

Mayor Ed Hatley called the regular meeting of the Lincolnton City Council to order at 7:00 p.m. on Thursday, September 3, 2020 at 7:00 p.m. in the Council Chambers of City Hall located at 114 West Sycamore Street, Lincolnton North Carolina 28092. Mayor Hatley opened the meeting asking all to rise for the Pledge of Allegiance.

The following council members were present:

**WHITE**

**WATSON**

**EADDY**

**JETTON**

Directing everyone's attention to the agenda, Mayor Hatley requested to add discussion regarding the 2020 census to the end of the agenda.

Councilman Watson made a motion to approve the *REGULAR AGENDA* with the with the addition. **Members voted 4-0 in favor of the motion.**

Councilman Eaddy made a motion to approve the *CONSENT AGENDA* as follow:

- Approval of minutes for the August 6<sup>th</sup> 2020 Regular Meeting
- Resolution to Authorize Inter-local Cooperation Agreement for Code Enforcement Service
- Resolution to Authorize and Direct City Attorney to Petition for Court Order directing compliance with order from Code Enforcement Officer at 600 Huss Street
- Resolution to Authorize and Direct City Attorney to Petition for Court Order directing compliance with order from Code Enforcement Officer at 511 N. Flint Street
- Resolution to Authorize and Direct City Attorney to Petition for Court Order directing compliance with order from Code Enforcement Officer at 1216 E. Pine Street
- Resolution to Authorize and Direct City Attorney to Petition for Court Order directing compliance with order from Code Enforcement Officer at 1220 E. Pine Street

**Members voted 4-0 in favor of the motion.**

**PUBLIC HEARINGS**

**POTENTIAL APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FOR NEW PUBLIC FACILITY**

Mayor Ed Hatley opened the public hearing, calling on Mrs. Laura Elam to speak to the item. Mrs. Elam provided some background information regarding the reason for the public hearing and the City's role in the process. She stated that Mr. Skip Steel, with the Lincoln County Coalition Against Domestic Violence (dba Amy's House), was advised by the Department of Commerce staff to, in coordination with the City, conduct an initial public hearing as he works to secure CDBG funding. She noted that an additional public hearing may be required.

Councilwoman **White** made a motion to close the Public Hearing. **Members voted 4-0 in favor of the motion. No Action Needed**

**CUP-04-20**

**APPLICATION FROM TOWNHOMES AT LINCOLN COUNTRY CLUB, LLC REQUESTING AN AMENDMENT TO A CONDITIONAL USE PERMIT FOR A 33-UNIT CONDOMINIUM COMPLEX ON 5.25 ACRES OF LAND IN THE CU-RMF DISTRICT. THE AMENDMENT IS IN REGARD TO THE SCREENING AND LANDSCAPING REQUIREMENTS. THE SUBJECT PROPERTY IS LOCATED ON LINCOLN COUNTRY CLUB PROPERTY APPROXIMATELY 650 FEET NORTH OF COUNTRY CLUB ROAD AND APPROXIMATELY 450 FEET EAST OF LITHIA INN ROAD, NORTH OF THE DRIVING RANGE FACILITY (PARCEL ID 86678)**

Mayor Ed Hatley opened the public hearing, after which he called on Mrs. Laura Elam, Planning Director, to review the request. Speakers offering testimony were sworn in by City Clerk Daphne Ingram. Planning Director Laura Elam introduced the case, giving some background regarding the permit, summarizing the request. She explained the Townhomes at Lincoln Country Club LLC was asking to amend the previously approved conditional use permit for a 5.25 acre site located on the Lincoln Country Club property approximately 650 feet north of Country Club Road and approximately 450 feet east of Lithia Inn Road north of the driving range. The site is zoned RMF-CU (Conditional Use Residential Multi Family). A conditional use rezoning was approved in 2006 to allow 33 condominiums. Surrounding properties are zoned R-15. *The proposed amendment is attached to and made an official part of these minutes.* Mrs. Elam also informed Council of the permanent landscape easement recently secured by the applicant. She continued stating that if the applicant satisfactorily proves the findings of fact, Planning Board and Staff recommend approval of the Conditional Use Permit subject to the Staff Review Committee comments.

