,230    | (220,176)  |
|               | Electric Dept. | 7,791,714    | 3,846,087    |             | 8,079,000    | 3,691,702    | 154,384    |
|               | Expenses       | 7,791,714    | 3,846,087    | 49%         | 8,079,000    | 3,691,702    | 154,384    |
|               | Difference     |              | (15,032)     |             |              | 359,528      | (374,560)  |

|                    |         |         |         |
|--------------------|---------|---------|---------|
| Overtime 80+ hours | 156,891 | 162,207 | (5,316) |
|--------------------|---------|---------|---------|

**REGULAR MEETING - FEBRUARY 1, 2018**

**PUBLIC COMMENT:**

No one spoke under the Public Comment portion of the meeting.

**NEWS MEDIA:**

There were no questions from the News Media.

**ADJOURNMENT:**

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

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**DONNA C. FLOWERS, MMC  
CITY CLERK**

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**ED HATLEY  
MAYOR**

**ITEM #**

**4**

***The Planning Department  
deadline for  
Calls to Public Hearing  
is Monday, February 26<sup>th</sup>  
at 5:00 p.m.***

ITEM #

5

**MEMO TO:** Mayor and City Council Members

**FROM:** Laura Elam, Planning Director

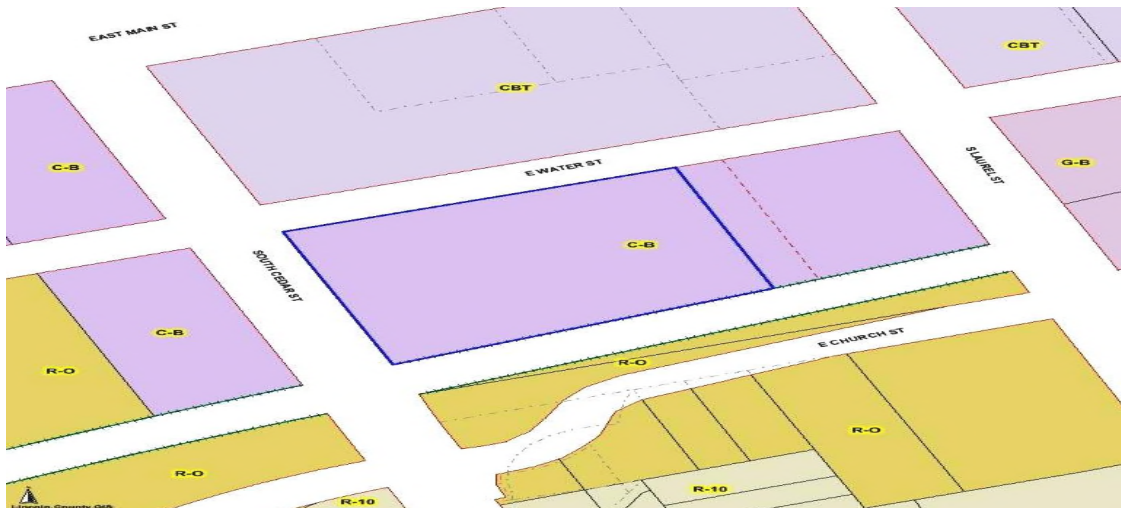
**SUBJECT:** CUP -1- 2018- Conditional Use Permit Application from 3M Brewing Company to allow a brewery in the Central Business (CB) district

**DATE:** March 1, 2018

**SITE AND AREA DESCRIPTION**

3PM Brewing Company is requesting a conditional use permit to operate a brewery at 414 East Water Street (Parcel ID 00488).

The subject property is zoned Central Business (CB). Surrounding properties are zoned a combination of CB, CB-T (Central Business Transitional) and Residential – Office (R-O).



The subject property and all surrounding properties are used for commercial purposes.



### **PROPOSED USE**

The applicant proposes use of the existing building for a brewery.

### **COMPLIANCE WITH CONDITIONAL USE PERMIT APPLICATION REQUIREMENTS**

Section 153.236 of the UDO requires that a conditional use permit application contain specific terms and meet specific requirements. The application meets all requirements.

### **OTHER CONDITIONAL USE PERMIT REQUIREMENTS**

Section 153.237 of the Unified Development Ordinance requires that four findings be determined by City Council. They are as follows:

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

### **COMPLIANCE WITH SECTION 153.237**

1. It does not appear that the use will endanger the public health or safety.
2. The use meets all required conditions and specifications.
3. The applicant will need to provide evidence that the use will not substantially injure the value of adjoining or abutting properties.
4. The use is in conformity with the Lincolnton Land Use Plan in that the site is located within the Central Business Planning Area.

### **STAFF REVIEW COMMITTEE**

The Staff Review Committee made the following comments:

1. Building plans must be approved by Lincoln County Inspections. A permit may be required from Environmental Health.
2. Coordinate electrical connection with City of Lincolnton Public Works.
3. Coordinate water/sewer connection with City of Lincolnton Public Works.
4. Stormwater should be discharged to the railway area.
5. The City will provide up to six (6) rollouts for solid waste pickup. If additional solid waste services are desired, they would need to be provided by a private contractor. All recyclables must be handled via private contractor.

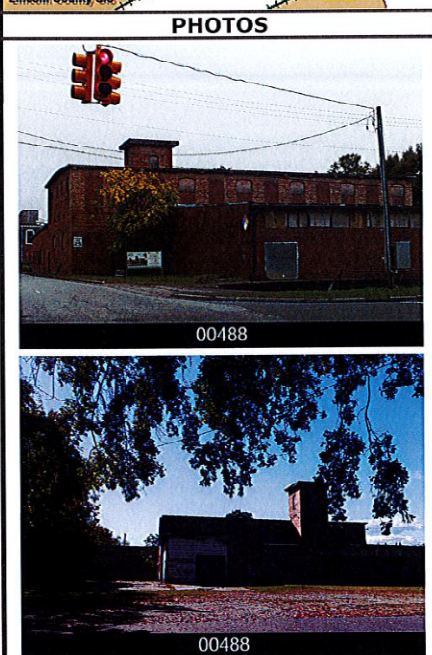
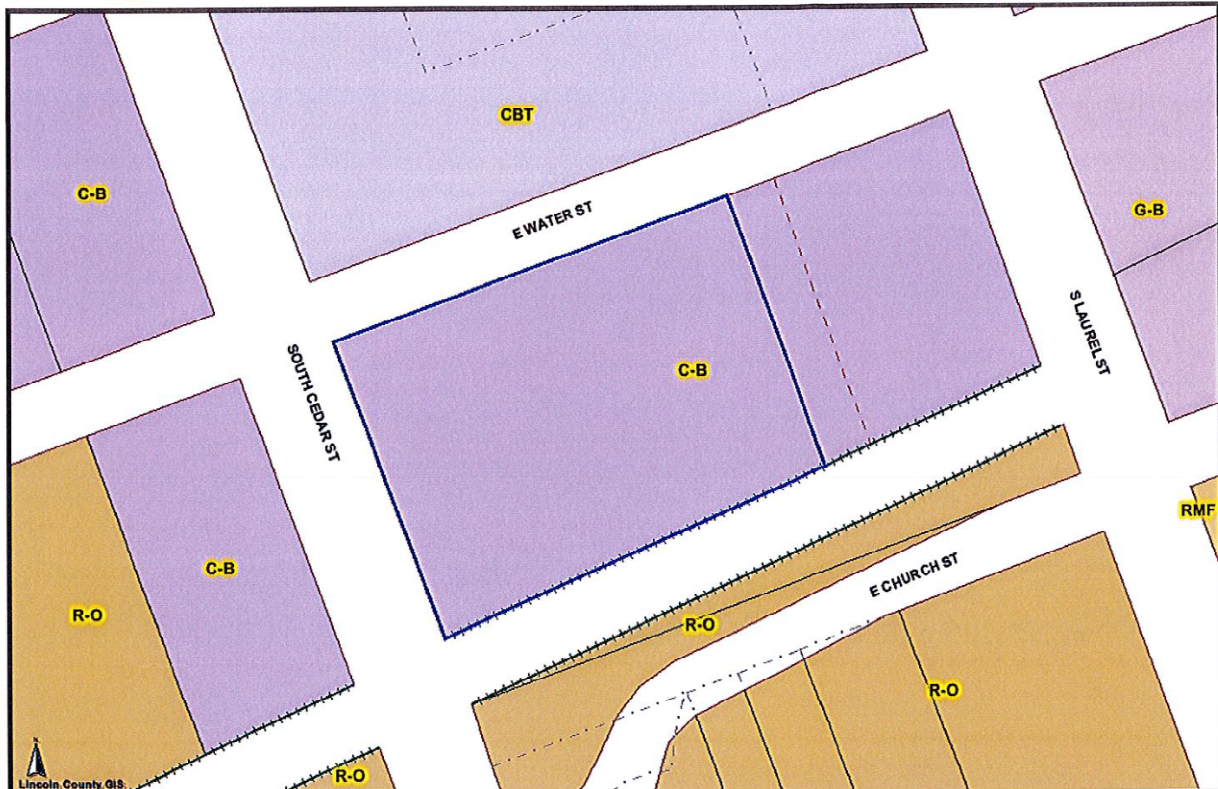
## **PLANNING BOARD AND STAFF RECOMMENDATION**

Planning Board and Staff recommend approval of the conditional use permit subject to the applicant satisfactorily proving the findings of fact and subject to the Staff Review Committee comments.



## Lincoln County, NC

Office of the Tax Administrator, GIS Mapping Division  
 Lincoln County and its mapping contractors assume no legal responsibility for  
 the information contained on this map. This map is not to be used for land  
 conveyance. The map is based on NC State Plane Coordinate System 1983 NAD.  
 Date: 2/6/2018 Scale: 1 Inch = 100 Feet



PHOTOS

### PARCEL INFORMATION FOR 3623-94-7343

|                    |                                               |                       |                           |
|--------------------|-----------------------------------------------|-----------------------|---------------------------|
| Parcel ID          | 00488                                         | Owner                 | PIEDMONT COMPANIES INC    |
| Map                | 3623-16                                       | Mailing               | 2671 EAST MAIN STREET     |
| Account            | 0238301                                       | Address               | LINCOLNTON NC 28092       |
| Deed               | 2642-763                                      | Last Transaction Date | 1/25/2017                 |
| Value              | <b>Work in Progress</b>                       |                       | Sale Price 0              |
|                    | ----- All values are for tax year 2017. ----- |                       | Previous Parcel           |
| Description        | 414 E. WATER ST.                              | Deed Acres            | 1                         |
| Address            | 414 E WATER ST                                | Tax Acres             | 1.05                      |
| Township           | LINCOLNTON                                    | Tax/Fire District     | CITY OF LINCOLNTON        |
| Main Improvement   | TWO STORY WAREHOUSE                           | Value                 | Not Determined            |
| Main Sq Feet       | 12110                                         | Stories               | 2 Year Built 1900         |
| Zoning District    | C-B                                           | Voting Precinct       | LINCOLNTON SOUTH (LS12)   |
| Calculated Acres   | 1.05                                          | Calculated Acres      | 1.05                      |
| Watershed Class    | WS-IVP                                        | Sewer District        | Not in the sewer district |
| 2000 Census County | 37109                                         | Tract                 | Block                     |
|                    | 37109                                         | 070100                | 5007 0.1                  |
|                    | 37109                                         | 070100                | 5008 0.94                 |
|                    |                                               | 070100                | 5016 0                    |
| Flood X            | Zone Description                              | Panel                 |                           |
|                    | NO FLOOD HAZARD                               | 3710362300            | 1.05                      |



## **3PM Brewing Company**

### **Concept:**

The 6,000 sq. ft. first floor space will boast a production area with a 10bbl brewhouse for core beers, plus a smaller batch brew system for pilot, seasonal and one-off beers. The remaining space will consist of a taproom designed with the visitor in mind bringing guests an engaging and sensory experience into the brewing process, an outdoor beer garden, a stage for live music, and up to 6,000 sq. ft. of available rentable space upstairs for private events. The brewery will offer restrooms and approximately 60 parking spaces for customers and employees.

### **Phases:**

- **Phase 1: Up-Fit of Brewery.** Incorporate Pottery as part of decor. Plan to utilize a mobile service for food delivery sourced from local restaurants. For Large Events plan to utilize Food Trucks.
- **Phase 2: Work with Jason Harpe, Historical Director** to create a Pottery Museum. Local potters will be able to commission their work for sale. Create a tourism destination place.
- **Phase 3: Develop the Upstairs,** may locate pottery museum there along with rentable venue spaces for weddings, corporate events, family reunions, and other gathers.
- **Phase 4: Add own venue for serving food.**

ITEM #

6

**MEMO TO:** Mayor and City Council Members

**FROM:** Laura Elam, Planning Director

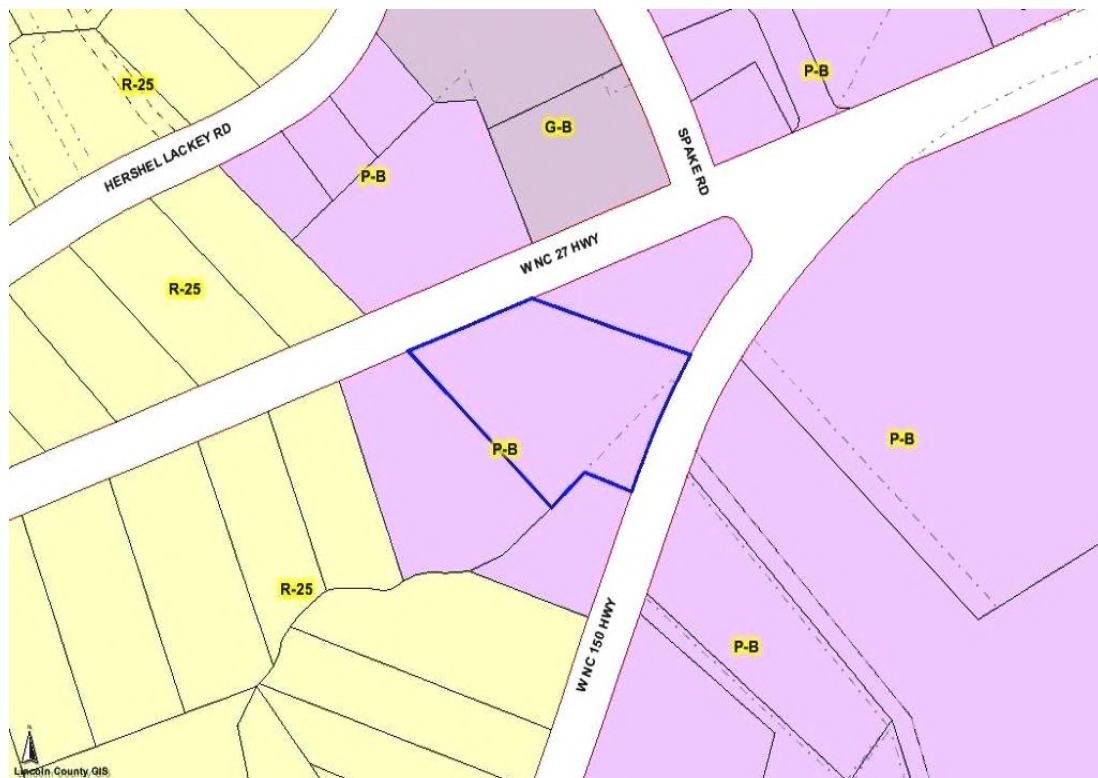
**SUBJECT:** CUP - 2 - 2018- Conditional Use Permit Application from Teramore Development LLC to amend conditions from previously approved Conditional Use Permit to allow a 9,100 square foot retail building in the Planned Business (P-B) district)

**DATE:** February 20, 2018

**SITE AND AREA DESCRIPTION**

Teramore Development LLC is requesting amendment of the conditions on the previously approved conditional use permit to allow a 9,100 square foot retail building on a 1.22 acre site located approximately 300 feet west of the intersection of West Highway 27 and West Highway 150 (Parcel ID 21439).

The subject property and all surrounding properties are primarily zoned Planned Business (P-B). Several properties located at the intersection of West Highway 27 and Spake Road are zoned General Business (G-B). Properties located further out West Highway 27 and West Highway 150 are zoned R-25.



The subject property is vacant. Properties located to the north and across West Highway 27 and West Highway 150 are used for commercial purposes. The parcel located to the west along West Highway 27 is used for office purposes. Properties located further west along West Highway 27 and to the south are residential or vacant.



### **REQUESTED CHANGE IN CONDITIONS**

The previously approved conditional use permit for this site allows a new retail building of approximately 9,100 square feet. The intended buyer of the site is Dollar General. The conditional use permit was approved with the following conditions:

- (1) Erosion control plan must be submitted to and approved by Lincoln County.
- (2) Building plans must be approved by Lincoln County Inspections.
- (3) Driveway permits must be reviewed and approved by NCDOT.
- (4) The owner/operator is responsible for storm water leaving the site. Storm water must be configured so as to have no more harmful effect on streets and adjacent properties than the current situation. A storm water management plan is to be reviewed and approved by the Public Works Department prior to issuance of a certificate of occupancy.
- (5) Hours of operation should be limited to between 8:00 am and 10 pm.
- (6) The building design should blend with the character of the area by incorporating brick or brick veneer facades, windows and roof pitch and should avoid long, uninterrupted expanses of blank wall, use of concrete block walls and flat roof.

- (7) Signage should be designed to blend with the character of the area. Wall signage should be limited to the portion of the building wall above the entrance. No window signage should be used and detached signage should be limited to a monument type sign generally similar in scale to the sign at the nearby Peoples Bank. Sign colors should be neutral.
- (8) Any outdoor lighting is to be downwardly directed so as not to cast glare on adjoining properties used for residential purposes.
- (9) An opaque fence or other form of screening along the southern property line should be provided.

During the conditional use permit process, the applicant agreed to the conditions. However, subsequent to the approval of the conditional use permit, the applicant was notified that the hours of operation provision (#5) raises concerns for Dollar General. The applicant is requesting elimination of the hours of operation condition.

### **COMPLIANCE WITH CONDITIONAL USE PERMIT APPLICATION REQUIREMENTS**

Section 153.236 of the UDO requires that a conditional use permit application contain specific terms and meet specific requirements. The site plan needs to include the following information:

- Parking calculations
- A landscaping plan noting parking lot landscaping and street landscaping
- Built upon area calculations for watershed overlay district purposes

### **OTHER CONDITIONAL USE PERMIT REQUIREMENTS**

Section 153.237 of the Unified Development Ordinance requires that four findings be determined by City Council. They are as follows:

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

### **COMPLIANCE WITH SECTION 153.237**

1. It does not appear that the use will endanger the public health or safety.

2. The use meets all required conditions and specifications with the exception of the items listed above.
3. The applicant will need to provide evidence that the use will not substantially injure the value of adjoining or abutting properties.
4. The use is in conformity with the Lincolnton Land Use Plan in that the site is located within the Planned Business Planning Area. The applicant will need to provide evidence that the use will be in harmony with the area.