In response to questions from Councilman Eaddy, Mrs. Elam confirmed the proposed screening plan is satisfactory, mitigating the cutting of the large trees and that the neighbors have seen and are pleased with the proposed revisions.

Ms. Susanne Todd, zoning attorney representing the applicant, addressed members of council. Ms. Todd gave a power point presentation in respect to the proposed request. She also provided a tabbed binder for each council member to review. Mr. Peyton Woody, with Woodbine Design, spoke to the proposed landscape design for the property. Mr. Woody explained, in detail, the trees, materials, plantings, etc. that will be used to provide the necessary buffer/screening. He provided his expert opinion in support of the request, assuring Council that all state and local building codes will be adhered to. Councilman Eaddy expressed his gratitude for the effort put into the project. Councilman Jetton confirmed that the location of the current access point will remain.

Continuing, Ms. Todd informed Council members of an affidavit provided by Ms. Sarah Harman, a real estate broker in the area. Ms. Harman, who was also in attendance, gave testimony and expert opinion as to how the project will not substantially injure the value of adjoining or abutting property, stating that she recently sold a residence directly adjacent to the aforementioned property at market value.

Ms. Todd addressed finding four, 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 Lincolnnton Land Use Plan and other plans for the physical development of the City as officially adopted by the City Council. She noted that the use is in compliance with the land use ordinance, meeting the goal to ensure that Lincolnnton is a city comprised of well-planned, safe, residential development. Also, it is a multi-family development in a clustered manner which preserves open space and heightens pedestrian accessibility.

Councilman Jetton made a motion to **close the Public Hearing. Members voted 4-0 in favor of the motion**

Finding 1. Councilman **Eaddy** made a motion that the use will not materially endanger the public health or safety if located where proposed and developed according to plan. **Members voted 4-0 in favor of the motion**

Finding 2. **Councilman Jetton** made a motion that the use meets all required conditions and specifications. **Members voted 4-0 in favor of the motion**

Finding 3. **Councilwoman White** made a motion that the use will not substantially injure the value of adjoining or abutting property unless the use is a public necessity. **Members voted 4-0 in favor of the motion**

Finding 4. **Councilman Watson** made a motion that 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. **Members voted 4-0 in favor of the motion.**

Finding 5. **Councilman Jetton** made a motion that the proposed ingress and egress points will not result in a substantial amount of vehicular traffic to be channeled onto adjacent local streets (non-collector/non-thoroughfare streets). **Members voted 4-0 in favor of the motion.**

**Councilman Eaddy** made a motion to approve the conditional use permit subject to the Staff Review Committee conditions. **Members voted 4-0 in favor of the motion.**

#### P-05-20

#### CONSIDERATION OF NEW PROPOSED ADMINISTRATIVE POLICY #15 - EMPLOYEE SERVICE RECOGNITION

Mrs. Tanya Osborne, Human Resources Director, addressed Councilmembers regarding proposed changes to the City's Service Recognition Programs. Mrs. Osborne explained that due the Pandemic and restrictions currently in place, staff has looked at several alternatives to address this issue. *The proposed Administrative Policy #15 is attached and made an official part of these minutes.* This change will not affect eligibility or criteria, but will consolidate two separate policies into one.

Mrs. Osborne explained the difference between the current policy and the proposed policy as follows:

For the active employee service recognition, the program would discontinue utilizing a company which supplies service pins and brochures for gift selections. The replacement program would offer a certificate of appreciation and give employees the opportunity to select from a variety of gift cards to businesses operating in Lincolnton.

The retiree recognition program would be similar to the active employee recognition. Retiring employees would receive a certificate of appreciation and have opportunity to select from an assortment of gift cards. The recognition of the employee would be moved from a council meeting to the employee's home department. In addition, the Police and Fire Departments would still honor their traditions which include presentation of the officer's service weapon or the firefighter's fire ax or fire helmet. Staff in these departments still have a high regard for these traditional recognitions upon retirement.