#### **PLANNING BOARD AND STAFF RECOMMENDATION**

Planning Board and Staff recommend approval of the conditional use permit subject to the applicant satisfactorily proving the findings of fact and subject to the ordinance requirements.

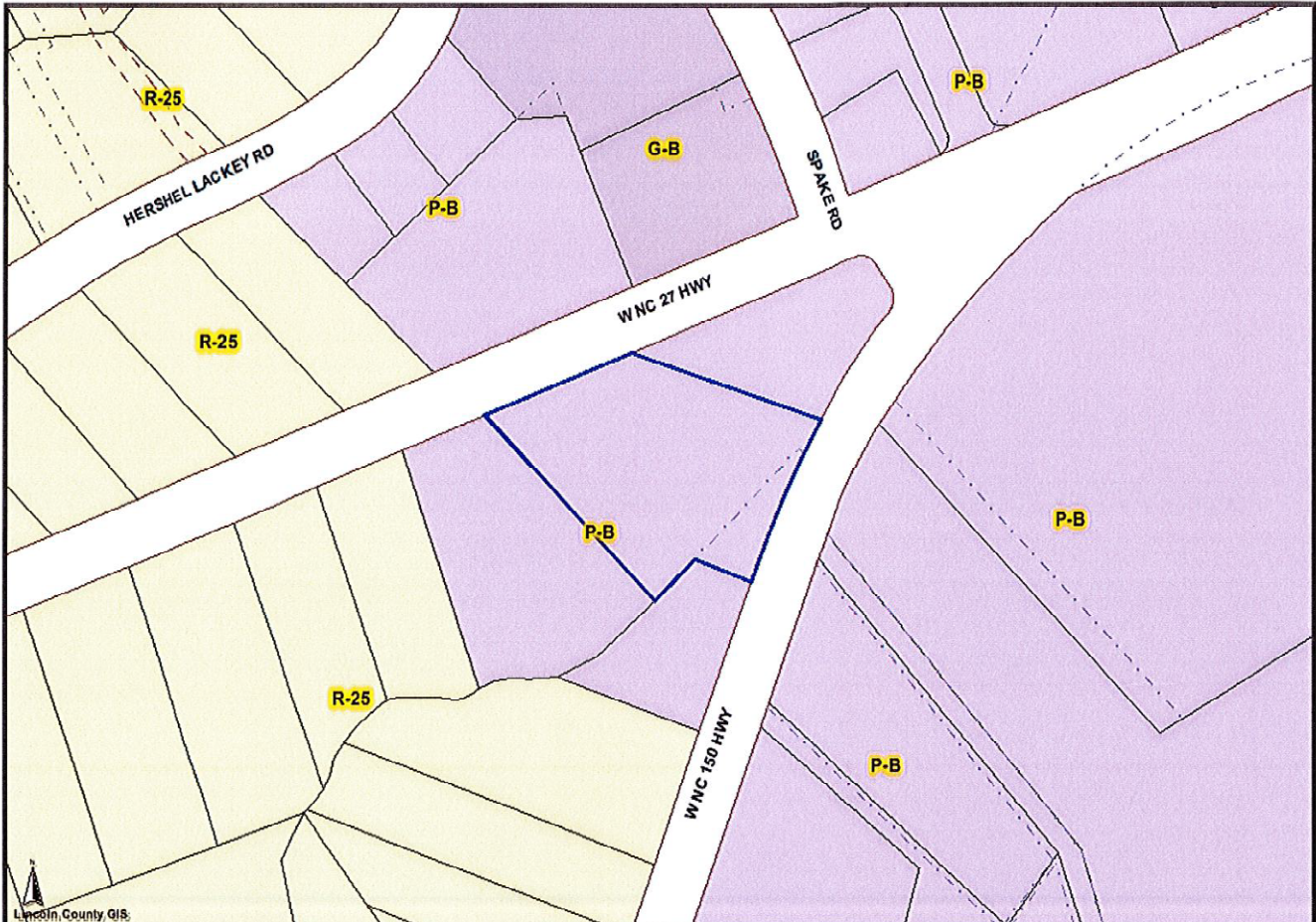


## Lincoln County, NC

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



Date: 11/15/2017 Scale: 1 Inch = 200 Feet



| PHOTOS                                                                                                     |                                               | PARCEL INFORMATION FOR 3623-41-0769 |                       |                                 |                 |   |
|------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------|-----------------------|---------------------------------|-----------------|---|
| <br>Photo Not Available | Parcel ID                                     | 21439                               | Owner                 | CLINE PROPERTIES OF LINCOLN LLC |                 |   |
|                                                                                                            | Map                                           | 3623-18                             | Mailing               | 4415 SCALYBARK LANE             |                 |   |
|                                                                                                            | Account                                       | 0251152                             | Address               | SHERRILLS FORD NC 28673         |                 |   |
|                                                                                                            | Deed                                          | 2668-44                             | Last Transaction Date | 5/25/2017                       | Sale Price      | 0 |
|                                                                                                            | Value                                         | <b>Work in Progress</b>             |                       |                                 | Previous Parcel |   |
|                                                                                                            | ----- All values are for tax year 2017. ----- |                                     |                       |                                 |                 |   |
|                                                                                                            | Description                                   | HWY 27 WEST                         |                       | Deed Acres                      | 1.45            |   |
|                                                                                                            | Address                                       | W NC 27 HWY                         |                       | Tax Acres                       | 1.22            |   |
|                                                                                                            | Township                                      | LINCOLNTON                          |                       | Tax/Fire District               | CROUSE          |   |
|                                                                                                            | Improvement                                   | No Improvements                     |                       |                                 |                 |   |
| Zoning                                                                                                     | Calculated                                    | Voting Precinct                     |                       | Calculated Acres                |                 |   |
| District                                                                                                   | Acres                                         | LOVE MEMORIAL (LM16)                |                       | 1.22                            |                 |   |
| P-B                                                                                                        | 1.22                                          |                                     |                       |                                 |                 |   |
| Watershed Class                                                                                            |                                               | Sewer District                      |                       |                                 |                 |   |
| WS-IVP                                                                                                     | 1.22                                          | Not in the sewer district           |                       | 1.22                            |                 |   |
| 2000 Census County                                                                                         |                                               | Tract                               | Block                 |                                 |                 |   |
| 37109                                                                                                      |                                               | 070400                              | 1001                  | 1.16                            |                 |   |
| 37109                                                                                                      |                                               | 070700                              | 2004                  | 0.06                            |                 |   |
| Flood                                                                                                      | Zone Description                              | Panel                               |                       |                                 |                 |   |
| X                                                                                                          | NO FLOOD HAZARD                               | 3710362300                          |                       | 1.22                            |                 |   |





ITEM #

7

**MEMO TO:** Mayor and City Council Members

**FROM:** Laura Elam, Planning Director

**SUBJECT:** ZTA-1- 2018 Application from Lincolnton Planning Department requesting amendment to Section 153.116 (Planned Business District) of the Unified Development Ordinance to modify several development restrictions

**DATE:** March 1, 2018

## **BACKGROUND**

Outside of the downtown area along and near the City's commercial corridors, there are mixtures of commercial zoning classifications including primarily G-B (General Business), P-B (Planned Business) and N-B (Neighborhood Business). See attached zoning maps.

The P-B district places the following three restrictions on new development:

- 1) All land uses are limited to a maximum of 5,000 square feet of gross floor area;
- 2) Only one principal building is permitted on a lot; and
- 3) Only one principal use is permitted per principal building.

New development that does not comply with the restrictions but that otherwise would be permitted in the P-B district is allowed through the issuance of a conditional use permit.

From staff's perspective, the development restrictions do not provide any particular benefit to the City for new development that is located on busy commercial thoroughfares like East Main Street and Generals Boulevard and removed from residential areas.

## **PROPOSED AMENDMENT**

Planning staff is proposing an amendment to the P-B district that would eliminate the above three restrictions for development on sites that are located at least 200 feet from residential uses in residential zoning districts. The restrictions would remain unchanged for development located within 200 feet of residential areas.

## **PLANNING BOARD AND STAFF RECOMMENDATION**

Planning Board and Staff recommend approval of the Proposed Statement of Consistency and Reasonableness for approval of the application for amendment and approval of the amendment.

**Zoning Amendment**  
**Staff's Proposed Statement of Consistency and Reasonableness**  
**for APPROVAL of Application**

**Case No.**      ZTA-1-2018

**Applicant:**    City of Lincoln Planning Department

**Request:**      Amend Section 153.116 (Planned Business District) of the Unified Development Ordinance to modify several development restrictions

**Proposed Consistency and Reasonableness Statement:**

The proposed amendment **is consistent** with the adopted Lincoln Land Use Plan in that it is not contrary to the goals and objectives outlined by the Plan and the proposed amendment **is reasonable and in the public interest** in that it will make the Planned Business (P-B) district more consistent with the other commercial zoning districts in the Zoning Ordinance.

**Zoning Amendment**  
**Staff's Proposed Statement of Consistency and Reasonableness**  
**for DENIAL of Application**

**Case No.**       ZTA-1-2018

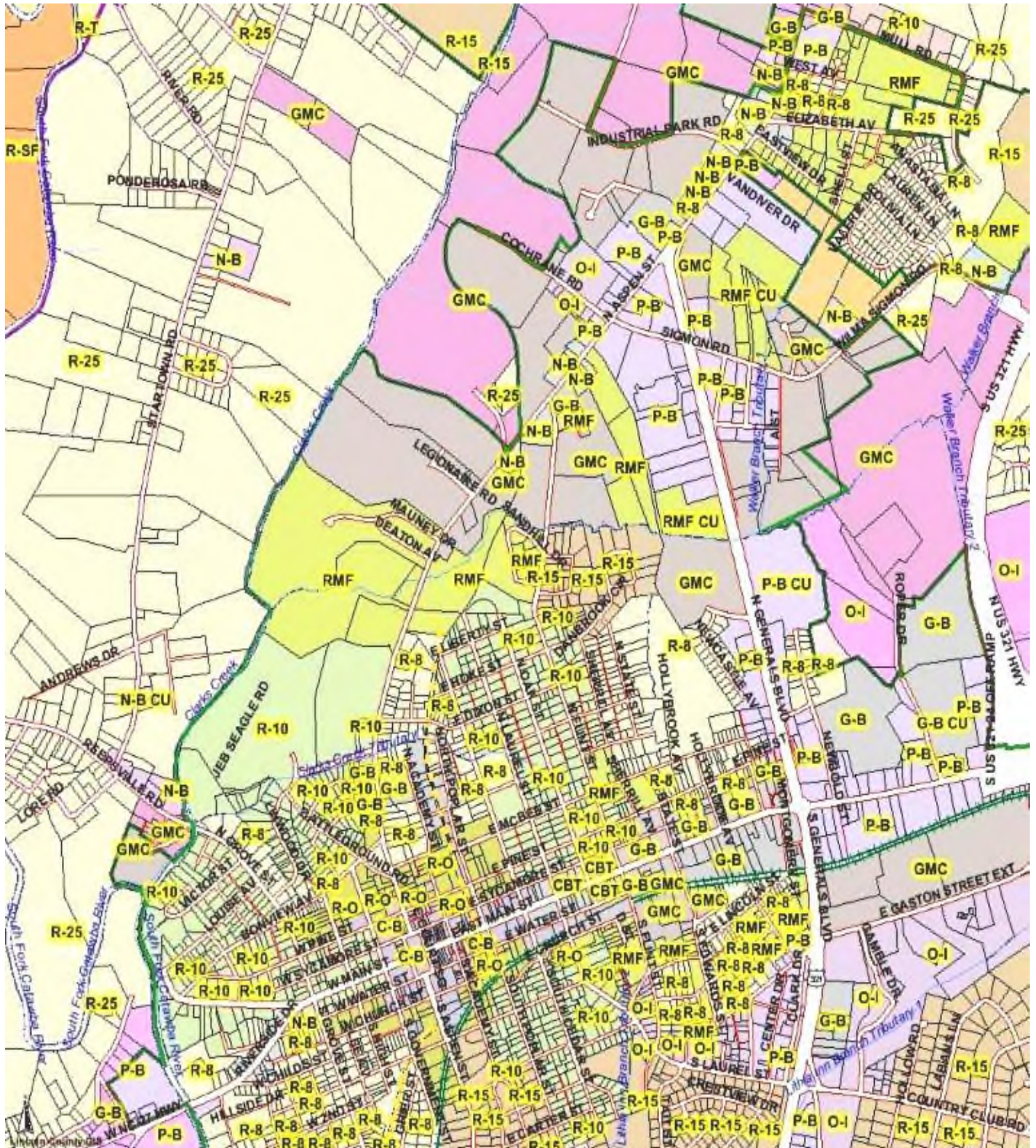
**Applicant:**    City of Lincolnton Planning Department

**Request:**       Amend Section 153.116 (Planned Business District) of the Unified Development Ordinance to modify several development restrictions

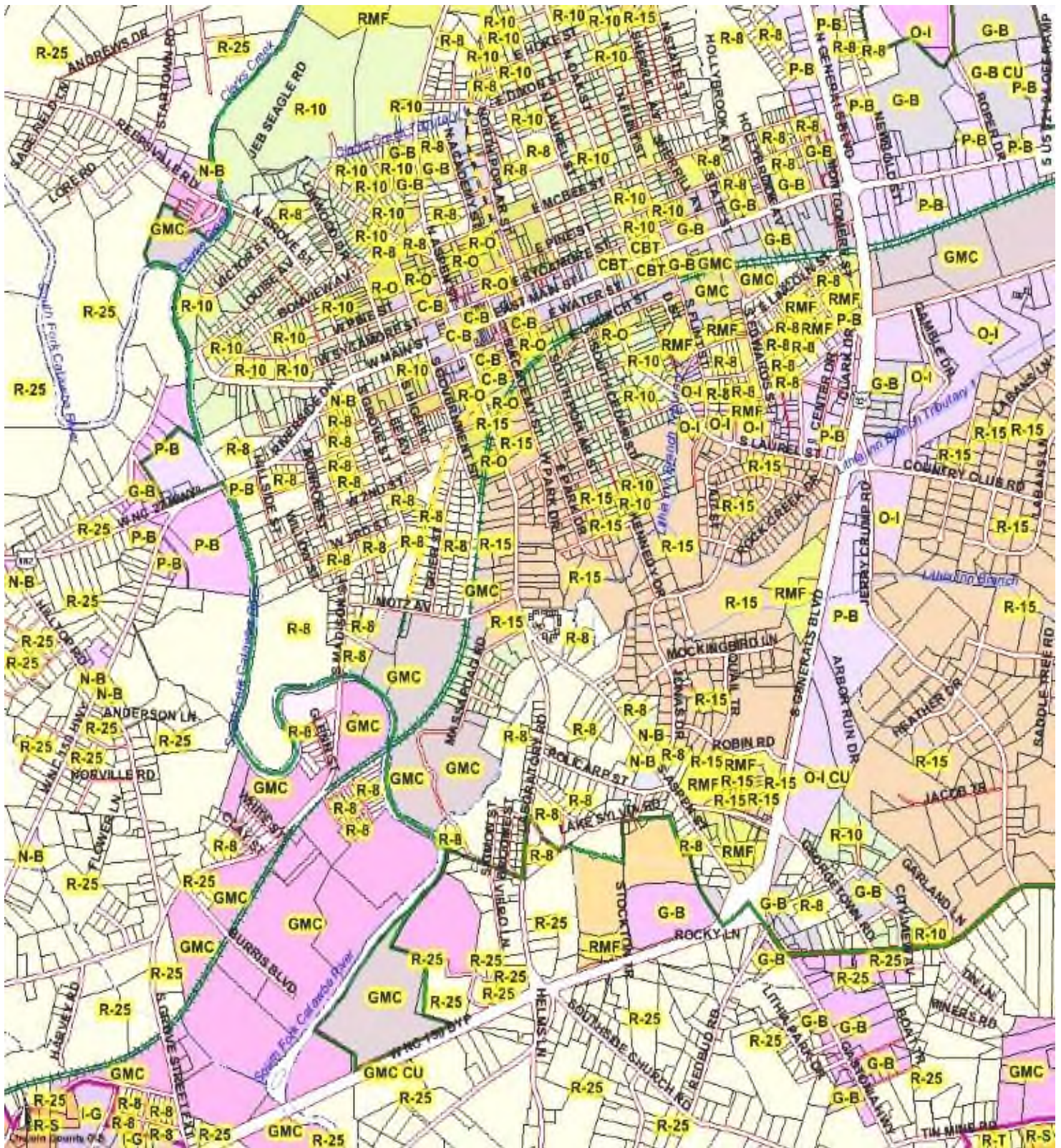
**Proposed Consistency and Reasonableness Statement:**

The proposed amendment **is not consistent** with the adopted Lincolnton Land Use Plan in that it is contrary to the goals and objectives outlined by the Plan and **denial** of the proposed amendment **is reasonable and in the public interest** in that it maintain development restrictions intended to protect nearby properties.

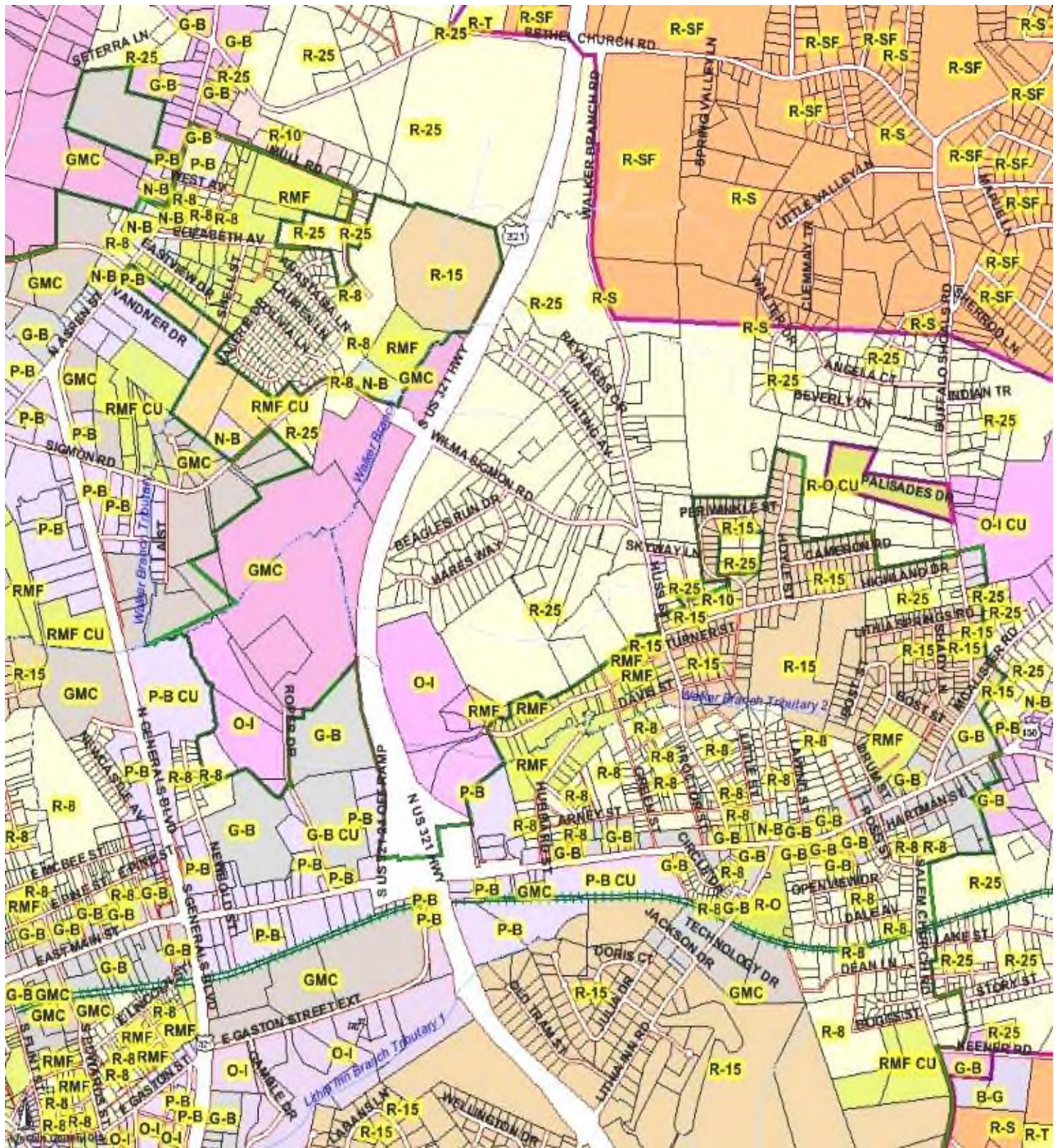
# ZONING MAP - NORTHWESTERN PORTION OF CITY



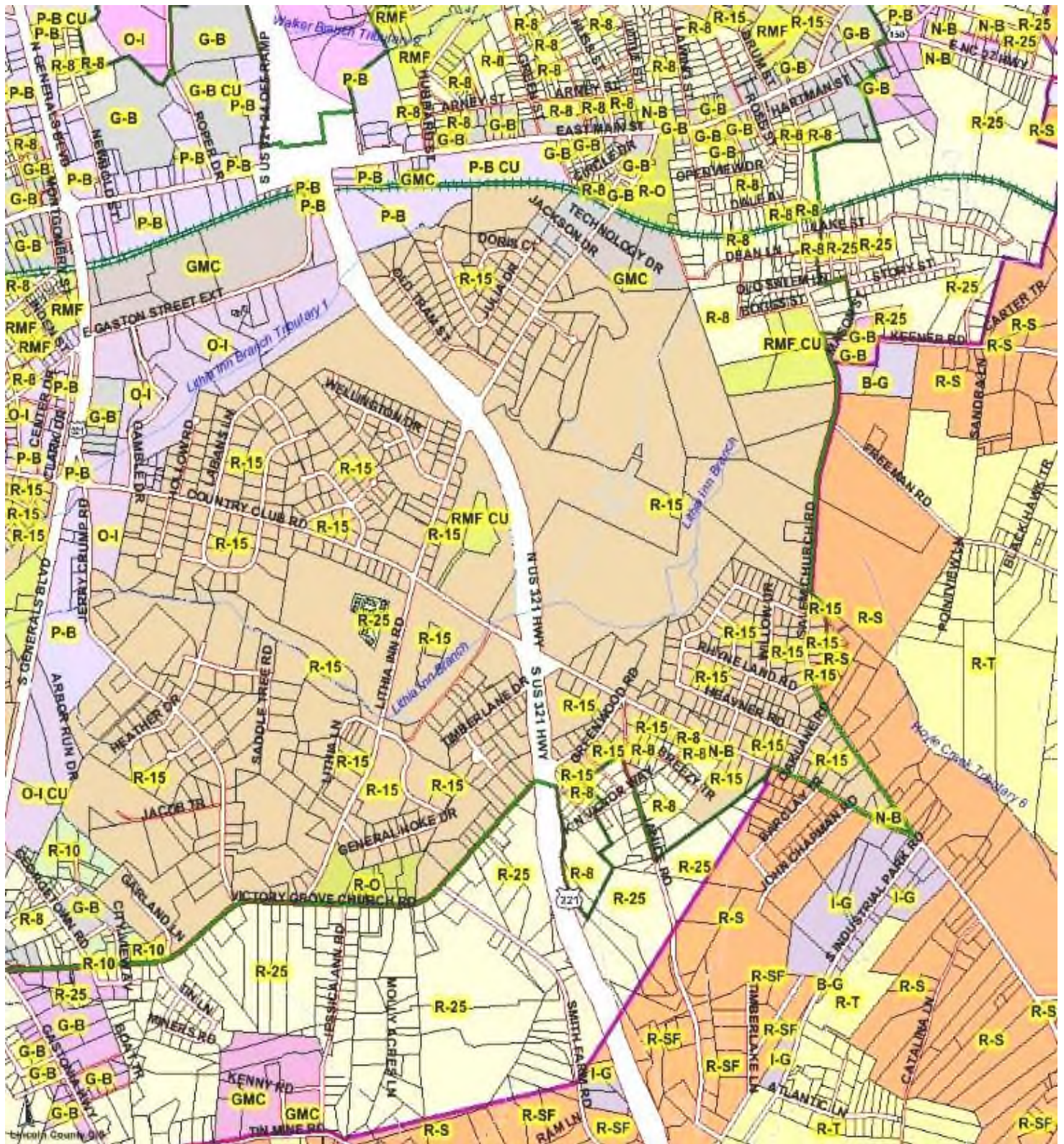
## ZONING MAP - SOUTHWESTERN PORTION OF CITY



## ZONING MAP - NORTHEASTERN PORTION OF CITY



## ZONING MAP - SOUTHEASTERN PORTION OF CITY



AN ORDINANCE TO AMEND THE  
LINCOLN TON UDO TO MODIFY SEVERAL  
RESTRICTIONS OF THE P-B DISTRICT

Section 1. Amend Section 153.116 Planned Business (P-B) District, to modify the development restrictions as follows. Newly adopted language is underlined and **highlighted in yellow** and language to be deleted is ~~struck through~~ and **highlighted in red**.

**153.116 P-B PLANNED BUSINESS DISTRICT.**

(A) *Permitted uses.* The following uses shall be permitted by right.

(1) All uses permitted in § 153.113(A) of this chapter provided that the uses:

- (a) Are limited to a maximum of 5,000 square feet of gross floor area;
- (b) Contain only one principal building on the lot; and
- (c) Contain no more than one principal use per principal building.

**(d) The limitations in Section 153.116 (A) (1) (a) – (c) above shall not apply to development sites located 200 feet or more from residential land uses located in residential zoning districts.**

(2) The prohibition of fuel sales for convenience stores as listed in § 153.113(A) of this chapter shall not apply to the PB District;

(3) Signs in accordance with §§ 153.160 through 153.172 of this chapter;

(4) Off-street parking and loading in accordance with §§ 153.185 through 153.188 of this chapter; and

(5) Publicly operated alcohol beverage control (ABC) store.

(B) *Conditional uses.* The following uses may be allowed only after a conditional use permit has been issued by the City Council in accordance with §§ 153.235 through 153.244 of this chapter.

(1) All uses listed in § 153.113(A) of this chapter which do not meet all of the criteria found in division (A)(1) and (2) above of this chapter and all uses listed in § 153.113(B) of this chapter except jails; and provided however, arcade or amusement center or game rooms shall be only in shopping centers Class C;

~~(2) Planned commercial and office complexes containing either two or more principal buildings or two or more principal uses in one building. All uses shall be limited to those found in § 153.113(A) or (B) of this chapter; provided however arcade or amusement center or game room shall be permitted only in shopping center Class C;~~

**(3)- Planned unit developments (mixed use) in accordance with § 153.216 of this chapter and provided the uses within the development are otherwise listed as permitted or conditional uses allowed in the P-B District or any Residential (R) District;**

**(4) Assembly halls, coliseums, ballrooms and similar structures;**

**(5) Bowling alleys and skating rinks;**

**(6) Motel and motor lodge;**

**(7) Garden centers, commercial greenhouses and horticultural nurseries;**

**(8) Automobile, truck, and motorcycle sales and adjoined service/repair;**

**(9) Family theme parks;**

**(10) Express fuel/mini-mart;**

**(11) Automobile wash establishments (self-service, full-service or automatic);**

**(12) Shopping center, Class C;**

**(13) Indoor shooting range/sales of fire arms and ammunition; and**

**(14) Accessory apartments in commercial structures provided all building and fire codes are met.**

**(C) *Yard requirements.***

**(1) Minimum lot size: none.**

**(2) Minimum front setback: 40 feet (as measured from the edge of the street right-of-way).**

**(3) Minimum lot width: 70 feet (as measured at the required front setback).**

**(4) Minimum side setback: ten feet, except 20 feet shall be required on all corner lots and 30 shall be required on all lots whose side yard abuts any Residential (R) District.**

**(5) Minimum rear setback: 20 feet, except 30 feet shall be required on all lots whose rear yard abuts any Residential (R) District.**

**(6) Maximum structure height: 50 feet except as permitted in § 153.054 of this chapter.**

**(D) *Screening and landscaping.***

**(1) Screening when required by § 153.046(A) of this chapter shall be provided in accordance with § 153.046 of this chapter.**

**(2) Where applicable, landscaping shall be provided in accordance with § 153.047 of this chapter.**

**(Prior UDO, § 7.11) (Ord. ZTA-2-2011, passed 7-11-2011; Am. Ord. O-03-2017, passed 6-1-2017)**

***Editor's note:***

***Any retail use in excess of 85,000 square feet shall be required to follow the supplemental regulations contained in § 153.075.***

**Section 2. That this ordinance shall become effective upon its adoption.**

ITEM #

8

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

DATE: March 1, 2018

RE: RLF - 1 - 2018 - Application from Jane and Brian Rollins for Downtown  
Redevelopment Revolving Loan for building renovations for new pizzeria and  
bakery at 209 N. Aspen Street

**Project Information**

- Location: 209 N. Aspen Street
- Use: Complete renovation of existing building for a pizzeria and bakery
- Total project cost estimate: \$104,095
- Start: May 2017
- Anticipated Completion: March 2018

**Request**

- \$30,000 loan\*

**Staff Loan Review Committee Recommendation**

A Staff Committee assessed the application in terms of how well the project aligns with revitalization goals, community and economic impact and credit worthiness of the applicant. The Committee recommends approval of the application.

See included maps and application for additional information.

\*Loan is secured by deed of trust on property.



## PHOTOS



21046



21046

## PARCEL INFORMATION FOR 3623-74-8466

|                                               |                     |                       |                                                                                    |                   |                    |
|-----------------------------------------------|---------------------|-----------------------|------------------------------------------------------------------------------------|-------------------|--------------------|
| Parcel ID                                     | 21046               | Owner                 | ROLLINS BRIAN T<br>LIMONE ROLLINS JANE<br>3875 WILFONG ROAD<br>LINCOLNTON NC 28092 |                   |                    |
| Map                                           | 3623-16 Mailing     |                       |                                                                                    |                   |                    |
| Account                                       | 0262490             | Address               | 2662-619                                                                           |                   |                    |
| Deed                                          | 2662-619            | Last Transaction Date | 5/1/2017                                                                           | Sale Price        | \$40,000           |
| Value                                         | Work in Progress    |                       |                                                                                    | Previous Parcel   |                    |
| ----- All values are for tax year 2017. ----- |                     |                       |                                                                                    |                   |                    |
| Description                                   | COMM 209 N ASPEN ST |                       |                                                                                    | Deed Acres        | 0                  |
| Address                                       | 209 N ASPEN ST      |                       |                                                                                    | Tax Acres         | 0.05               |
| Township                                      | LINCOLNTON          |                       |                                                                                    | Tax/Fire District | CITY OF LINCOLNTON |
| Main Improvement                              | RETAIL - PIZZA SHOP |                       |                                                                                    | Value             | Not Determined     |
| Main Sq Feet                                  | 726                 | Stories               | 1                                                                                  | Year Built        | 1954               |
|                                               |                     |                       |                                                                                    |                   |                    |
| Zoning                                        | Calculated          |                       | Voting Precinct                                                                    |                   | Calculated Acres   |
| District                                      | Acres               |                       | LINCOLNTON NORTH (LN11)                                                            |                   | 0.05               |
| C-B                                           | 0.05                |                       |                                                                                    |                   |                    |
| Watershed Class                               |                     |                       | Sewer District                                                                     |                   |                    |
| WS-IVP                                        | 0.05                |                       | Not in the sewer district                                                          |                   | 0.05               |
| 2000 Census County                            |                     |                       | Tract                                                                              | Block             |                    |
| 37109                                         |                     |                       | 070100                                                                             | 3027              | 0.05               |
| Flood                                         | Zone Description    |                       | Panel                                                                              |                   |                    |
| X                                             | NO FLOOD HAZARD     |                       | 3710362300                                                                         |                   | 0.05               |

CITY OF LINCOLNTON, NORTH CAROLINA  
DOWNTOWN RE-DEVELOPMENT REVOLVING LOAN PROGRAM (DR RLF)  
PRE-DEVELOPMENT APPLICATION

Property Owner Name Brian and Jane Rollins  
Phone # [REDACTED] Email goodwoodpizzeria@outlook.com  
Mailing Address 3875 Wilfong Road Town Lincolnton State NC ZIP 28092  
Contact Name (if different from above) \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_

**Project Information**

Property Address 209 N. Aspen Street PIN/PARCEL# \_\_\_\_\_  
Project Timeline: 5.1.17 Project start date 2.1.18 Projected completion date \_\_\_\_\_

**1. Project Description**

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

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

In May 2017, Brian and Jane Rollins purchased the building at 209 N. Aspen Street to renovate for use for GoodWood Pizzeria and Bakery. GoodWood Pizzeria will mainly sell woodfired pizzas; however, the intention is to also bake and sell artisan breads and additional bakery items as well as dips, spreads, soups and sandwiches. Take out and eat in will be available; however, seating is limited (22 inside and 20 outside). A limited beer and wine selection will also be sold on site.

The 720 square foot building was originally build in the 1920's and required a total renovation including: removing the current roof that had been badly burned in a fire, raising the roof 4' and adding a new one, putting in a brand-new storefront as the fire had destroyed the brick façade and the previous owners had simply covered the hole with vinyl siding. Roman bricks were purchased to match the original front exterior brick. A new window and door were added, as well as an awning and benches. Inside, in addition to a new concrete floor, the building was up fitted with new HVAC, plumbing and electrical. Care was taken whenever possible to preserve the 1920's character of the building, most specifically the original brick which were covered with plaster. After removing the plaster, they were soda blasted and sealed. Original brick taken from the burned portion, were cleaned and reused in the interior and for the sitting wall outside. The bathroom was renovated with all new fixtures. And of course, a wood-fired oven was built, in addition to two bar areas inside. The patio area was created in the rear portion of the building for outdoor dining. This includes a cement pad, an awning and a sitting wall.

All of this space will be used for customers of GoodWood Pizzeria and Bakery – to enjoy a pizza and the City of Lincolnton.

## 2. Sources and Uses of Funds

### Use of funds:

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

### Source of Funds:

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

Example:

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

### SOURCES AND USES STATEMENT

| USE OF FUNDS                  |                     | SOURCE OF FUNDS          |                                 |
|-------------------------------|---------------------|--------------------------|---------------------------------|
| Use                           | Amount              | DR RLF / Lender / Equity | Amount                          |
| Electrical / Lighting         | \$ 12,000.          | DR RLF                   | \$ 12,000                       |
| HVAC                          | \$ 7,825.           | DR RLF                   | \$ 7,825                        |
| Construction Costs            | \$ 84,270.71        | DR RLF/Owner Equity      | \$ 10,175 / 74,095              |
| roof, floor, storefront,      | \$                  |                          | \$                              |
| bathroom, bar, Hc access      | \$                  |                          | \$                              |
| <b>Total Costs =</b>          | <b>\$104,095.71</b> | <b>Total Sources =</b>   | <b>\$ DD RLF = 30,000</b>       |
|                               |                     |                          | <b>\$ Owner Equity = 74,095</b> |
| <b>USE MUST EQUAL SOURCES</b> |                     |                          | <b>\$ 104,095.</b>              |

## 3. Public Benefit: (limit one page narrative)

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

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

See attached Business Plan

## 4. Property photos:

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

## 5. Design/architectural drawings and plans.

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

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

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

Name of Applicant(s): Jane and Brian Rollins

Address: 3875 Wilfong Road

City, State, Zip: Lincolnton , NC , 28092

Telephone: [REDACTED] Fax ( ) -

E-mail Address: goodwoodpizzeria@outlook.com

Social Security #: [REDACTED]

Name of Business: GoodWood Pizzeria and Bakery

Business Address: 209 N. Aspen Street

City, State, Zip: Lincolnton , NC , 28092

Telephone: 989 241-1631 Fax ( ) -

Federal Identification Number: [REDACTED]

Check applicable boxes:

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

Type of Business: Pizzeria and Bakery

Number of Employees: 2 Full-time 5 Part-time

Annual Sales: 2016        2017        2018 200,200

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

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

Name of Property Owner or Landlord: Brian Rollins

Address: 3875 Wilfong Road

City, State, Zip: Lincolnton , NC , 28092

Telephone:                      Fax: (      )             

Social Security or Federal Identification Number:                     

Monthly Rent: \$ 900 Term of Lease — From: 2.1.18 To: 2.1.20

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

Payment Options: ☒ Monthly ☐ Quarterly

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

To finance to cost of renovating the building

Estimated Total Costs of Improvements or Additions: 104,095.

Less Loan Amount Requested from City of Lincoln: 30,000.