City Manager Steve Zickefoose expressed his observations with the current process and pointed out several advantages of the proposed policy which directly benefit the employee. There was some discussion between Council and staff regarding this change.

**Councilman Eaddy made a motion to approve the proposed Administrative Policy #15 - Employee Service Recognition as outlined. Members voted 4-0 in favor of the motion.**

**APPT-03-20**

**CONSIDERATION TO FILL VACANCY OF AN UN-EXPIRED TERM ON THE LINCOLNTON PLANNING BOARD**

Mayor Ed Hatley opened the floor to consider applications received to fill the current vacancy on the Lincolnton Planning Board. Mayor Hatley gave a brief summary regarding the vacancy, noting that six eligible applications were received. Councilman Eaddy made a motion to consider Mr. Trent Mason, whom he described as an up and coming member of the community. No other motions to consider were made.

**Councilman Jetton made a motion to close the nominations. Members voted 4-0 in favor of the motion**

**Councilman Eaddy made a motion to appoint Trent Mason to fill the un-expired term of Worth Roberts on the Lincolnton Planning Board. Members voted 4-0 in favor of the motion.**

*Before moving on to the next item, Mayor Ed Hatley expressed his thanks to the community for their interest.*

## MONTHLY FINANCIAL/OVERTIVE REPORT

[illegible]

Mr. Zickefoose gave an overview of the report, informing that the information presented was the updated version of what was sent out in the agenda packets. Mr. Zickefoose also updated Council with detailed information regarding the utility department, in relation to COVID-19 including the totals in each of the unpaid utility accounts.

#### **REQUEST FOR ROAD NAME CHANGE**

Mayor Ed Hatley opened the floor for discussion regarding a request from Mrs. Shannon Posey, 101 Idlewood Drive Lincolnton, for a road name change. Mrs. Posey is requesting that Idlewood Drive be changed to Posey Drive. Discussion was generated among council members regarding the request and everything it would involve, such as changes at the Post Office, Emergency Management (911), County addressing, Tax Department and Powell Bill mapping, if approved. Mayor Hatley noted that the only street name change approved during his tenure was requested by a large group of residents in the area, not a single individual.

**Councilman Eaddy made a motion that we leave the name as is for right now. Members voted 4-0 in favor of the motion.**

#### **UPDATE/DISCUSSION REGARDING ENFORCEMENT OF COVID MASK WEARING REQUIREMENTS**

Mayor Ed Hatley recognized Councilman Eaddy who requested this item be placed on the meeting's agenda. Councilman Eaddy voiced his concern over the lack of compliance with the City's mask wearing requirement, questioning whether there should be enforcement or if the wearing of mask should go back to being voluntary. Much discussion was generated regarding the issue. Holding business owners responsible for requiring their employees to wear mask was suggested, as well as not allowing entry into the business unless you are wearing a mask. Police Chief Rodney Jordan informed Council that latest information received states that as long as a business has signage posted on the doors in English and Spanish, they are in compliance with the Governors order. Chief Jordan explained law enforcements position, and the lack of authority they have when it comes to this issue. Chief Jordan suggested possibly getting the health department to begin educating business owners to help promote compliance

**STUDENT ADVISORY COUNCIL UPDATE/DISCUSSION REGARDING  
2020/2021 SCHOOL YEAR**

City Manager Steve Zickefoose informed that the status of the 2020-2021 Student Advisory Council is still in a “wait and see” phase. He stated that he has had conversations with advisor Jill Eaddy who has had contact with some of the students on last year’s council. Virtual Zoom and/or WebEx meetings have been mentioned as options available for conducting monthly meetings. Mr. Zickefoose expressed his willingness to do whatever is needed, in coordination with the school system, to ensure there is an active council this school year. Councilman Eaddy stressed the importance of the council and the significance of what they do. He also expressed his desire for conversations to be expedited to get things moving forward. As discussions ended, Mr. Zickefoose confirmed he would have that conversation.