Balance of funds necessary to complete improvements: 74,095

Source of any additional funds required: owner equity

Assessed Valuation of building & Land for Property Taxes as of 01/01/2018: 29,714

Size of Lot:              Acres or 720 Square Feet

Size of Building in Square Feet: 720 Heated: 558 Unheated: 1,278 Total

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

Name of Bank or Other Mortgagee:                                     

Address:                                     

City, State, Zip:                                     

Telephone: (      )      -                      Fax: (      )      -             

Account Number:                                      Original Amount of Loan:                     

Date of Loan:                      Term of Loan:              Months Payments:                     

Number of remaining payments:              Outstanding Balance:                     

Interest Rate:                      Any payment past due?              Yes              No

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

If yes, please describe and attach documentation: \_\_\_\_\_

Property taxes paid through: 2017

Bank References for checking and/or savings account:

Name of Bank: First Citizen's Branch location (City, State): Lincolnton, NC

Account Numbers: Checking: [REDACTED] Savings/MMA: —

CD: —

Please include the following information with this application:

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

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

Signatures:

|                         |                |              |
|-------------------------|----------------|--------------|
| <u>Bruce Rolfe</u>      | <u>1-24-18</u> | <u>Owner</u> |
| Name                    | Date           | Title        |
| <u>Joe Linares - PS</u> | <u>1.24.18</u> | <u>—</u>     |
| Name                    | Date           | Title        |
| _____                   | _____          | _____        |
| Name                    | Date           | Title        |

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

| Pro Forma Balance Sheet         | Year 1           | Year 2           | Year 3           |
|---------------------------------|------------------|------------------|------------------|
| <b>Fixed Assets</b>             |                  |                  |                  |
| Building                        | \$150,000        | \$150,000        | \$170,000        |
| Equipment                       | \$14,500         | \$14,500         | \$15,000         |
| Inventory                       | \$5,000          | \$7,000          | \$9,000          |
| Pizza truck                     | \$4,000          | \$4,000          | \$3,500          |
| Portable Pizza Oven             | \$8,000          | \$8,000          | \$8,000          |
| <b>Total Assets</b>             | <b>\$181,500</b> | <b>\$183,500</b> | <b>\$205,500</b> |
|                                 |                  |                  |                  |
| <b>Liabilities</b>              |                  |                  |                  |
| Loan on building                | \$100,000        | \$75,000         | \$50,000         |
| <b>Total Liabilities</b>        | <b>\$100,000</b> | <b>\$75,000</b>  | <b>\$50,000</b>  |
|                                 |                  |                  |                  |
| <b>Revenue</b>                  |                  |                  |                  |
| Gross Sales                     | \$200,200        | \$350,000        | \$500,000        |
| <b>Operating Expenses</b>       |                  |                  |                  |
| Wages                           | \$52,000         | \$91,000         | \$130,000        |
| Insurance                       | \$2,000          | \$2,000          | \$2,000          |
| Rent                            | \$10,800         | \$10,800         | \$10,800         |
| Utilities                       | \$2,400          | \$2,450          | \$2,500          |
| Supplies                        | \$62,400         | \$108,500        | \$155,000        |
| <b>Total Operating Expenses</b> | <b>\$129,600</b> | <b>\$214,750</b> | <b>\$300,300</b> |
| <b>Net Income</b>               | <b>\$70,600</b>  | <b>\$135,250</b> | <b>\$199,700</b> |

ITEM #

9

# 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:** Medal of Valor  
**DATE:** February 19, 2018

The purpose of this memorandum is to request permission to present Officer Thomas Hall with the Medal of Valor at the March 1, 2018 City Council Meeting. As you know, the City Council approved the recommendation to award the medal at the February City Council meeting. This request is for the actual presentation of a citation and the medal.

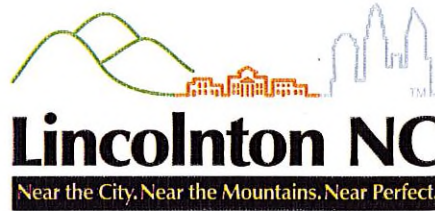
Your consideration is greatly appreciated.

**Cc:** Donna Flowers, City Clerk  
City Council

**ITEM #**

**10**

**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](mailto:szickefoose@lincolntonnc.org)  
**CITY CLERK**  
Donna C. Flowers, MMC, NCCMC  
[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)  
**CITY ATTORNEY**  
Thomas J. Wilson, Jr.

**RESOLUTION**  
**(R-03-18)**  
**Of Appreciation For**

**WILLIAM S. VAUGHN, II**

**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**, *William S. Vaughn*, has served the City and its citizens for twenty-two years, providing excellent public safety in his various positions throughout his tenure with the City, as well as in his current role as a Police Officer-School Resource Officer with the Lincolnton Police Department; and

**WHEREAS**, *William S. Vaughn*, received his Intermediate Law Enforcement Certificate in 1999 and his Advanced Certification in 2010, through the Training and Standards Division of the North Carolina Department of Justice. Willie was named Officer of the year, by the United Martial Arts Hall of Fame, in 2007 and was named Commander of the year, through the Black Warrior Martial Arts Hall of Fame in 2012; and

**WHEREAS**, *William S. Vaughn*, has received letters of commendation for acts of service from the three Police Chiefs of which he worked for during his employment with the City; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Lincolnton that appreciation be shown to *William S. Vaughn* honoring him on his April 1, 2018 retirement and that we extend congratulations and best wishes to him for continued success in all his future endeavors.

Adopted and presented this the 1<sup>st</sup> day of March 2018.

**DONNA C. FLOWERS, MMC**  
**CITY CLERK**

**ED HATLEY**  
**MAYOR**

**ITEM #**

**11**



City of Lincolnton

## AGENDA REQUEST FORM

### Please Print

Name Downtown Development Association of Lincolnton (Änd Lynn, Tommy Huskey)

Address 107 N. Cedar Street  
Lincolnton, NC 28092

Phone: 704-900-9659  
Email: downtownlincolnton@gmail.com

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

Other Persons Accompanying Speaker: DDA board members

Purpose of Request to Appear: Request Lincolnton City Council approval of contracts for 2018 Lincolnton Food Wine & Brew Fest (Saturday, 4/28/18) – sale & sampling of alcohol to include beer/malt beverages, unfortified wine, and spirits. Special Event Permit already approved, ABC permits in process.

Council Meeting date you wish to appear: Thursday, March 1, 2018

Amount of time required for Presentation: 5 minutes

Date form submitted to the City Clerk: Monday, February 19, 2018

Änd Lynn & Tommy Huskey (via email)  
Signature of Requesting Party

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

Lincolnton Food, Wine & Brew Fest 2018

**CONTRACT**

**STATE OF NORTH CAROLINA  
COUNTY OF LINCOLN**

**THIS CONTRACT AND AGREEMENT** made and entered into on this the 1st day of March, 2018, 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);

**W I T N E S S E T H:**

The parties to this Contract hereby recite and declare that:

- a. Section 131.01 of the Code of Ordinances of the City of Lincolnton was so amended by the Lincolnton City Council at its regular meeting on April 4<sup>th</sup>, 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” event, which will be staged in downtown Lincolnton on Saturday, April 28, 2018.
- 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 and sampling of malt beverages, unfortified wine and distilled spirits to the public within the designated event area between Court Square and Laurel Street at designated location(s) and to supervise and monitor the consumption of said alcoholic beverages at and during the “Lincolnton Food, Wine & Brew Fest” events in downtown Lincolnton in 2018.

**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 at its “Lincolnton Food, Wine & Brew Fest” event in 2018, which is scheduled to be held on Saturday, April 28, 2018.

## **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: \_\_\_\_\_  
Tommy Huskey, Chairman

Attest:

\_\_\_\_\_  
Änd Lynn, Executive Director

**CITY OF LINCOLNTON**

By: \_\_\_\_\_  
Ed Hatley, Mayor

Attest:

\_\_\_\_\_  
Donna C. Flowers, City Clerk **(Municipal Seal)**

**ITEM #**

**12**



City of Lincolnton

## AGENDA REQUEST FORM

### Please Print

Name Downtown Development Association of Lincolnton (Änd Lynn, Tommy Huskey)

Address 107 N. Cedar Street  
Lincolnton, NC 28092

Phone: 704-900-9659  
Email: downtownlincolnton@gmail.com

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

Other Persons Accompanying Speaker: DDA board members

Purpose of Request to Appear: Request Lincolnton City Council approval of contracts for 2018 Alive After Five events (Thursday, 5/31, 6/28, 7/26, 8/30) – sale & sampling of alcohol to include beer/malt beverages and unfortified wine. Special Event Permit already approved, ABC permits in process.

Council Meeting date you wish to appear: Thursday, March 1, 2018

Amount of time required for Presentation: 5 minutes

Date form submitted to the City Clerk: Monday, February 19, 2018

Änd Lynn & Tommy Huskey (via email)  
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 1st day of March, 2018, 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);

### W I T N E S S E T H:

The parties to this Contract hereby recite and declare that:

- a. Section 131.01 of the Code of Ordinances of the City of Lincolnton was so amended by the Lincolnton City Council at its regular meeting on April 4<sup>th</sup>, 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 Alive After Five” events, which will be staged in downtown Lincolnton on May 31, June 28, July 26 and August 30, 2018.
- 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 Poplar Street at designated location(s) and to supervise and monitor the consumption of said alcoholic beverages at and during the “Lincolnton Alive After Five” events in downtown Lincolnton in 2018.

**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 at its “Lincolnton Alive After Five” events in 2018, which are scheduled to be held on Thursday, May 31, June 28, July 26 and August 30, 2018.

## **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 6:00 p.m. or after 10:00 p.m. on the day of each 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 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 the "Lincolnton Alive After Five" events. 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 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: \_\_\_\_\_  
Tommy Huskey, Chairman

Attest:

\_\_\_\_\_  
Änd Lynn, Executive Director

**CITY OF LINCOLNTON**

By: \_\_\_\_\_  
Ed Hatley, Mayor

Attest:

\_\_\_\_\_  
Donna C. Flowers, City Clerk **(Municipal Seal)**

ITEM #

13

**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](mailto:szickefoose@lincolntonnc.org)  
**CITY CLERK**  
Donna C. Flowers, MMC, NCCMC  
[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)  
**CITY ATTORNEY**  
Thomas J. Wilson, Jr..

## MEMORANDUM

TO: Mayor and Council

FROM: Steve Zickefoose, City Manager *Steve*

SUBJECT: Bids for Installment Financing Agreement- VIPER Radios

DATE: March 1, 2018

Seven proposals were received as of 1:00 p.m. on February 7, 2018 regarding the RFP for Installment Financing Agreement for VIPER radios.

First Tryon Advisors assisted with the RFP process and is coordinating the loan and closing process.

After evaluating the proposals, City National Bank appears to be the lowest responsive bidder at 2.68%. Their bid meets all proposal requirements and offers the lowest overall cost to the City.

I am attaching the bid tabulation and the RFP for your review.

It will be necessary for the Council to approve the award of the bid and resolution for installment financing. The Debt Payment for 2017-18 is already included in the current approved budget.

Please let me know if there are any questions.

# City of Lincolnton, North Carolina

2018 Installment Financing Agreement

Summary of Bids Received

February 7, 2018

| Bank               | Term    | Rate    | Prepayment                                                                             | Other Fees                                         | Additional Terms                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------|---------|---------|----------------------------------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City National Bank | 4 Years | 2.6800% | Any Payment Date @ Par                                                                 | None                                               | Prepayment must be made in full<br>Proceeds will be deposited into escrow at CNB at no cost to borrower<br>Borrower's council will provide tax and validity opinions<br>Must have insurance for full cost of property plus \$1 mil<br>Provide financial statements of last 3 consecutive years and most recent interim financial statements<br>Provide most current budget, demographics, financial projections and such other financial information requested by Lender |
| SunTrust           | 4 Years | 2.8350% | Any payment date, in whole as follows:<br>Year 1: 103%<br>Year 2: 102%<br>Year 3: 101% | \$250 documentation fee + \$250 account set up fee | Prepayment must be made in full<br>Funds held at SunTrust Bank<br>All opinions shall provide that successors and assigns of Lessor may rely on them<br>Must provide opinion of counsel in form and substance satisfactory to lessor<br>Subject to credit approval                                                                                                                                                                                                        |
| US Bank            | 4 Years | 2.9860% | After 13 months @ Par                                                                  | None                                               | Must complete essential use application and a link to 3 most recent financial statements<br>Triple-net lease (borrower responsible for taxes, maintenance, and insurance)<br>Subject to credit approval                                                                                                                                                                                                                                                                  |
| First Citizens     | 4 Years | 3.1300% | Not specified                                                                          | None                                               | Must provide opinion of counsel addressing (1) IP is valid, legal, binding and enforceable (2) tax status of the financing<br>Must designate the obligation as a "qualified tax-exempt obligation" prior to closing<br>Responsible for preparing and filing any IRS required documentation                                                                                                                                                                               |
| BB&T               | 4 Years | 3.7000% | Any Payment Date @ Par                                                                 | \$3,900 bank counsel fee                           | Proceeds may be deposited into project fund account as needed with BB&T<br>BB&T shall provide a list of required documentation for closing should they be the successful proposer<br>Subject to final review                                                                                                                                                                                                                                                             |
| KeyBank            | 4 Years | 3.8200% | Year 1 @ 101.75%<br>Year 2 @ 101%<br>Year 3 @ Par                                      | None                                               | Escrow funding of the Lease Proceeds is available<br>Triple-net lease (borrower responsible for taxes, maintenance, and insurance)<br>Documentation attorney prepared & in form and substance acceptable to lender<br>Alternative lease structures available                                                                                                                                                                                                             |
| First Bank         | 4 Years | 3.9900% | Anytime @ Par                                                                          | Closing costs, including Bank Counsel fees         | Provide financial statements annually, provide interim financial statements if requested by Lender<br>Provide copies of Borrower Organizational Documents<br>Provide opinions of counsel<br>Subject to final review                                                                                                                                                                                                                                                      |

**\$285,000\***  
**City of Lincolnton, North Carolina**  
**Installment Financing Agreement, Series 2018**

The City of Lincolnton, North Carolina (the "City"), is requesting proposals from financial institutions with respect to a commercial loan to be evidenced by its \$285,000\* tax-exempt Installment Financing Agreement, Series 2018 (the "Agreement"), proceeds of which will be used to purchase Motorola radio equipment and pay costs of issuance.

Your response to the RFP would be greatly appreciated. The following key assumptions are to be utilized in preparing your proposal:

|                         |                                                                                                                                                                                                                                                                                                                             |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Issuer:</i>          | City of Lincolnton, North Carolina                                                                                                                                                                                                                                                                                          |
| <i>Use of Proceeds:</i> | The Agreement will be issued to purchase the various equipment                                                                                                                                                                                                                                                              |
| <i>Tax Treatment:</i>   | Tax Exempt                                                                                                                                                                                                                                                                                                                  |
| <i>Bank Qualified:</i>  | Yes                                                                                                                                                                                                                                                                                                                         |
| <i>Audit:</i>           | Audited financial statements and budget information is available from the City's website at:<br><br><a href="http://www.ci.lincolnton.nc.us/163/Budgets-Financial-Reports">http://www.ci.lincolnton.nc.us/163/Budgets-Financial-Reports</a>                                                                                 |
| <i>Security:</i>        | The Installment Financing Agreement will be secured by a security interest in the equipment to be financed with the proceeds of the Agreement. The City's obligation to pay the debt service will be subject to annual appropriation by City Council. The taxing power of the City will not be pledged to secure repayment. |
| <i>Rating:</i>          | No rating is expected to be obtained for the Agreement.                                                                                                                                                                                                                                                                     |
| <i>Issue Size:</i>      | Not to exceed \$285,000*                                                                                                                                                                                                                                                                                                    |
| <i>Debt Structure:</i>  | A preliminary amortization has been provided below and should be used in preparation of your bid.                                                                                                                                                                                                                           |

| Date     | Par Amount |
|----------|------------|
| 5/1/2018 | \$72,703   |
| 5/1/2019 | 69,542     |
| 5/1/2020 | 70,758     |
| 5/1/2021 | 71,997     |
| Total    | \$285,000  |

|                              |                                                                                         |
|------------------------------|-----------------------------------------------------------------------------------------|
| <i>Principal Payments:</i>   | Annual principal payments commencing May 1, 2018.                                       |
| <i>Interest Payments:</i>    | Annual interest payments commencing May 1, 2018.                                        |
| <i>Optional Redemption:</i>  | The Agreement shall be prepayable anytime at 100%.                                      |
| <i>Closing Costs:</i>        | None anticipated to be paid to or on behalf of the bank. Please specify any exceptions. |
| <i>Annual/Ongoing Costs:</i> | None anticipated to be paid to or on behalf of the bank. Please specify any exceptions. |

*Closing:* Closing is anticipated to take place on March 21, 2018. The interest rate bid must be held firm until this date.

*Ongoing Disclosure:* The City will provide its audit to the purchaser of the Agreement annually within 210 days of the end of the fiscal year.

*Award:* The City reserves the right to request additional information from the bidders and to waive any irregularity or informality and to negotiate provisions and covenants directly with any bidder. The City also reserves the right to reject all proposals for any reason. Although the selection will be based substantially on lowest total financing cost (including both interest cost and upfront fees and expenses), the City reserves the right to select the bidder that best meets the needs of the City.

*Representations:* The Bank will be required to execute a letter to the City acknowledging, among other things, that (1) no official statement or other offering material has been furnished other than the Request for Proposals; (2) the Bank had an opportunity to make inquiries of, and receive answers from such officials, employees, agents and attorneys of the City; (3) the Bank has knowledge and experience in financial and business matters and that it is capable of evaluating the merits and risks of making the loan to be evidenced by the Agreement and is financially able to bear the economic risk of holding the Agreement; (4) the Bank is acquiring the Agreement as a vehicle for making a commercial loan and without a present view to the distribution or resale thereof (subject, nevertheless, to any requirement of law that the disposition of its property shall at all times be under its control) within the meaning of the Federal securities laws; and (5) the Bank is acquiring the Agreement solely for its own account and no other person now has any direct or indirect beneficial ownership or interest therein. The Bank will also be required to covenant that it will not voluntarily dispose of all or any portion of the Agreement unless it procures from each assignee thereof representations and covenants in form and content substantially the same as those made by the Bank.

*LOAN TREATMENT:* BY SUBMITTING A BID IN RESPONSE TO THIS RFP, EACH BIDDER ACKNOWLEDGES AND REPRESENTS TO THE CITY AND ITS FINANCIAL ADVISOR THAT (1) NO OFFICIAL STATEMENT OR OTHER OFFERING MATERIAL WILL BE FURNISHED OTHER THAN THIS RFP; (2) THE BIDDER HAS KNOWLEDGE AND EXPERIENCE IN FINANCIAL AND BUSINESS MATTERS AND THAT IT IS CAPABLE OF EVALUATING THE MERITS AND RISKS OF MAKING THE COMMERCIAL LOAN TO BE EVIDENCED BY THE AGREEMENT AND IS FINANCIALLY ABLE TO BEAR THE ECONOMIC RISK OF HOLDING THE AGREEMENT; (3) NO CUSIP NUMBER WILL BE OBTAINED FOR THE AGREEMENT; AND (4) THE BIDDER INTENDS TO ACQUIRE THE AGREEMENT SOLELY FOR ITS OWN ACCOUNT AS A VEHICLE FOR MAKING A COMMERCIAL LOAN AND WITH NO PRESENT INTENTION TO DISTRIBUTE OR RESALE THE AGREEMENT OR ANY PORTION THEREOF.

To be considered, a proposal must be received by 1:00pm on February 6, 2018. Email submission of the proposal to the following persons is preferred.

stevezickefoose@ci.lincolnton.nc.us; scottleo@parkerpoe.com;ttraudt@firsttryon.com; hlucas@firsttryon.com

| DATE             | TASK                                     |
|------------------|------------------------------------------|
| January 16, 2018 | Distribute bank RFP to potential lenders |
| February 6, 2018 | Bank Bids Due                            |
| March 21, 2018   | Closing                                  |

Questions may be addressed to the City through its financial advisor or bond counsel:

**Financial Advisor**

Tyler Traudt  
First Tryon Advisors  
1355 Greenwood Cliff, Suite 400  
Charlotte, NC 28204  
(704) 831-5035  
ttraudt@firsttryon.com

**Bond Counsel**

Scott Leo  
Parker Poe  
401 South Tryon St., Suite 3000  
Charlotte, NC 28202  
(704) 335-9858  
scottleo@parkerpoe.com

**Additional Information**

By submitting a proposal, each proposer represents that it understands that Parker Poe Adams & Bernstein LLP, in its capacity as bond counsel, represents the City, and the successful proposer agrees to waive any conflict of interest that Parker Poe's involvement in the transaction may present to such proposer.

SOURCES AND USES OF FUNDS

City of Lincolnton, North Carolina  
Series 2018 Installment Financing Agreement  
City National Bank Bid (2.68%)  
FINAL Numbers

Dated Date 03/21/2018  
Delivery Date 03/21/2018

Sources:

|                |            |
|----------------|------------|
| Bond Proceeds: |            |
| Par Amount     | 275,589.24 |
|                | 275,589.24 |

Uses:

|                         |            |
|-------------------------|------------|
| Project Fund Deposits:  |            |
| Project Fund            | 260,589.24 |
| Delivery Date Expenses: |            |
| Cost of Issuance        | 15,000.00  |
|                         | 275,589.24 |

BOND SUMMARY STATISTICS

City of Lincoln, North Carolina  
Series 2018 Installment Financing Agreement  
City National Bank Bid (2.68%)  
FINAL Numbers

|                                 |            |
|---------------------------------|------------|
| Dated Date                      | 03/21/2018 |
| Delivery Date                   | 03/21/2018 |
| First Coupon                    | 05/01/2018 |
| Last Maturity                   | 05/01/2021 |
| Arbitrage Yield                 | 2.664515%  |
| True Interest Cost (TIC)        | 2.664515%  |
| Net Interest Cost (NIC)         | 2.680001%  |
| All-In TIC                      | 6.343213%  |
| Average Coupon                  | 2.680001%  |
| Average Life (years)            | 1.609      |
| Duration of Issue (years)       | 1.578      |
| Par Amount                      | 275,589.24 |
| Bond Proceeds                   | 275,589.24 |
| Total Interest                  | 11,880.76  |
| Net Interest                    | 11,880.76  |
| Total Debt Service              | 287,470.00 |
| Maximum Annual Debt Service     | 71,867.50  |
| Average Annual Debt Service     | 92,401.07  |
| Underwriter's Fees (per \$1000) |            |
| Average Takedown                |            |
| Other Fee                       |            |
| Total Underwriter's Discount    |            |
| Bid Price                       | 100.000000 |

| Bond Component | Par Value  | Price   | Average Coupon | Average Life | PV of 1 bp change |
|----------------|------------|---------|----------------|--------------|-------------------|
| Term Bond      | 275,589.24 | 100.000 | 2.680%         | 1.609        | 79.92             |
|                | 275,589.24 |         |                | 1.609        | 79.92             |

|                            | TIC        | All-In TIC | Arbitrage Yield |
|----------------------------|------------|------------|-----------------|
| Par Value                  | 275,589.24 | 275,589.24 | 275,589.24      |
| + Accrued Interest         |            |            |                 |
| + Premium (Discount)       |            |            |                 |
| - Underwriter's Discount   |            |            |                 |
| - Cost of Issuance Expense |            | -15,000.00 |                 |
| - Other Amounts            |            |            |                 |
| Target Value               | 275,589.24 | 260,589.24 | 275,589.24      |
| Target Date                | 03/21/2018 | 03/21/2018 | 03/21/2018      |
| Yield                      | 2.664515%  | 6.343213%  | 2.664515%       |

BOND PRICING

City of Lincoln, North Carolina  
Series 2018 Installment Financing Agreement  
City National Bank Bid (2.68%)  
FINAL Numbers

| Bond Component | Maturity Date | Amount     | Rate   | Yield  | Price   |
|----------------|---------------|------------|--------|--------|---------|
| Term Bond:     |               |            |        |        |         |
|                | 05/01/2018    | 71,046.86  | 2.680% | 2.680% | 100.000 |
|                | 05/01/2019    | 66,385.76  | 2.680% | 2.680% | 100.000 |
|                | 05/01/2020    | 68,164.90  | 2.680% | 2.680% | 100.000 |
|                | 05/01/2021    | 69,991.72  | 2.680% | 2.680% | 100.000 |
|                |               | 275,589.24 |        |        |         |

|                         |            |             |
|-------------------------|------------|-------------|
| Dated Date              | 03/21/2018 |             |
| Delivery Date           | 03/21/2018 |             |
| First Coupon            | 05/01/2018 |             |
| Par Amount              | 275,589.24 |             |
| Original Issue Discount |            |             |
| Production              | 275,589.24 | 100.000000% |
| Underwriter's Discount  |            |             |
| Purchase Price          | 275,589.24 | 100.000000% |
| Accrued Interest        |            |             |
| Net Proceeds            | 275,589.24 |             |

BOND DEBT SERVICE

City of Lincolnton, North Carolina  
Series 2018 Installment Financing Agreement  
City National Bank Bid (2.68%)  
FINAL Numbers

| Period<br>Ending | Principal  | Coupon | Interest  | Debt Service |
|------------------|------------|--------|-----------|--------------|
| 06/30/2018       | 71,046.86  | 2.680% | 820.64    | 71,867.50    |
| 06/30/2019       | 66,385.76  | 2.680% | 5,481.74  | 71,867.50    |
| 06/30/2020       | 68,164.90  | 2.680% | 3,702.60  | 71,867.50    |
| 06/30/2021       | 69,991.72  | 2.680% | 1,875.78  | 71,867.50    |
|                  | 275,589.24 |        | 11,880.76 | 287,470.00   |

BOND DEBT SERVICE

City of Lincolnton, North Carolina  
Series 2018 Installment Financing Agreement  
City National Bank Bid (2.68%)  
FINAL Numbers

| Period<br>Ending | Principal  | Coupon | Interest  | Debt Service | Annual<br>Debt Service |
|------------------|------------|--------|-----------|--------------|------------------------|
| 05/01/2018       | 71,046.86  | 2.680% | 820.64    | 71,867.50    |                        |
| 06/30/2018       |            |        |           |              | 71,867.50              |
| 05/01/2019       | 66,385.76  | 2.680% | 5,481.74  | 71,867.50    |                        |
| 06/30/2019       |            |        |           |              | 71,867.50              |
| 05/01/2020       | 68,164.90  | 2.680% | 3,702.60  | 71,867.50    |                        |
| 06/30/2020       |            |        |           |              | 71,867.50              |
| 05/01/2021       | 69,991.72  | 2.680% | 1,875.78  | 71,867.50    |                        |
| 06/30/2021       |            |        |           |              | 71,867.50              |
|                  | 275,589.24 |        | 11,880.76 | 287,470.00   | 287,470.00             |

FORM 8038 STATISTICS

City of Lincolnton, North Carolina  
Series 2018 Installment Financing Agreement  
City National Bank Bid (2.68%)  
FINAL Numbers

Dated Date 03/21/2018  
Delivery Date 03/21/2018

| Bond Component | Date       | Principal  | Coupon | Price   | Issue Price | Redemption<br>at Maturity |
|----------------|------------|------------|--------|---------|-------------|---------------------------|
| Term Bond:     |            |            |        |         |             |                           |
|                | 05/01/2018 | 71,046.86  | 2.680% | 100.000 | 71,046.86   | 71,046.86                 |
|                | 05/01/2019 | 66,385.76  | 2.680% | 100.000 | 66,385.76   | 66,385.76                 |
|                | 05/01/2020 | 68,164.90  | 2.680% | 100.000 | 68,164.90   | 68,164.90                 |
|                | 05/01/2021 | 69,991.72  | 2.680% | 100.000 | 69,991.72   | 69,991.72                 |
|                |            | 275,589.24 |        |         | 275,589.24  | 275,589.24                |

|                | Maturity<br>Date | Interest<br>Rate | Issue<br>Price | Stated<br>Redemption<br>at Maturity | Weighted<br>Average<br>Maturity | Yield   |
|----------------|------------------|------------------|----------------|-------------------------------------|---------------------------------|---------|
| Final Maturity | 05/01/2021       | 2.680%           | 69,991.72      | 69,991.72                           |                                 |         |
| Entire Issue   |                  |                  | 275,589.24     | 275,589.24                          | 1.6086                          | 2.6645% |

|                                                                          |           |
|--------------------------------------------------------------------------|-----------|
| Proceeds used for accrued interest                                       | 0.00      |
| Proceeds used for bond issuance costs (including underwriters' discount) | 15,000.00 |
| Proceeds used for credit enhancement                                     | 0.00      |
| Proceeds allocated to reasonably required reserve or replacement fund    | 0.00      |

DISCLAIMER

City of Lincolnton, North Carolina  
Series 2018 Installment Financing Agreement  
City National Bank Bid (2.68%)  
FINAL Numbers

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EXTRACTS FROM MINUTES OF CITY COUNCIL

\* \* \*

A Regular Meeting of the City Council of the City of Lincolnton, North Carolina was duly held in the Council Chambers of Lincolnton City Hall, 114 W. Sycamore Street in Lincolnton, North Carolina, the regular place of meeting, at 7:00 p.m. on March 1, 2018.

Members Present:

Members Absent:

\* \* \* \* \*  
\* \* \*

Councilmember \_\_\_\_\_ introduced the following resolution, a summary of which had been provided to each Councilmember, copy of which was available with the City Council and which was read by title:

**A RESOLUTION OF THE CITY OF LINCOLNTON, NORTH CAROLINA,  
APPROVING AN INSTALLMENT PURCHASE CONTRACT AND DELIVERY  
THEREOF AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS.**

**WHEREAS**, the City of Lincolnton, North Carolina (the “City”) is a duly and regularly created, organized and validly existing municipal corporation of the State of North Carolina, existing as such under and by virtue of the Constitution, statutes and laws of the State of North Carolina (the “State”);

**WHEREAS**, the City has the power, pursuant to Section 160A-20 of the General Statutes of North Carolina, as amended, to (a) purchase real and personal property, (b) enter into installment purchase contracts in order to finance the purchase of real and personal property used, or to be used, for public purposes, and (c) grant a security interest in some or all of the property purchased to secure repayment of the purchase price;

**WHEREAS**, the City Council of the City (the “City Council”), hereby determines that it is in the best interests of the City to receive an advance of funds in an aggregate principal amount of not more than \$275,589.24 by entering into an installment purchase contract (the “Contract”) with City National Capital Finance, LLC (the “Lender”) in order to finance the acquisition of hand-held radios (the “Equipment”);

**WHEREAS**, the Equipment is or will be owned and operated by the City to serve the citizens of the City;

**WHEREAS**, the City will grant a security interest in the Equipment under the Contract and will deliver a North Carolina Uniform Commercial Code Financing Statement (the “Financing Statement”) for the benefit of the Lender relating to the Equipment;

**WHEREAS**, the obligation of the City to make installment payments under the Contract is a limited obligation of the City payable solely from currently budgeted appropriations of the City;

**WHEREAS**, the obligation of the City to make installment payments under the Contract does not constitute a pledge of the faith and credit of the City within the meaning of any constitutional debt limitation and the taxing power of the City is not and may not be pledged in any way directly or indirectly or contingently to secure any money due under the Contract;

**WHEREAS**, no deficiency judgment may be rendered against the City in any action for breach of an obligation under the Contract

**WHEREAS**, there has been made available to the City Council the form of the Contract which the City proposes to approve, enter into and deliver, as applicable, to effectuate the proposed financing; and

**WHEREAS**, it appears that the Contract is in appropriate form and is an appropriate instrument for the purposes intended;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LINCOLNTON, NORTH CAROLINA, AS FOLLOWS:**

**Section 1. Ratification of Prior Actions.** All actions of the City Manager/Finance Director of the City and the City Clerk and their respective designees in effectuating the proposed financing are hereby approved, ratified and authorized pursuant to and in accordance with the transactions contemplated by the Contract.

**Section 2. Approval, Authorization and Execution of Contract.** The City hereby approves the acquisition of the Equipment in accordance with the terms of the Contract, which will be a valid, legal and binding obligation of the City in accordance with its terms. The City hereby approves the amount to be advanced by the Lender to the City pursuant to the Contract in an aggregate principal amount not to exceed \$275,589.24, such amount to be repaid by the City to the Lender at an interest rate of 2.68% per annum as provided in the Contract. The form, terms and content of the Contract are in all respects authorized, approved and confirmed, and each of the Mayor, the City Manager/Finance Director of the City and the City Clerk or their respective designees (the “*Authorized Officers*”) are authorized, empowered and directed to execute and deliver the Contract for and on behalf of the City, including necessary counterparts, in substantially the form attached hereto, but with such changes, modifications, additions or deletions therein as to them seem necessary, desirable or appropriate, their execution thereof to constitute conclusive evidence of their approval of any and all such changes, modifications, additions or deletions. From and after the execution and delivery of the Contract, the Authorized Officers are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Contract as executed.

**Section 3. Further Actions.** The Authorized officers are hereby designated as the City’s representatives to act on behalf of the City in connection with the transactions contemplated by the Contract and are authorized and directed to proceed with the acquisition of the Equipment in accordance with the terms of the Contract, to file the Financing Statement, and to seek opinions on matters of law from the City Attorney, which the City Attorney is authorized to furnish on behalf of the City, and opinions of law from such other attorneys for all documents contemplated hereby as required by law. The Authorized Officers are hereby authorized to designate one or more employees of the City to take all actions which each of the Authorized Officers are authorized to perform under this Resolution. The Authorized Officers are in all respects authorized on behalf of the City to supply all information pertaining to the transactions contemplated by the Contract. The Authorized Officers are authorized to

execute and deliver for and on behalf of the City any and all additional certificates, documents, opinions or other papers and perform all other acts as may be required by the Contract or as they deem necessary or appropriate in order to implement and carry out the intent and purposes of this Resolution. Any provision in this Resolution that authorizes more than one officer of the City to take certain actions will be read to permit such officers to take the authorized actions either individually or collectively.

*Section 4. **Severability.*** If any section, phrase or provision of this Resolution is for any reason declared to be invalid, such declaration shall not affect the validity of the remainder of the sections, phrases or provisions of this Resolution.

*Section 5. **Repealer.*** All motions, orders, resolutions, ordinances and parts thereof, in conflict herewith are hereby repealed.

*Section 6. **Effective Date.*** That this Resolution is effective on the date of its adoption.

STATE OF NORTH CAROLINA                    )  
                                                          )  
CITY OF LINCOLNTON                         )       SS:

I, Donna Flowers, City Clerk of the City of Lincolnton, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and exact copy of a resolution entitled “**A RESOLUTION OF THE CITY OF LINCOLNTON, NORTH CAROLINA, APPROVING AN INSTALLMENT PURCHASE CONTRACT AND DELIVERY THEREOF AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS**” adopted by the City Council of the City of Lincolnton, North Carolina, at a meeting held on the 1st day of March, 2018.

***WITNESS*** my hand and the corporate seal of the City of Lincolnton, North Carolina, this the \_\_\_\_ day of March, 2018.

[Seal]

\_\_\_\_\_  
City Clerk  
City of Lincolnton, North Carolina

ITEM #

14

# 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](mailto:szickefoose@lincolntonnc.org)  
**CITY CLERK**  
Donna C. Flowers, MMC, NCCMC  
[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)  
**CITY ATTORNEY**  
Thomas J. Wilson, Jr..

## MEMORANDUM

TO: Mayor and Council

FROM: Steve Zickefoose, City Manager

SUBJECT: Bids for Columbarium

DATE: March 1, 2018

Approximately 50% of the inquiries that the City receives regarding burials are related to cremations. Staff believes that an addition of a Columbarium at Hollybrook Cemetery would be a great benefit for our residents.

There is an excellent location for this at the end of Section C that does not interfere with current plots.

Quotes were obtained to create an area for a Columbarium that includes a 36 x 15 pad, 112 niche granite crypt and marble benches. The pad will accommodate an additional crypt if needed. The low bidder is Jerry Lail Monuments at a cost of \$28,500. There are sufficient funds from the sale of cemetery plots this year to pay for this.

The fee schedule for Cemetery lot sales will need to be modified as follows:

| <b>Hollybrook Cemetery Niche Sales</b>       |            |            |
|----------------------------------------------|------------|------------|
| Per Niche                                    | \$1,600.00 | \$3,200.00 |
| <b>Second Right of Interment</b>             |            |            |
| Per Niche                                    | \$800.00   | \$1,600.00 |
| <b>Engraving</b>                             | \$125.00   | \$125.00   |
| <b>Niche Opening After Initial Inurnment</b> | \$200.00   | \$200.00   |

Jerry Lail Monuments  
1844 West Hwy. 150  
Lincolnton, NC 28092

Work Phone Number:  
(704) 735-9641

Cell Number:  
(704) 530-7348

Email Address:  
[sbc28021@aol.com](mailto:sbc28021@aol.com)

Date Submitted: February 12, 2018

To: The City of Lincolnton, NC

From: Jerry Lail Monuments

Subject: 112 Niche Columbarium *with 2 Granite Benches JRL*

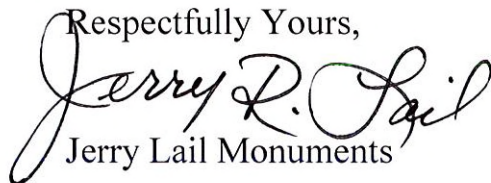
The material consist of polished blue granite crypt with black granite doors.

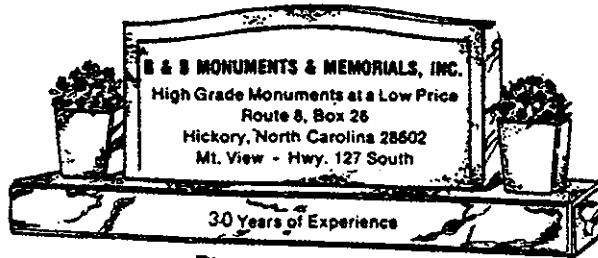
Cement poured 36 ft. in length and 15 ft. in width. Reinforced with wire and rebar and where the columbarium's will set, the cement will be poured deeper.

My quote completed is \$28,465.00.  
Plus NC Sales Tax 6.7<sup>5</sup> percent if applicable.

*JRL (Includes Concrete) 100% payment when upon completion*

Note: Engraving will be done onsite at a cost of \$100 for either single or double inscription.