**CENSUS**

Mayor Ed Hatley spoke to this addition to the agenda, explaining his desire to discuss what role the city could play in encouraging residents to complete their census information. At the request of City Manager Steve Zickefoose, Laura Morris, Community Relations Director, addressed members, giving an update on what the city has done thus far to encourage citizen participation. Mrs. Morris informed that census information has been included in the utility billing statements, as well as using the newsletters and specific census driven flyer. Mrs. Morris stated that social media is actively being used, as well as the Everbridge system. There was discussion regarding the numbers and the deadline for submitting the information. She also noted that door to door census taking is now being done. Councilmembers requested that two (2) stand alone phone messages be sent before the deadline for submitting information.

**PUBLIC COMMENT:**

Mayor Ed Hatley opened the public comment portion of the meeting. He recognized those who signed up to speak, reminding them to limit their comments to three (3) minutes. Mr. Allen Hoyle, 319 N. Poplar Street, addressed Council regarding issues he is having with drainage and a sink hole on his property. He also expressed his views regarding giving more money to the police department to buy better mask and supplying vitamins and herbs to employees that will fight off the virus and other diseases. Mr.

Hoyle recommended that nutrition classes be offered to the city employees saying that an ounce of prevention is worth more than a pound of cure. He also addressed the first amendment. No other persons requested to speak.

**NEWS MEDIA:**

Mr. Wayne Howard briefly commented on the status of the census issue.

**ADJOURNMENT:**

**Councilman Watson made a motion to adjourn the meeting. Members voted 4-0 in favor of the motion.**

-----  
**DAPHNE INGRAM**  
**CITY CLERK**

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**ED HATLEY**  
**MAYOR**

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

**FROM:** Laura Elam, Planning Director

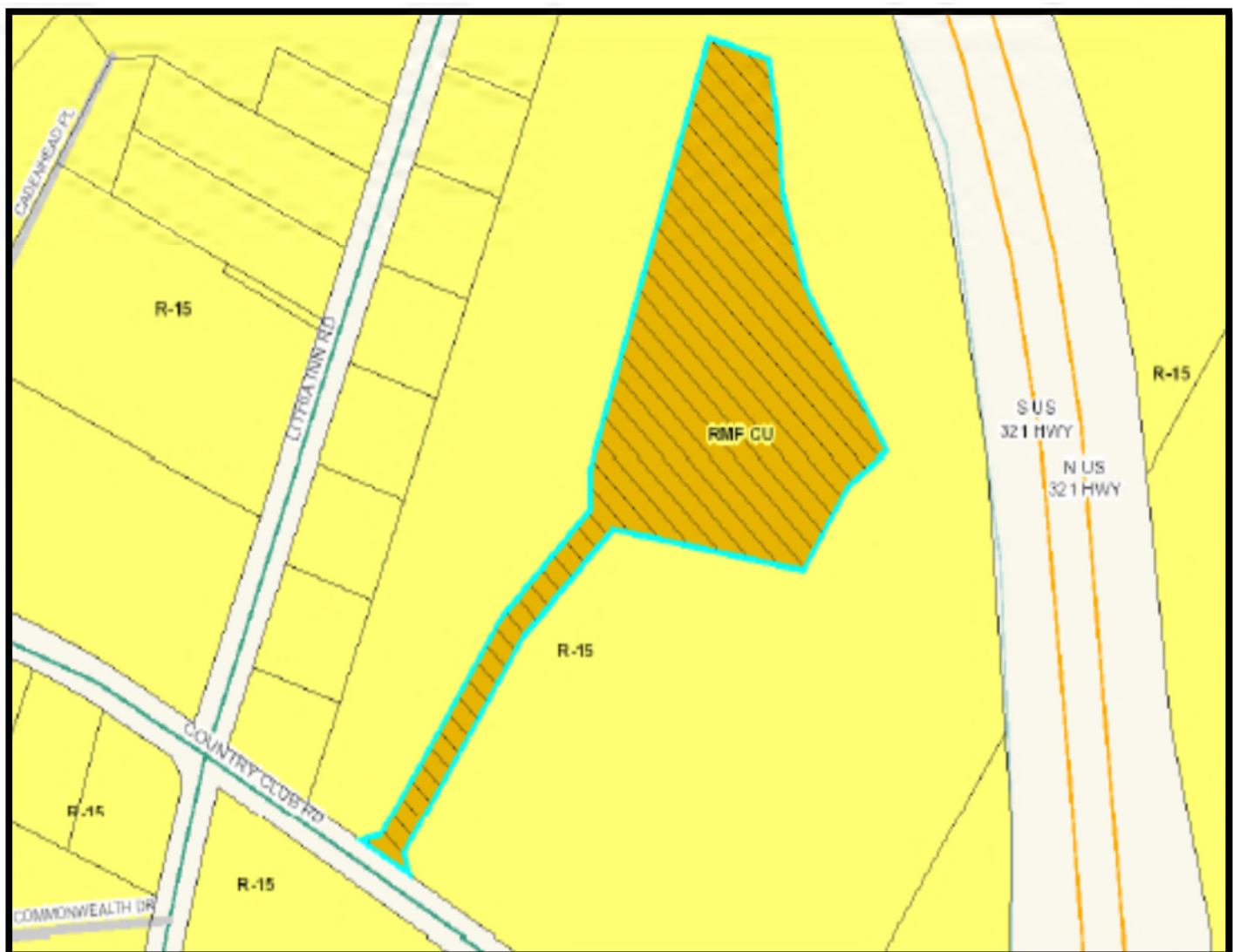
**SUBJECT:** CUP -4- 2020 Application for conditional use permit amendment from Townhomes at Lincoln Country Club, LLC to amend the screening requirements.