Respectfully Yours,  
  
Jerry Lail Monuments



Phone 294 - 1840

PURCHASE AGREEMENT

BUYER (Debtor) City of Lincolnton 12-28, 20 17  
Address Lincolnton, Hollybrook Cemetery (Name)  
Telephone No. \_\_\_\_\_

SELLER sells and retains title and BUYER purchases and grants to SELLER and its assigns a purchase money security interest in and to, one, 112 niche Blue Granite w/Black base,  
granite dividers in all directions.  
(Description)  
to be placed in Hollybrook Cemetery  
on or about 130 days after order 19 \_\_, on which BUYER agrees to pay the sum of \$ 28,500.00, payable \$ 14,250.00 on purchase of monument and the balance of \$ 14,250.00 on the date installed in Cemetery. (upon completion)

DESCRIPTION AND LETTERING: \_\_\_\_\_

In the event of default in payment of obligation in accordance with terms set out above, and at anytime thereafter, SELLER, at its option, may declare entire obligation secured to be immediately due and payable and shall have all the remedies of a Secured Party under the UCC in effect in North Carolina at the time of default, including the right to take immediate possession of the monument without notice or legal process and move the same from the cemetery to its place of business and retain the same or dispose of the same at public or private sale as authorized by the UCC, and BUYER shall be responsible for all expenses or taking, removing, and holding for sale, selling and for reasonable attorney's fees. Destruction or damage to the monument after delivery shall be the sole responsibility of the BUYER and shall in no manner relieve the BUYER of its obligation to pay the amount as specified above.

AMOUNT \$28,500.00

TAX \_\_\_\_\_

TOTAL \$28,500.00

BUYER (Debtor) (SEAL)

BUYER (Debtor)

By: Ray Barger  
SELLER (Secured Party)

|             |
|-------------|
| PROJECT NO. |
| SHEET NO.   |
| DATE        |

PROPOSAL SUBMITTED TO:

|           |              |
|-----------|--------------|
| NAME      | Mary Huffman |
| ADDRESS   |              |
| PHONE NO. |              |

WORK TO BE PERFORMED AT:

|               |                 |
|---------------|-----------------|
| ADDRESS       | City of Lincoln |
| DATE OF PLANS | 12-28-17        |
| ARCHITECT     | Columbarium     |

We hereby propose to furnish the materials and perform the labor necessary for the completion of

112 crypt Blue Granite with Black  
doors and granite dividers in  
all directions.

2 yds. form, place & finish concrete  
pad w/ footings for crypt approx  
14 yds w/ 1/2" steel reinforcement rods  
size of pad 36' long & 15' wide & 6' wide  
walk.

for etching and putting records on  
doors \$75.00 each.

Wait 130 days after approval

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work, and completed in a substantial workmanlike manner for the sum of

Dollars (\$ )

with payments to be made as follows:

Respectfully submitted

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Per

Note - This proposal may be withdrawn  
by us if not accepted within days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

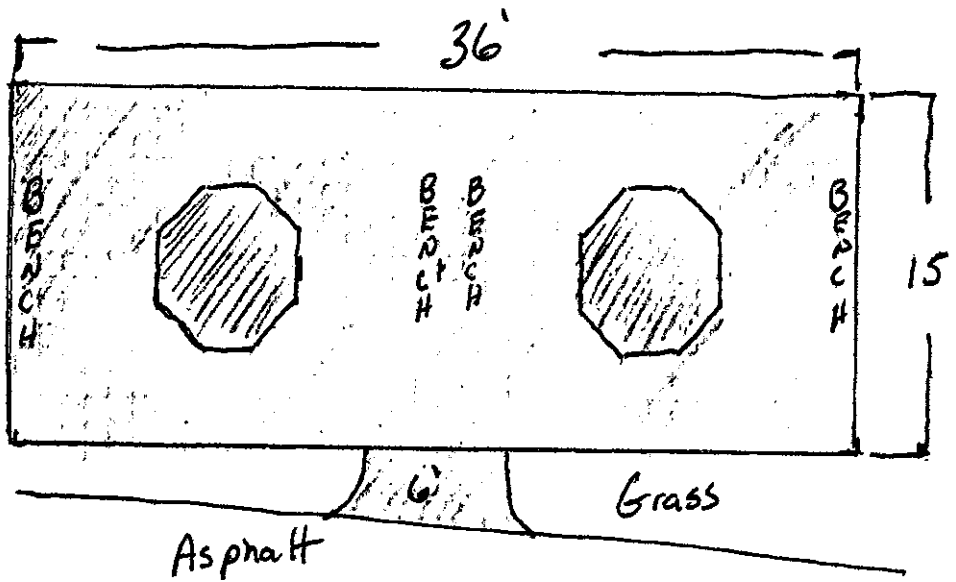
Signature

Date Signature

|                             |  |                          |           |
|-----------------------------|--|--------------------------|-----------|
| TO <u>Ray Barger</u>        |  | PROPOSAL NO.             | DATE      |
| ADDRESS                     |  | BID NO.                  | ARCHITECT |
| CITY, STATE <u>Mat View</u> |  | WORK TO BE PERFORMED AT: |           |
| PHONE NO.                   |  | ADDRESS                  |           |
|                             |  | CITY, STATE              |           |
|                             |  | DATE OF PLANS            |           |

We hereby propose to furnish the materials and perform the labor necessary for the completion of Grade Form Place + Finish  
Pad w/ Footings For Crypt Approx 14yds  
Wire + Rebar 1/2" 16" OC.

Area below for additional description and/or drawings:



*Mae J. (PDC)*

ACCEPTANCE OF PROPOSAL

I hereby accept the proposal and the work to be performed as shown on the drawings and specifications. The work will be made as ordered above.

Signature

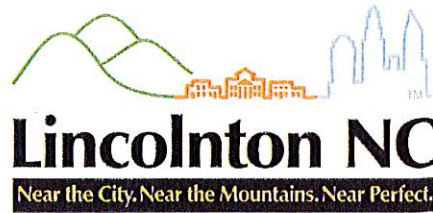
Signature



ITEM #

15

**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](mailto:szickefoose@lincolntonnc.org)  
**CITY CLERK**  
Donna C. Flowers, MMC, NCCMC  
[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)  
**CITY ATTORNEY**  
Thomas J. Wilson, Jr..

**TO:** Mayor & City Council Members

**FROM:** Donna C. Flowers, City Clerk

**DATE:** February 23, 2018

**SUBJECT:** Board Vacancy

Recently we advertised for a vacancy for the Lincolnton Planning Board, to fill the unexpired term of Kathryn Yarbrow who resigned in January due to health reasons. Appointment to this unexpired term would begin March 1<sup>st</sup>, expiring in December 2018. This appointee would then be eligible to begin a first three year term, if Council so chooses, in the January 2019.

I have attached the applications received for this vacancy for your review. Once the appointment is made I will contact the appointee and complete their oath of office so they will be eligible to begin serving at the March 20<sup>th</sup> Planning Board meeting. Thank you.

**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](mailto:szickefoose@lincolntonnc.org)  
**CITY CLERK**  
Donna C. Flowers, MMC, NCCMC  
[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)  
**CITY ATTORNEY**  
Thomas J. Wilson, Jr..

**CITY OF LINCOLNTON  
NOTIFICATION OF OPENINGS FOR BOARDS,  
COMMITTEES AND COMMISSIONS**

The City of Lincolnton is now accepting applications from City residents who are interested in serving on the following City Board:

**Lincolnton Planning Board (1 vacancy)**

The appointment term would begin March 1, 2018 ending December 2018 to fill an unexpired term. Applications are available online at [www.ci.lincolnton.nc.us](http://www.ci.lincolnton.nc.us) or at the City Clerk's Office, located on the second floor of City Hall. Application deadline is 5:00 p.m., Friday, February 9<sup>th</sup>, 2018.

For additional information regarding this vacancy, please contact Donna Flowers, City Clerk at (704)736-8980 or [donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us).

**Advertise 3t: Friday, January 26, 2018  
Wednesday, January 31, 2018  
Friday, February 2, 2018**

RECEIVED JAN 26 2018



Application for Boards/Commissions/Committees  
Lincolnton City Council

Please complete each section

Full Name THOMAS EARL HUSKEY JR Date of Birth 12/29/1951  
Home Address 821 S. POPP ST. LINCOLTON  
Home Phone 704) 735-9766  
Current Employer CITIZENS SPRINKLER INC  
Job Title VICE PRESIDENT Years in current position 14  
Business Phone 704) 732-7774 Fax 704) 732-7741  
E-Mail Address CITIZENSPRINKLER@Bellsouth.NET  
Duties RESPONSIBLE FOR ALL SALES ESTIMATES  
& SUPERVISE THE FIELD LABORS

Other employment history WORKED IN THE INDUSTRY SINCE '71

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

Council Ward No. 11

Male ☒ Female ☐

White ☒ Black ☐ Native American ☐ Asian ☐ Other ☐

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

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

LEDA

Why are you interested in serving on this Board/Commission/Committee? I HAVE WORKED  
BUDG. CODES & STANDARDS FOR YEARS, I WOULD LIKE TO ASSIST IN  
MAKING LINCOLTON THE BEST CITY POSSIBLE.

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

REGISTERED NC PROFESSIONAL ENGINEER, SERVE ON  
DDA'S BOARD OF DIRECTORS, WORKED IN CONST. INDUSTRY FOR 40+ yrs.

**Affirmation of Eligibility:**

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

Yes \_\_\_\_\_ No ☒ If yes, please explain disposition \_\_\_\_\_

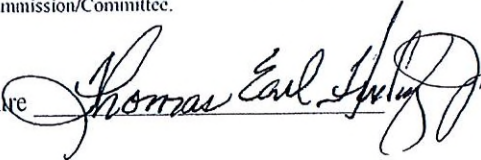
Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as a appointee of the City Council?

Yes \_\_\_\_\_ No ☒

If yes, please explain

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

Signature



Date

1/26/18  
Form is invalid if not signed and dated

**Return completed form to:**

Donna C. Flowers

City Clerk's Office

P.O. Box 617

Lincolnton, North Carolina 28092

Phone: (704) 736-8980

Fax: (704) 736-8995

Email: [donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)

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

RECEIVED FEB 02 2018



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

**Please complete each section**

Full Name Randall Douglas Williams Date of Birth 10/07/1973  
Home Address 1169 Timberlane Dr, Lincolnton, NC 28092  
Home Phone 704-240-4725  
Current Employer Clayton Engineering & Design  
Job Title Construction Administration Years in current position 1  
Business Phone 828-514-9878 Fax \_\_\_\_\_  
E-Mail Address ramconstruction@charter.net  
Duties Review Civil Design Plans, Conduct Site Inspections and Contract Administration.

General Manager Midstate Contractors

Other employment history General Manager Midstate Contractors

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

Council Ward No. \_\_\_\_\_

Male ☒ Female ☐

White ☒ Black ☐ Native American ☐ Asian ☐ Other ☐

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

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

Do Not Currently Serve on any other Board/Commission/Committee

Why are you interested in serving on this Board/Commission/Committee? \_\_\_\_\_  
Wanting to get more involved in my community

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

NC Licensed General Contractor, Civil Engineering Technology,

National President of Professional Construction Estimators Association

**Affirmation of Eligibility:**

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

Yes ☐ No ☒ If yes, please explain disposition \_\_\_\_\_

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

Yes ☐ No ☒

If yes, please explain \_\_\_\_\_

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

Signature Randall Douglas Williams



Date 02/02/2018

Form is invalid if not signed and dated

**Return completed for to:**

Donna C. Flowers

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P.O. Box 617

Lincolnton, North Carolina 28092

Phone: (704) 736-8980

Fax: (704) 736-8995

Email: [donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)

**Do not submit any resumes or attachments**  
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## Application for Boards/Commissions/Committees Lincolnton City Council

**Please complete each section**

Full Name THOMAS HAWK Date of Birth 10-27-43  
 Home Address 105 MCKELLAR ST  
 Home Phone 704-735-0550  
 Current Employer RETIRED  
 Job Title N/A Years in current position N/A  
 Business Phone N/A Fax N/A  
 E-Mail Address TOMTHREEWOOD@AOL.COM  
 Duties \_\_\_\_\_

Other employment history 40 YEARS OF AVIATION MANAGEMENT

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

Council Ward No. \_\_\_\_\_

Male ☒ Female \_\_\_\_\_

White ☒ Black \_\_\_\_\_ Native American \_\_\_\_\_ Asian \_\_\_\_\_ Other \_\_\_\_\_

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

PLANNING BOARD

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

NONE

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

OPPORTUNITY TO APPLY PREVIOUS PLANNING BOARD EXPERTISE

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

INTEREST IN APPLYING A BALANCED APPROACH TO PRESERVATION  
AND IMPROVEMENT TO THE CITY OF LINCOLTON

**Affirmation of Eligibility:**

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

Yes \_\_\_\_\_ No ☒ If yes, please explain disposition \_\_\_\_\_

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

If yes, please explain

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

Signature \_\_\_\_\_

Date 2-5-18

Form is invalid if not signed and dated

**Return completed for to:**

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City Clerk's Office

P.O. Box 617

Lincolnton, North Carolina 28092

Phone: (704) 736-8980

Fax: (704) 736-8995

Email: [donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)

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RECEIVED FEB 07 2018



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

**Please complete each section**

Full Name Hammett Hames Date of Birth 6/1/2081 **1981**

Home Address 312 N. Laurel Street, Lincolnton NC

Home Phone 704-530-2201

Current Employer Stay at home dad

Job Title Master Dad Years in current position 3

Business Phone NA Fax NA

E-Mail Address thhames1013@gmail.com

Duties Household responsibilities and bookkeeping, caring for my 3 year old daughter

Other employment history NC State Employees Credit Union

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

Council Ward No. Lincolnton Ward I

Male X

White X

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

Planning Board

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NA

Why are you interested in serving on this Board/Commission/Committee? To better the City of Lincolnton and fulfill my civic duty

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

Youth Leader at First United Methodist Church, Trust Investment Management and Planning and  
Agricultural Business Degree,

**Affirmation of Eligibility:**

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

No X

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

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

Signature H ——— H ———

Date 2.7.18  
Form is invalid if not signed and dated

**Return completed for to:**

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Lincolnton, North Carolina 28092

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

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ITEM #

16

MEMO TO: Mayor and City Council Members

FROM: Steve Zickefoose, City Manager  
Laura Elam, Planning Director  
Tanya Osborne, Human Resources Director

SUBJECT: **Request for Approval of Building Inspection/Permit Division**

DATE: March 1, 2018

## **BACKGROUND**

Lincoln County currently provides all building permitting and inspection services for the entire County including the City of Lincolnton. City and County staff have been discussing the feasibility of splitting building permit and inspection services into separate City and County departments. The County has indicated that separate departments would help them deal more efficiently with the areas of growth on the eastern end of the County. In addition, having a city building inspection/permit division would give an opportunity to build a positive working relationship with customers needing these types of services within our city.

City staff has researched the mechanics and costs of creating our own building permit and inspections division, and believe the benefits of being able to provide these services within the city are worth the costs. We anticipate the cost to provide these services would be approximately \$74,000 the first year for salary, software and hardware, and then approximately \$68,000 in subsequent years for salary. One full time position, Building Inspector IV, at Grade 19 with a salary range of \$45,941 - \$68,911 would be added to the staff of the Planning and Zoning Department. In addition, the Administrative Support Assistant assigned to the Planning and City Manager's Departments would be reclassified to a Senior Administrative Support Assistant and perform administrative support duties for the Building Inspections/Permit Division.

Should City Council approve the creation of a Building Inspections/Permit Division, we anticipate being able to be certified by the State and have services available by summer.

## **ACTIONS REQUESTED:**

1. City Council approval of a new position class of Building Inspector IV and the reclassification of the Administrative Support Assistant to Sr. Administrative Support Assistant. These changes are reflected on the attached Position Classification Listing and Schedule of Budgeted Positions.
2. City Council approval of attached Inspections/Permit Fee Schedule.

ITEM #

17

**CITY OF LINCOLNTON  
SCHEDULE OF BUDGETED POSITIONS  
Effective March 1, 2018**

| <b><u>Position Title</u></b>             | <b><u>Grade</u></b> | <b><u>E or N-E</u></b> | <b><u>Bi-Weekly Hours</u></b> |
|------------------------------------------|---------------------|------------------------|-------------------------------|
| <b><u>Administration 10.00.4110</u></b>  |                     |                        |                               |
| City Manager/Finance Director            | 35                  | E                      | 75                            |
| Assistant City Manager                   | 30                  | E                      | 75                            |
| Asst to City Mgr/City Clerk              | 18                  | N-E                    | 75                            |
|                                          | 3                   |                        |                               |
| <b>Total Full Time Positions: 3</b>      |                     |                        |                               |
| <b><u>Human Resources 10.00.4120</u></b> |                     |                        |                               |
| Human Resources Director                 | 25                  | E                      | 75                            |
| HR Benefits Administrator                | 17                  | N-E                    | 75                            |
| Admin Support Assistant                  | 9                   | N-E                    | 75                            |
| Building Services Attendant              | 7                   | N-E                    | 75                            |
|                                          | 4                   |                        |                               |
| <b>Total Full Time Positions: 4</b>      |                     |                        |                               |
| <b><u>Finance 10.00.4130</u></b>         |                     |                        |                               |
| Information Tech Manager                 | 24                  | E                      | 75                            |
| Accounting Services Manager              | 19                  | N-E                    | 75                            |
| Business Services Manager                | 18                  | N-E                    | 75                            |
| Accountant                               | 15                  | N-E                    | 75                            |
| Account Billing Specialist               | 11                  | N-E                    | 75                            |
| Accounting Technician                    | 11                  | N-E                    | 75                            |
| Accounting Technician                    | 11                  | N-E                    | 75                            |
| Accounting Technician                    | 11                  | N-E                    | 75                            |
| Customer Services Rep I                  | 9                   | N-E                    | 75                            |
|                                          | 9                   |                        |                               |
| <b>Total Full Time Positions: 9</b>      |                     |                        |                               |

| <u>Position Title</u>                      | <u>Grade</u> | <u>E or N-E</u> | <u>Bi-Weekly Hours</u> |
|--------------------------------------------|--------------|-----------------|------------------------|
| <b><u>Police Department 10.10.4310</u></b> |              |                 |                        |
| Police Chief                               | 27           | E               | 80                     |
| Police Captain                             | 21           | E               | 80                     |
| Police Investigations Lieutenant           | 18           | N-E             | 80                     |
| Community Service/Training Lt.             | 18           | N-E             | 80                     |
| Police Lieutenant                          | 18           | N-E             | 84                     |
| Police Lieutenant                          | 18           | N-E             | 84                     |
| Police Investigations Sergeant             | 16           | N-E             | 80                     |
| Police Sergeant                            | 16           | N-E             | 84                     |
| Police Sergeant                            | 16           | N-E             | 84                     |
| Police Sergeant                            | 16           | N-E             | 84                     |
| Police Sergeant                            | 16           | N-E             | 84                     |
| Police Investigator                        | 14           | N-E             | 80                     |
| Police Investigator                        | 14           | N-E             | 80                     |
| Police Investigator                        | 14           | N-E             | 80                     |
| Police Officer-MPO                         | 14           | N-E             | 80                     |
| Police Officer                             | 13           | N-E             | 84                     |
| Police Officer                             | 13           | N-E             | 84                     |
| Police Officer                             | 13           | N-E             | 84                     |
| Police Officer                             | 13           | N-E             | 84                     |
| Police Officer                             | 13           | N-E             | 84                     |
| Police Officer                             | 13           | N-E             | 84                     |
| Police Officer                             | 13           | N-E             | 84                     |
| Police Officer                             | 13           | N-E             | 84                     |
| Police Officer                             | 13           | N-E             | 84                     |
| Police Officer                             | 13           | N-E             | 84                     |
| Police Officer                             | 13           | N-E             | 84                     |
| Police Officer                             | 13           | N-E             | 84                     |
| Police Officer                             | 13           | N-E             | 84                     |
| Police Officer                             | 13           | N-E             | 84                     |
| Police Officer                             | 13           | N-E             | 84                     |
| Police Officer-School Resource             | 13           | N-E             | 80                     |
| Police Officer-School Resource             | 13           | N-E             | 80                     |
| Police Records Supervisor                  | 13           | N-E             | 75                     |
| Police Records Specialist                  | 9            | N-E             | 75                     |
| Police Evidence Technician                 | 9            | N-E             | 75                     |
| Administrative Support Assistant           | 9            | N-E             | 75                     |
| Police Records Specialist                  | 9            | N-E             | 75                     |