**DATE:** September 3, 2020

**SITE AND AREA DESCRIPTION**

The Townhomes at Lincoln Country Club LLC is requesting amendment of the previously approved conditional use permit for a 5.25 acre site located on the Lincoln Country Club property approximately 650 north of Country Club Road and approximately 450 feet east of Lithia Inn Road north of the driving range.

The site is zoned RMF-CU (Conditional Use Residential Multi Family). A conditional use rezoning was approved in 2006 to allow 33 condominiums. Surrounding properties are zoned R-15.



The site is vacant. Surrounding properties are devoted to a driving range, golf course, single family residential and a condominium complex.





## **BACKGROUND**

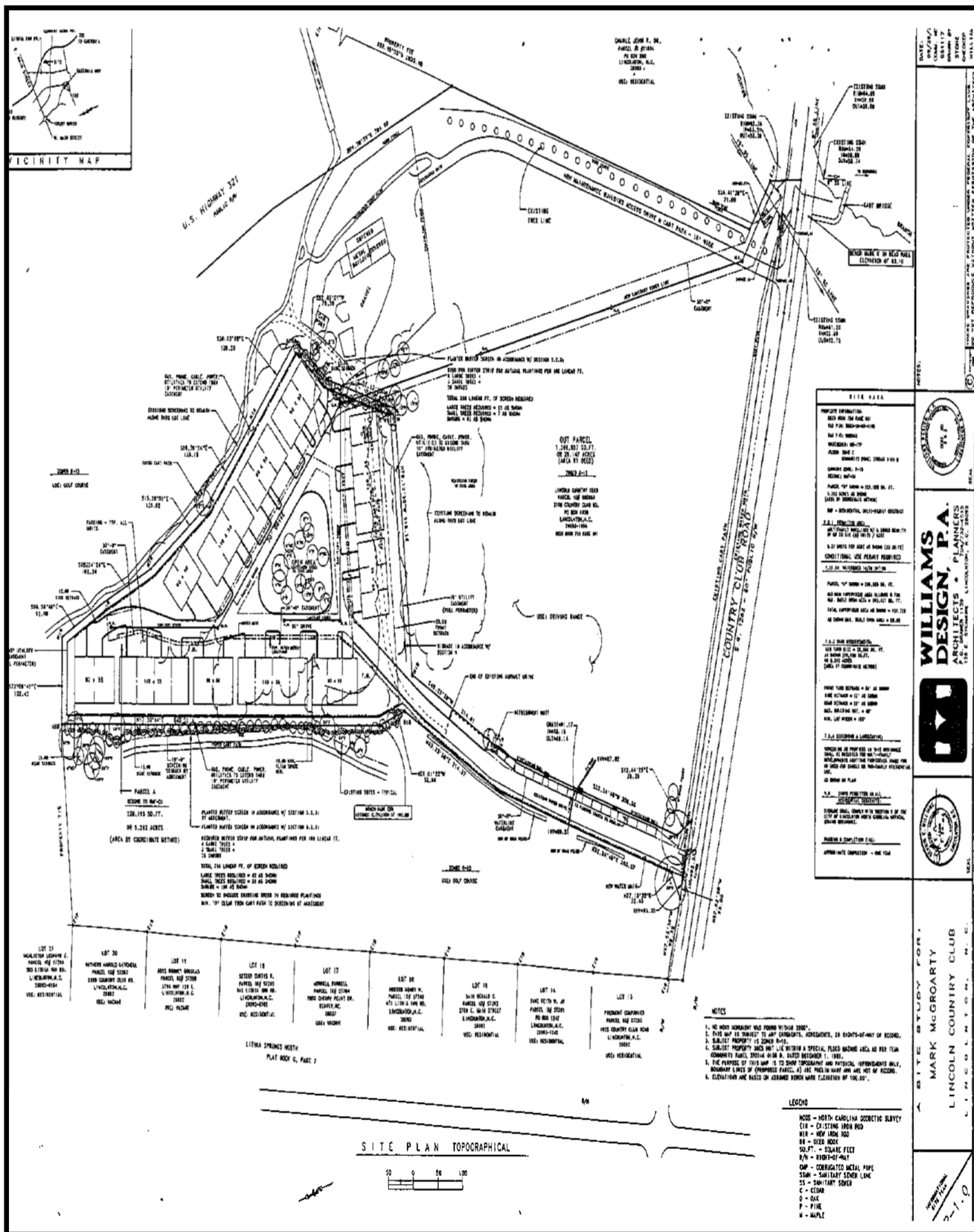
The UDO requires screening of multi family developments from all lots located in residential zoning. Where natural plantings are used, a buffer strip of at least 20 feet in width is to be planted and is to include a minimum of 6 large trees, 3 small trees and 28 shrubs per 100 linear feet. The ordinance also specifies minimum plant sizes at the time of planting.

## **APPROVED SITE PLAN**

The site plan that was approved as a result of the 2006 conditional rezoning notes screening along the project edges as follows:

- Northeastern edge (generally parallel to Highway 321): Existing screening to remain along this lot line.
- Eastern edge (near maintenance shed) : Planted buffer screen in accordance with ordinance standards.
- Southern edge (generally parallel to Country Club Road): Existing screening to remain along this lot line.
- Western edge (generally parallel to Lithia Inn Road): Planted buffer screen in accordance with ordinance standards. Screen to include existing trees in required plantings.