38

**Total Full Time Positions: 38**

| <u>Position Title</u> | <u>Grade</u> | <u>E or N-E</u> | <u>Bi-Weekly Hours</u> |
|-----------------------|--------------|-----------------|------------------------|
|-----------------------|--------------|-----------------|------------------------|

**Fire Department 10.10.4340**

|                         |    |     |     |
|-------------------------|----|-----|-----|
| Fire Chief              | 25 | E   | 80  |
| Assistant Fire Chief    | 21 | E   | 80  |
| Fire Captain            | 17 | N-E | 106 |
| Fire Captain            | 17 | N-E | 106 |
| Fire Captain            | 17 | N-E | 106 |
| Fire Inspector          | 15 | N-E | 80  |
| Fire Lieutenant         | 14 | N-E | 106 |
| Fire Lieutenant         | 14 | N-E | 106 |
| Fire Lieutenant         | 14 | N-E | 106 |
| Fire Engineer           | 12 | N-E | 106 |
| Fire Engineer           | 12 | N-E | 106 |
| Fire Engineer           | 12 | N-E | 106 |
| Fire Engineer           | 12 | N-E | 106 |
| Fire Engineer           | 12 | N-E | 106 |
| Fire Engineer           | 12 | N-E | 106 |
| Fire Engineer           | 12 | N-E | 106 |
| Fire Engineer           | 12 | N-E | 106 |
| Fire Engineer           | 12 | N-E | 106 |
| Firefighter II          | 11 | N-E | 106 |
| Firefighter II          | 11 | N-E | 106 |
| Firefighter             | 10 | N-E | 106 |
| Firefighter             | 10 | N-E | 106 |
| Firefighter             | 10 | N-E | 106 |
| Firefighter             | 10 | N-E | 106 |
| Admin Support Assistant | 9  | N-E | 75  |

25

**Total Full Time Positions: 25**

**Public Works - Administration 10.20.4510**

|                                              |    |     |    |
|----------------------------------------------|----|-----|----|
| Public Works and Electric Utilities Director | 25 | E   | 80 |
| Senior Admin Support Assistant               | 10 | N-E | 75 |
| Admin Support Assistant                      | 9  | N-E | 75 |

3

**Total Full Time Positions: 3**

| <u>Position Title</u>                                                      | <u>Grade</u> | <u>E or N-E</u> | <u>Bi-Weekly Hours</u> |
|----------------------------------------------------------------------------|--------------|-----------------|------------------------|
| <b><u>Public Works - Streets &amp; Property Maintenance 10.20.4520</u></b> |              |                 |                        |
| Public Works Supervisor                                                    | 17           | N-E             | 80                     |
| Street Maint Crew Leader                                                   | 11           | N-E             | 80                     |
| Equipment Operator                                                         | 9            | N-E             | 80                     |
| Equipment Operator                                                         | 9            | N-E             | 80                     |
| Equipment Operator                                                         | 9            | N-E             | 80                     |
| Equipment Operator                                                         | 9            | N-E             | 80                     |
| Equipment Operator                                                         | 9            | N-E             | 80                     |
| Lead Street Maintenance Worker                                             | 8            | N-E             | 80                     |
| Street Maintenance Worker                                                  | 7            | N-E             | 80                     |
| Street Maintenance Worker                                                  | 7            | N-E             | 80                     |
| Street Maintenance Worker                                                  | 7            | N-E             | 80                     |
|                                                                            | 11           |                 |                        |
| <b>Total Full Time Positions: 11</b>                                       |              |                 |                        |
| <b><u>Public Works - Equip Services 10.20.4530</u></b>                     |              |                 |                        |
| Fleet Services Superintendent                                              | 16           | N-E             | 80                     |
| Senior Fleet Maintenance Mechanic                                          | 12           | N-E             | 80                     |
|                                                                            | 2            |                 |                        |
| <b>Total Full Time Positions: 2</b>                                        |              |                 |                        |
| <b><u>Public Works - Solid Waste 10.30.4710</u></b>                        |              |                 |                        |
| Solid Waste Equip Op III                                                   | 10           | N-E             | 80                     |
| Solid Waste Equip Op III                                                   | 10           | N-E             | 80                     |
| Solid Waste Equip Op III                                                   | 10           | N-E             | 80                     |
| Solid Waste Equip Op II                                                    | 9            | N-E             | 80                     |
| Solid Waste Equip Op II                                                    | 9            | N-E             | 80                     |
| Solid Waste Equip Op I                                                     | 8            | N-E             | 80                     |
| Solid Waste Equip Op I                                                     | 8            | N-E             | 80                     |
| Solid Waste Collector                                                      | 6            | N-E             | 80                     |
| Solid Waste Collector                                                      | 6            | N-E             | 80                     |
| Solid Waste Collector                                                      | 6            | N-E             | 80                     |
| Solid Waste Collector                                                      | 6            | N-E             | 80                     |
|                                                                            | 11           |                 |                        |
| <b>Total Full Time Positions: 11</b>                                       |              |                 |                        |

| <u>Position Title</u>                           | <u>Grade</u> | <u>E or N-E</u> | <u>Bi-Weekly Hours</u> |
|-------------------------------------------------|--------------|-----------------|------------------------|
| <b><u>Planning 10.40.4910</u></b>               |              |                 |                        |
| Planning & Comm Develop Director                | 25           | E               | 75                     |
| Zoning Administrator                            | 15           | N-E             | 75                     |
| Building Inspector IV                           | 19           | N-E             | 75                     |
| Administrative Support Assistant                | 9            | N-E             | 75                     |
| Sr. Administrative Support Assistant            | 10           | N-E             | 75                     |
|                                                 | 4            |                 |                        |
| <b>Total Full Time Positions: 4</b>             |              |                 |                        |
| <b><u>Parks &amp; Recreation 10.80.6100</u></b> |              |                 |                        |
| Parks & Recreation Director                     | 24           | E               | 80                     |
| Senior Admin Support Assistant                  | 10           | N-E             | 75                     |
| Admin Support Assistant                         | 9            | N-E             | 75                     |
| Recreation Program Coordinator                  | 15           | N-E             | 80                     |
| Recreation Program Coordinator                  | 15           | N-E             | 80                     |
| Community Relations Director                    | 22           | E               | 75                     |
| Parks & Recreation Maint Specialist             | 13           | N-E             | 80                     |
| General Services Supervisor                     | 14           | N-E             | 80                     |
| Property Maintenance Technician                 | 7            | N-E             | 80                     |
|                                                 | 9            |                 |                        |
| <b>Total Full Time Positions: 9</b>             |              |                 |                        |

| <u>Position Title</u> | <u>Grade</u> | <u>E or N-E</u> | <u>Bi-Weekly Hours</u> |
|-----------------------|--------------|-----------------|------------------------|
|-----------------------|--------------|-----------------|------------------------|

**Public Works - Water Treatment 61.91.7100**

|                             |    |     |    |
|-----------------------------|----|-----|----|
| Water Resources Director    | 25 | E   | 80 |
| Chief Water Plant Operator  | 14 | N-E | 80 |
| Lead WTP Maint Mech         | 12 | N-E | 80 |
| Laboratory Analyst          | 11 | N-E | 80 |
| WTP Maintenance Mechanic    | 11 | N-E | 80 |
| WTP Operator A              | 12 | N-E | 80 |
| WTP Operator B              | 10 | N-E | 80 |
| WTP Operator C              | 9  | N-E | 80 |
| WTP Operator C              | 9  | N-E | 80 |
| Sr. Admin Support Assistant | 10 | N-E | 75 |

10

**Total Full Time Positions: 10**

**Public Works - Distribution & Collection 61.91.7110**

|                                        |    |     |    |
|----------------------------------------|----|-----|----|
| Distribution & Coll System Supt        | 19 | E   | 80 |
| Distribution & Coll System Supervisor  | 14 | N-E | 80 |
| Distribution/Collection Crew Leader    | 12 | N-E | 80 |
| Distribution/Collection Crew Leader    | 12 | N-E | 80 |
| Lift Station Mechanic                  | 11 | N-E | 80 |
| Distribution/Collection Maint Tech III | 10 | N-E | 80 |
| Distribution/Collection Maint Tech III | 10 | N-E | 80 |
| Distribution/Collection Maint Tech II  | 9  | N-E | 80 |
| Distribution/Collection Maint Tech I   | 8  | N-E | 80 |
| Distribution/Collection Maint Tech I   | 8  | N-E | 80 |
| Lead Meter Specialist                  | 10 | N-E | 80 |

11

**Total Full Time Positions: 11**

| <u>Position Title</u>                                         | <u>Grade</u> | <u>E or N-E</u> | <u>Bi-Weekly Hours</u> |
|---------------------------------------------------------------|--------------|-----------------|------------------------|
| <b><u>Public Works - Waste Water Treatment 61.91.7120</u></b> |              |                 |                        |
| WWTP Superintendent                                           | 19           | E               | 80                     |
| Pretreatment Technician                                       | 13           | N-E             | 80                     |
| Laboratory Analyst                                            | 12           | N-E             | 80                     |
| WWTP Maint Mechanic                                           | 11           | N-E             | 80                     |
| WWTP Maint Mechanic                                           | 11           | N-E             | 80                     |
| WWTP Operator III                                             | 12           | N-E             | 80                     |
| WWTP Operator II                                              | 10           | N-E             | 80                     |
| WWTP Operator II                                              | 10           | N-E             | 80                     |
| WWTP Operator I                                               | 9            | N-E             | 80                     |
|                                                               | 9            |                 |                        |
| <b>Total Full Time Positions: 9</b>                           |              |                 |                        |
| <b><u>Public Works - Electric 63.93.7200</u></b>              |              |                 |                        |
| Electric Distribution Sys Supt                                | 21           | E               | 80                     |
| Electric Distribution Sys Supv                                | 18           | N-E             | 80                     |
| Electric Line Technician Class A                              | 16           | N-E             | 80                     |
| Electric Line Technician Class A                              | 16           | N-E             | 80                     |
| Electric Line Technician Class C                              | 11           | N-E             | 80                     |
| Meter Specialist                                              | 8            | N-E             | 80                     |
| Meter Specialist                                              | 8            | N-E             | 80                     |
| Customer Services Rep II                                      | 10           | N-E             | 75                     |
|                                                               | 8            |                 |                        |
| <b>Total Full Time Positions: 8</b>                           |              |                 |                        |
| <b>Total Full Time Public Works Positions</b>                 |              | <b>65</b>       |                        |
| <b>Total Full Time City Positions:</b>                        |              | <b>157</b>      |                        |

Salary Schedule-Position Classifications  
City of Lincoln, NC  
Effective March 1, 2018

| <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            | Solid Waste 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 I      | 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            | Solid Waste 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           | Customer Service Representative II     | N           | 29,614         | 37,017          | 44,421         |
| 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           | Solid Waste 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           | Account Billing Specialist             | 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         |
| 12           | Lead WTP Maintenance Mechanic          | N           | 32,649         | 40,812          | 48,974         |
| 12           | Sr Fleet Maintenance Mechanic          | N           | 32,649         | 40,812          | 48,974         |

Salary Schedule-Position Classifications  
City of Lincolnton, NC  
Effective March 1, 2018

|    |                                      |      |        |        |        |
|----|--------------------------------------|------|--------|--------|--------|
| 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 | 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 | Chief WTP Operator                   | N    | 35,996 | 44,995 | 53,994 |
| 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 | 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 | Building Inspector I                 | N    | 39,685 | 49,607 | 59,528 |
| 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 | Building Inspector II                | N    | 41,670 | 52,087 | 62,504 |
| 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 | Building Inspector III               | N    | 43,753 | 54,691 | 65,630 |
| 18 | Assistant to City Manager/City Clerk | N    | 43,753 | 54,691 | 65,630 |
| 18 | Business Services Manager            | 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 |
| 19 | Building Inspector IV                | N/E* | 45,941 | 57,426 | 68,911 |
| 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 | 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 |
| 21 | Police Captain                       | E    | 50,650 | 63,312 | 75,975 |

Salary Schedule-Position Classifications  
City of Lincolnton, NC  
Effective March 1, 2018

|    |                                              |   |         |         |         |
|----|----------------------------------------------|---|---------|---------|---------|
| 22 | Community Relations Director                 | 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 Works and Electric Utilities Director | E | 61,565  | 76,956  | 92,347  |
| 25 | Water Resources 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 |
| 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
- 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

ITEM #

18

City of Lincolnton  
Inspections Department  
Fee Schedule



**Lincolnton NC**

**Near the City. Near the Mountains. Near Perfect.**

Wayne Godfrey, Chief Inspector

City Of Lincolnton  
Inspections Department  
114 Sycamore Street  
Lincolnton NC 28092  
704-736-8930

## RESIDENTIAL CONSTRUCTION

| APPLICATION TYPE                                                                                | \$/SQ. FT. | MINIMUM FEE |
|-------------------------------------------------------------------------------------------------|------------|-------------|
| <b>A. RESIDENTIAL (one family, two family and town houses/new construction &amp; additions)</b> |            |             |
| Building                                                                                        | \$ .35     | \$ 100.00   |
| Electrical                                                                                      | .05        | 75.00       |
| Mechanical                                                                                      | .05        | 75.00       |
| Plumbing                                                                                        | .05        | 75.00       |
| <b>B. RESIDENTIAL (renovations, accessory buildings, moved homes and decks)</b>                 |            |             |
| Building                                                                                        | \$ .15     | \$ 75.00    |
| Electrical                                                                                      | .05        | 75.00       |
| Mechanical                                                                                      | .05        | 75.00       |
| Plumbing                                                                                        | .05        | 75.00       |
| <b>C. MODULAR HOMES (on frame &amp; off frame)</b>                                              |            |             |
| Building                                                                                        | \$ .35     | \$ 100.00   |
| Electrical                                                                                      | .05        | 75.00       |
| Mechanical                                                                                      | .05        | 75.00       |
| Plumbing                                                                                        | .05        | 75.00       |
| <b>D. MANUFACTURED HOMES (licenses sub-contractors required to pull own permit)</b>             |            |             |
| <b>SET UP PERMIT AND DECKS ONLY</b>                                                             |            |             |
| Singlewide                                                                                      |            | \$ 300.00   |
| Doublewide                                                                                      |            | 350.00      |
| Triplewide                                                                                      |            | 400.00      |
| <b>Electrical Plumbing And Mechanical For Manufactured Home</b>                                 |            |             |
| Per Trade                                                                                       |            | \$ 75.00    |
| <b>E. SWIMMING POOLS (in-ground and above ground)</b>                                           |            |             |
| Swimming Pool                                                                                   |            | \$ 75.00    |
| Electrical                                                                                      |            | 75.00       |
| Mechanical (heaters/gas piping, etc.)                                                           |            | 75.00       |
| Plumbing                                                                                        |            | 75.00       |
| <b>F. RESIDENTIAL RETAINING WALL</b>                                                            |            | \$ 75.00    |
| <b>G. DEMOLITION PERMIT</b>                                                                     |            | \$ 75.00    |
| <b>H. CHANGE OF GENERAL CONTRACTOR OR SUB-CONTRACTOR</b>                                        |            | \$ 100.00   |

**I. RESIDENTIAL ELECTRICAL INDIVIDUAL PERMITS**

|                                                                                |              |
|--------------------------------------------------------------------------------|--------------|
| Service Change (includes new HVAC work)                                        | \$ 75.00     |
| New HVAC work only (no service change required)                                | 75.00        |
| Circuit Additions (existing homes)                                             | 75.00        |
| Water Heater (change out)                                                      | 75.00        |
| Meter Base Only (change out)                                                   | 75.00        |
| Service Power Pole                                                             | 75.00        |
| Generators/Transfer Equipment                                                  | 150.00       |
| Solar Photovoltaic Systems (PV)                                                | 150.00       |
| Sewer Lift Pump                                                                | 75.00        |
| Low Voltage Systems                                                            | 75.00        |
| <b>Minimum Fee</b> ( <i>for any item not listed under individual permits</i> ) | <b>75.00</b> |

**J. RESIDENTIAL MECHANICAL INDIVIDUAL PERMITS** \$ 75.00

**K. RESIDENTIAL PLUMBING INDIVIDUAL PERMITS** \$ 75.00

**I. GRINDER PUMP FEES** \$ 75.00  
(If different contractor is installing the grinder pump)

## COMMERICAL CONSTRUCTION

### A. NEW CONSTRUCTION, RENOVATIONS, ADDITIONS, ALTERATIONS AND ACCESSORY BUILDINGS

| OCCUPANCY<br>CLASSIFICATION | FEE PER SQUARE FOOT |            |            |          | TOTAL |
|-----------------------------|---------------------|------------|------------|----------|-------|
|                             | BUILDING            | ELECTRICAL | MECHANICAL | PLUMBING |       |
| Assembly                    | .08                 | .05        | .05        | .05      | .23   |
| Business                    | .08                 | .05        | .05        | .05      | .23   |
| Educational                 | .08                 | .05        | .05        | .05      | .23   |
| Factory/Industrial          | .02                 | .05        | .05        | .05      | .17   |
| Hazardous                   | .08                 | .05        | .05        | .05      | .23   |
| Institutional               | .20                 | .05        | .05        | .05      | .35   |
| Mercantile                  | .08                 | .05        | .05        | .05      | .23   |
| Residential                 | .20                 | .05        | .05        | .05      | .35   |
| Storage                     | .08                 | .05        | .05        | .05      | .23   |
| Utility                     | .08                 | .05        | .05        | .05      | .23   |

|                                                              |                        |                      |
|--------------------------------------------------------------|------------------------|----------------------|
| New Construction                                             | 0-50,000 sq. ft.       | No reduction         |
| New Construction                                             | 50,001-100,000 sq. ft. | 25% reduction in fee |
| New Construction                                             | 100,001 and greater    | 50% reduction in fee |
| All Commercial renovations, up fit, additions or alterations |                        | 25% reduction in fee |
| Shell buildings                                              |                        | 25% reduction in fee |

### B. MINIMUM COMMERCIAL PERMIT (For items not itemized or covered by the square foot calculation)

|                         |           |
|-------------------------|-----------|
| Building                | \$ 200.00 |
| Electrical              | 100.00    |
| Mechanical (per system) | 100.00    |
| Plumbing                | 100.00    |

### C. TEMPORARY POWER

|              |           |
|--------------|-----------|
| Per Building | \$ 200.00 |
|--------------|-----------|

### D. COMMERCIAL PLAN REVIEW

|                         |           |
|-------------------------|-----------|
| Building                | \$ 100.00 |
| Electrical              | 100.00    |
| Mechanical (per system) | 100.00    |
| Plumbing                | 100.00    |

**E. MISCELLANEOUS COMMERCIAL CONSTRUCTION**

|                                                    |           |          |
|----------------------------------------------------|-----------|----------|
| Change of Tenant/Occupancy Inspection              |           | \$ 75.00 |
| Change of General Contractor                       |           | 100.00   |
| Renewal of expired permit (new application)        |           | 100.00   |
| Refund of permit fee with no construction activity | Admin fee | 50.00    |
| Non-scheduled inspection/Same day inspection       |           | 75.00    |
| After hours inspection fee (per hour)              |           | 100.00   |
| Completion of Daycare Licensing Forms              |           | 300.00   |
| Commercial signs (wall or ground)                  |           | 100.00   |
| Commercial Demolition                              |           | 100.00   |
| Commercial Modular Unit (building only)            |           | 350.00   |
| Spectator seating (bleachers etc.)                 |           | 250.00   |
| Re-Roofing permits (per building)                  |           | 200.00   |
| Storage Racking systems                            |           | 300.00   |
| Solar Photovoltaic Systems (building)              |           | 250.00   |
| Solar Photovoltaic Systems (electrical)            |           | 250.00   |
| Temporary Structures (tents, stages, etc.)         |           | 100.00   |
| Communication towers (building)                    |           | 500.00   |
| Communication towers (electrical)                  |           | 500.00   |
| Commercial pool (building)                         |           | 250.00   |
| Commercial pool (electrical)                       |           | 250.00   |
| Retaining wall                                     |           | 150.00   |

**Any commercial item not addressed under Miscellaneous Construction**

**SEE MINIMUM COMMERCIAL FEE SCHEDULE Item B**

**F. PENALTIES (Commercial and residential)**

|                                               |                |
|-----------------------------------------------|----------------|
| Work started without a permit                 | <b>Fee x 2</b> |
| Wasted trip Fee / Failure to cancel/Not ready | 100.00         |

# 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](mailto:szickefoose@lincolntonnc.org)  
**CITY CLERK**  
Donna C. Flowers, MMC, NCCMC  
[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)  
**CITY ATTORNEY**  
Thomas J. Wilson, Jr..

## MEMORANDUM

TO: Mayor and Council

FROM: Steve Zickefoose, City Manager *Steve*

SUBJECT: Bids for Columbarium

DATE: March 1, 2018

Approximately 50% of the inquiries that the City receives regarding burials are related to cremations. Staff believes that an addition of a Columbarium at Hollybrook Cemetery would be a great benefit for our residents.

There is an excellent location for this at the end of Section C that does not interfere with current plots.

Quotes were obtained to create an area for a Columbarium that includes a 36 x 15 pad, 112 niche granite crypt and marble benches. The pad will accommodate an additional crypt if needed. The low bidder is Jerry Lail Monuments at a cost of \$28,500. There are sufficient funds from the sale of cemetery plots this year to pay for this.

The fee schedule for Cemetery lot sales will need to be modified as follows:

| <b>Hollybrook Cemetery Niche Sales</b>       |            |            |
|----------------------------------------------|------------|------------|
| Per Niche                                    | \$1,600.00 | \$3,200.00 |
| <b>Second Right of Interment</b>             |            |            |
| Per Niche                                    | \$800.00   | \$1,600.00 |
| <b>Engraving</b>                             | \$125.00   | \$125.00   |
| <b>Niche Opening After Initial Inurnment</b> | \$200.00   | \$200.00   |

ITEM #

19



# Draft 1st Quarter Steering Committee Update

03/01/18

Prepared by Fred Jarrett, Chairman

## Talking Points:

### 1. **2017 Brief Year In Review**

- A. Began 2017 with 6 members and ended with 12

#### January 2017 Membership - 6

- City
- Chamber
- DDA
- LEDA
- Lincolnton Tourism Development Authority
- Chair

#### December 2017 Membership - 12

- City
- Chamber
- DDA
- LEDA
- Lincolnton Tourism Development Authority
- Lincoln Cultural Center
- Lincoln County Historical Association
- Lincoln County Home Builders Association
- Lincoln County Board of Realtors
- Lincoln County Arts Council
- Lincoln County Commissioners
- Chair

- B. 20 meetings - 2nd/4th Wed of each month @ 8:00

- C. Attendance - 69%

- D. Reviewed 9 BIGs

- Mark Ingle - building (01/05/17)
- Davis Brothers Automobile - awnings (01/05/17)
- Bennett Johnson - building (01/05/17)
- Derrick Denman - building (03/03/17)
- Anderson Properties - awnings (04/06/17)
- Mark Ingle - building (05/04/17)
- Brian and Jane Rollins - building (06/29/17)
- Sound Factory Studios - building (06/29/17)
- Jonathan Wise - building (12/07/17)

- E. Established and tracked 35 committee Action Items with all but 4 being completed

- F. Began Downtown Central Business District Strategic Planning

- Vision Statement developed and presented to Council with Council adoption

- DCBDSP Strategies, Goals, and Objectives initiated with finalization right around the corner

***“Tucked between the rolling hills of the Blue Ridge Mountains and the glow of the city lights of Charlotte aspiring business owners will find a nurturing atmosphere in downtown Lincolnton where they can grow and flourish. Downtown Lincolnton, is a hidden gem of opportunity as the hub of distinctive arts and artisans and active living.”***

- G. Reviewed several ordinances and made recommendations for revisions which Council approved.
- H. Allied Support Organizations during year became very integrated in helping all to accomplish 'good things' for downtown:
  - Murals - funding from various organizations
  - Quilt Trail - Reception/Kick-off 01/25/18. LEDA, Cultural Center, Betty Ross Park and LFD will have quilt squares placed on the buildings
  - Input provided by all on new City Gateway signs being pursued by Tourism Development Authority being pursued by Lincolnton Tourism Development Authority
  - Blueway - boat launch sites along the South Fork River (Betty Ross Park)
  - Rail Trail - safety and improvement discussions
  - Mobile Town App -
  - Etc.

## 2. **2018 First Quarter**

- A. 1 BIG reviewed and recommended to Council for approval - Don Hartsoe (Ledford Fabrics)- building (01/11/18)
- B. Reviewed BIG Program and made a few small revision recommendations to Laura Elam.
- C. Established a subcommittee to review applicable Ordinances regarding pets at special events
- D. Reviewed the offerings from Verizon: Verizon Smart Communities

### 1) Transportation

- Intelligent Traffic Control
- Electric/Shared Vehicles
- Fleet/Transit Control
- Smart Parking

### 2) Parks & Trails

- Intelligent Video
- Safety Call Boxes
- Solar Charging Benches
- Connected Trash Containers

### 3) Downtown

- Intelligent Lighting
- Digital Kiosks
- Wi-Fi
- Audio Alerts/Music

#### 4) Utilities

- Grid Wide
- Energy Management
- Fleet Management
- Water Management

City Manager had begun looking at similar based products and took action to review and update Committee

E. Evaluated the need for a Youth Protection Ordinance to protect juveniles from victimization and exposure to criminal activity by establishing a curfew for juveniles under the age of 16 years. The committee thoroughly discussed and got input from City Manager and Chief of Police. Points from committee's due diligence:

- parents need to be more responsible,
- don't have problem, no data to support,
- no need for an ordinance if no problem,
- if add an ordinance how will it be enforced and funded,
- skateboarders are a problem and there are ordinances to address,
- bicycles on sidewalks are also an issue but addressed by current ordinances,
- police can help address skateboarder and bicycle issues by more frequent patrols in problem areas and enforcing ordinances,
- skateboarders are allowed at Betty Ross Park, signs posted on rail trail, need to post skateboard-friendly areas for downtown on web,
- looking into a better video surveillance system for downtown and rail trail, and
- etc.

After much discussion the Committee resolved that there is no need for a Youth Protection Ordinance at this time due to limited issues occurring in the downtown area. In the future if data supports a need for a Youth Protection Ordinance the Committee will address at that time.

An action item did evolve from the Committee's discussion:

18-01: City Manager to talk to Police Chief about possibly increasing patrol in areas where issues have been identified with bicycle riders and skate boarders (e.g., First Federal Park and downtown sidewalks).

This concludes the 2017 year-end and 1st quarter update for the major activities of the Steering Committee.

Any questions?

ITEM #

20

## Executive Summary

### January 2018 Year-To-Date

| General Fund |                      | Budget 17-18 | Actual 17-18 | % of |     | Budget 16-17 | Actual 16-17 | Difference |
|--------------|----------------------|--------------|--------------|------|-----|--------------|--------------|------------|
|              |                      |              |              |      |     |              |              |            |
| Fund 10      | Revenues             | 10,252,739   | 6,329,444    |      | 57% | 10,662,262   | 6,375,677    | (46,233)   |
|              | Fund Balance         | 785,301      | -            |      | -   | 1,366,107    | -            | -          |
|              |                      | 11,038,040   | 6,329,444    |      |     | 12,028,369   | 6,375,677    | (46,233)   |
|              | City Manager/Clerk   | 333,365      | 147,891      |      |     | 309,730      | 78,035       | 69,856     |
|              | Human Resources      | 235,030      | 117,221      |      |     | 215,848      | 91,063       | 26,158     |
|              | Finance              | 279,012      | (45,350)     |      |     | 273,609      | (69,498)     | 24,148     |
|              | General Expense      | 809,520      | 551,093      |      |     | 878,154      | 323,047      | 228,045    |
|              | General Debt Service | 463,524      | 48,358       |      |     | 425,535      | 55,189       | (6,831)    |
|              | Police               | 3,344,770    | 2,006,997    |      |     | 3,153,942    | 1,855,180    | 151,817    |
|              | Fire                 | 2,030,690    | 1,276,891    |      |     | 2,206,450    | 1,188,075    | 88,816     |
|              | Public Works         | 181,356      | (5,053)      |      |     | 246,538      | (14,583)     | 9,530      |
|              | Street               | 1,229,141    | 341,853      |      |     | 1,534,891    | 503,043      | (161,190)  |
|              | Equipment Services   | 132,120      | 57,447       |      |     | 157,819      | 79,431       | (21,985)   |
|              | Solid Waste          | 718,328      | 331,113      |      |     | 820,485      | 425,939      | (94,826)   |
|              | General Services     | -            | -            |      |     | 212,559      | 120,013      | (120,013)  |
|              | Plannin/Zoning       | 277,060      | 156,697      |      |     | 276,258      | 126,675      | 30,022     |
|              | Bus & Comm. Dev      | 132,454      | 45,625       |      |     | 160,693      | 70,819       | (25,195)   |
|              | Recreation           | 871,670      | 590,421      |      |     | 1,155,858    | 399,730      | 190,690    |
|              | Expenses             | 11,038,040   | 5,621,202    |      | 51% | 12,028,369   | 5,232,158    | 389,044    |
|              | Difference           |              | 708,241      |      |     |              | 1,143,519    | (435,278)  |

| Water & Sewer Fund |                      | Budget 17-18 | Actual 17-18 | % of Budget | Budget 16-17 | Actual 16-17 | Difference |
|--------------------|----------------------|--------------|--------------|-------------|--------------|--------------|------------|
| Fund 61            | Revenues             | 7,449,995    | 4,736,156    | 60%         | 7,867,135    | 4,918,961    | (182,804)  |
|                    | Fund Balance         | 390,000      | -            |             | 1,265,399    |              |            |
|                    |                      | 7,839,995    | 4,736,156    |             | 9,132,534    | 4,918,961    | (182,804)  |
|                    | Water Treatment      | 1,501,500    | 682,903      |             | 1,476,528    | 644,353      | 38,550     |
|                    | Dist & Collection    | 1,356,250    | 787,429      |             | 2,390,175    | 1,348,081    | (560,652)  |
|                    | Wastewater           | 1,537,900    | 561,513      |             | 1,648,076    | 594,623      | (33,110)   |
|                    | W & S Intangibles    | 3,444,345    | 917,123      |             | 3,617,755    | 1,075,188    | (158,065)  |
|                    | Expenses             | 7,839,995    | 2,948,968    | 38%         | 9,132,534    | 3,662,244    | (713,276)  |
|                    | Difference           |              | 1,787,189    |             |              | 1,256,717    | 530,472    |
|                    |                      |              |              |             |              |              |            |
| Electric Fund      |                      | Budget 17-18 | Actual 17-18 | % of Budget | Budget 16-17 | Actual 16-17 | Difference |
| Fund 63            | Revenues             | 7,791,714    | 4,361,211    | 56%         | 8,000,000    | 4,568,391    | (207,180)  |
|                    | Fund Balance         | -            | -            |             | 79,000       | -            | -          |
|                    |                      | 7,791,714    | 4,361,211    |             | 8,079,000    | 4,568,391    | (207,180)  |
|                    | Electric Dept.       | 7,791,714    | 4,475,349    |             | 8,079,000    | 4,221,525    | 253,823    |
|                    | Expenses             | 7,791,714    | 4,475,349    | 57%         | 8,079,000    | 4,221,525    | 253,823    |
|                    | Difference           |              | (114,138)    |             |              | 346,865      | (461,003)  |
|                    |                      |              |              |             |              |              |            |
| Overtime           | 80+ hours            |              | 236,587      | *           |              | 177,873      | 58,714     |
|                    | * 3 January Paydays  |              |              |             |              |              |            |
|                    | * Snow Removal       |              |              |             |              |              |            |
|                    | * Frozen Water Lines |              |              |             |              |              |            |

**ITEM #**

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# CITY OF LINCOLNTON

## CITY COUNCIL

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



## CITY MANAGER

Steve Zickefoose, MBA  
[szickefoose@lincolntonnc.org](mailto:szickefoose@lincolntonnc.org)

## CITY CLERK

Donna C. Flowers, MMC, NCCMC  
[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)

## CITY ATTORNEY

Thomas J. Wilson, Jr..

## BA – 02 - 18

BE IT ORDAINED by the Governing Board of the City of Lincolnton, North Carolina, that the following amendment be made to the Annual Budget Ordinance for the fiscal year ending June 30, 2018.

Section 1: To amend the General Fund, the expenditures are to be changed as follows:

| ACCOUNT NUMBER                              | DEPARTMENT/ACCOUNT DESCRIPTION                            | INCREASE          | DECREASE    |
|---------------------------------------------|-----------------------------------------------------------|-------------------|-------------|
| <u>PLANNING &amp; ZONING</u>                |                                                           |                   |             |
| 10-40-4910-121                              | Salaries                                                  | 48,000.00         |             |
| 10-40-4910-181                              | FICA                                                      | 4,400.00          |             |
| 10-40-4910-182                              | Retirement                                                | 4,350.00          |             |
| 10-40-4910-183                              | Health Insurance                                          | 7,334.00          |             |
| 10-40-4910-187                              | Dental Insurance                                          | 100.00            |             |
| 10-40-4910-200                              | Supplies                                                  | 1,000.00          |             |
| 10-40-4910-260                              | Office                                                    | 4,000.00          |             |
| 10-40-4910-325                              | Postage                                                   | 500.00            |             |
| 10-40-4910-395                              | Training / Business                                       | 1,550.00          |             |
| 10-40-4910-599                              | Miscellaneous Equipment                                   | 1,500.00          |             |
| <u>BUSINESS &amp; COMMUNITY DEVELOPMENT</u> |                                                           |                   |             |
| 10-40-4930-121                              | Salaries                                                  | (37,401.00)       | -           |
| 10-40-4930-181                              | FICA                                                      | (2,861.00)        | -           |
| 10-40-4930-182                              | Retirement                                                | (2,244.00)        | -           |
| 10-40-4930-183                              | Health Insurance                                          | (5,734.00)        | -           |
| 10-40-4930-184                              | Life Insurance                                            | (27.00)           | -           |
| 10-40-4930-321                              | Telephone                                                 | (3,000.00)        | -           |
| 10-40-4930-681                              | Revolving Loans<br>(Meating Place and Good Wood Pizzeria) | 60,000.00         | -           |
| <u>PARKS AND RECREATION</u>                 |                                                           |                   |             |
| 10-80-6100-121                              | Salaries                                                  | 37,401.00         | -           |
| 10-80-6100-181                              | FICA                                                      | 2,861.00          | -           |
| 10-80-6100-182                              | Retirement                                                | 2,244.00          | -           |
| 10-80-6100-184                              | State Grant- Betty Ross Park                              | 27.00             | -           |
|                                             |                                                           | <u>124,000.00</u> | <u>0.00</u> |

This will result in a net increase of \$ 124,000.00 expenditures of the General Fund. To balance the adjustments to the budget, the following revenues have also been changed with a corresponding net effect.

| ACCOUNT NUMBER        | DEPARTMENT/ACCOUNT DESCRIPTION | INCREASE          | DECREASE    |
|-----------------------|--------------------------------|-------------------|-------------|
| <u>PERMITS / FEES</u> |                                |                   |             |
| 10-00-3353-400        | Inspections                    | 64,000.00         | 0.00        |
| <u>MISCELLANEOUS</u>  |                                |                   |             |
| 10-00-3911-900        | Loan Proceeds- Revolving Loans | 60,000.00         | 0.00        |
|                       |                                | <u>124,000.00</u> | <u>0.00</u> |

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

Section 5: To amend the Water & Sewer Fund, the expenditures are to be changed as follows:

| <u>ACCOUNT NUMBER</u> | <u>DEPARTMENT/ACCOUNT DESCRIPTION</u>            | <u>INCREASE</u>  | <u>DECREASE</u> |
|-----------------------|--------------------------------------------------|------------------|-----------------|
|                       | <u>DISTRIBUTION AND COLLECTION</u>               |                  |                 |
| 61-91-7110-500        | Capital Projects- New Water Line - Water Street) | 35,125.00        | 0.00            |
|                       |                                                  | <u>35,125.00</u> | <u>0.00</u>     |

This will result in a net increase of \$ 35,125.00 in the expenditures of the Water & Sewer Fund. To balance the adjustments to the budget, the following revenues have also been changed with a corresponding net effect.

|                |                                 |                  |             |
|----------------|---------------------------------|------------------|-------------|
|                | <u>OTHER FINANCING SOURCES</u>  |                  |             |
| 61-91-3991-900 | Appropriation from Fund Balance | 35,125.00        |             |
|                |                                 | <u>35,125.00</u> | <u>0.00</u> |

Section 13: Copies of these budget amendments shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and the Finance Director for their direction.

Adopted this 1st day of March, 2018.

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Donna C. Flowers  
City Clerk

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Ed L. Hatley  
Mayor