The approved 2006 site plan is below:



## **PROPOSED SCREENING PLAN**

The applicant proposes an amendment to the 2006 approved plan to substitute its screening and buffering requirements and conditions with the below proposed screening plan. Screening and buffering provided under the applicant's proposed plan is as follows:

### **Western and Eastern Project Edges**

Trees to be installed within the buffer along the western edge (generally parallel to Lithia Inn Rd) and along the eastern edge (near the maintenance shed) will far exceed the ordinance minimums with respect to caliper and height at the time of installation. The below chart outlines the screening requirements under the ordinance and compares those requirements with the applicant's proposed screening plan for the western and eastern project edges.

|                                        | <b>Ordinance Requirement</b>                                                                                              | <b>Applicant's Proposed Plan</b>                                                                       |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Large trees per 100 linear feet</b> | <b>6 Large Trees</b><br><b>(1 ¾ inches caliper and 10 feet at installation and expected to reach a height of 40 feet)</b> | <b>2 Laurel Oak and 4 Red Maple</b><br><b>(2.5 inches caliper and 12-14 feet at installation)</b>      |
| <b>Small trees per 100 linear feet</b> | <b>3 Small Trees</b><br><b>1 ½ inches caliper and 5 feet at installation and expected to reach a height of 20 feet)</b>   | <b>1 Kwanzan Cherry and 2 Eastern Redbud</b><br><b>(2.5 inches caliper and 8 feet at installation)</b> |
| <b>Shrubs per 100 linear feet</b>      | <b>28 Shrubs</b><br><b>(16 inches tall above the highest root at installation)</b>                                        | <b>14 Dwarf Burford Holly and 14 Sandankwa Viburnum</b><br><b>(3 gallons at installation)</b>          |

In addition, the buffer along the western edge will be an average of 34 feet in width, far beyond the ordinance minimum of 20 feet.

### **Other Project Edges**

For the other project edges, the plan outlines alternative options for the location and the type of screening used:

#### **Location of Screening**

The location of the screening on the other project edges can be either on-site or off-site with options to include, but not be limited to, one or more of the following:

- A 20 foot off-site buffer,
- A 10 foot on-site buffer combined with a 10 foot off-site buffer for a total width of 20 feet, and
- A 10 foot on-site buffer with the same planting density as the 20 foot buffer.

#### **Type of Screening**

The type of screening used on the other project edges may be a fence, wall or berm.

*NOTE:*

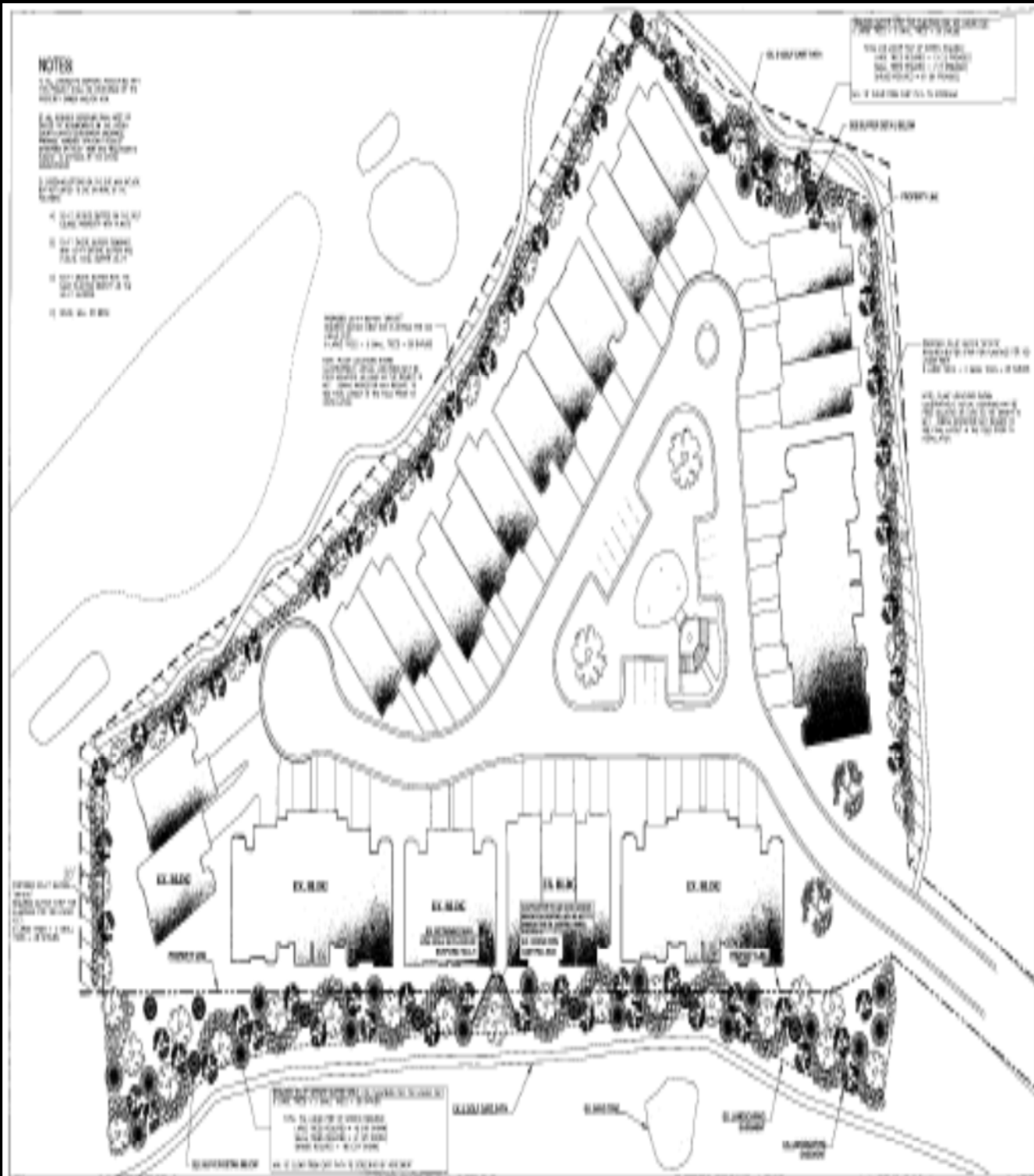
*The ordinance outlines the following standards with respect to fences, walls or berms used to satisfy screening requirements:*

- *Fence to be opaque, between 6 and 8 feet in height and constructed of weather-resistant wood.*
- *Wall to be between 6 and 8 feet in height with a finish surface of brick, stone or other decorative masonry material.*
- *Berm to be at least three feet in height with at least 30 shrubs per 100 linear feet and slope of the berm not to exceed one foot of rise for every three feet in plane.*

### **Maintenance**

The applicant's plan notes that all buffers will be maintained by the property owner and/or HOA.

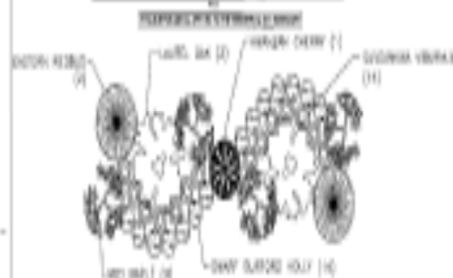
The proposed screening plan is below:



**TYPICAL SECTION  
WESTERN PROPERTY LINE**



TYPICAL BUFFER PER 100-LF



| LIVE 10:43:00                                                                                    |        |     |     |     |     |     |
|--------------------------------------------------------------------------------------------------|--------|-----|-----|-----|-----|-----|
| PLAYER                                                                                           | STATUS | AGE | PTS | REB | PTS | PTS |
|  JAMES HARRIS | 2      | 20  | 21  | 4   | 0   | 0   |
|  JAMES HARRIS | 2      | 20  | 21  | 4   | 0   | 0   |
|  JAMES HARRIS | 2      | 20  | 21  | 4   | 0   | 0   |
|  JAMES HARRIS | 2      | 20  | 21  | 4   | 0   | 0   |
|  JAMES HARRIS | 2      | 20  | 21  | 4   | 0   | 0   |
|  JAMES HARRIS | 2      | 20  | 21  | 4   | 0   | 0   |
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|  JAMES HARRIS | 2      | 20  | 21  | 4   | 0   | 0   |
|  JAMES HARRIS | 2      | 20  | 21  | 4   | 0   | 0   |



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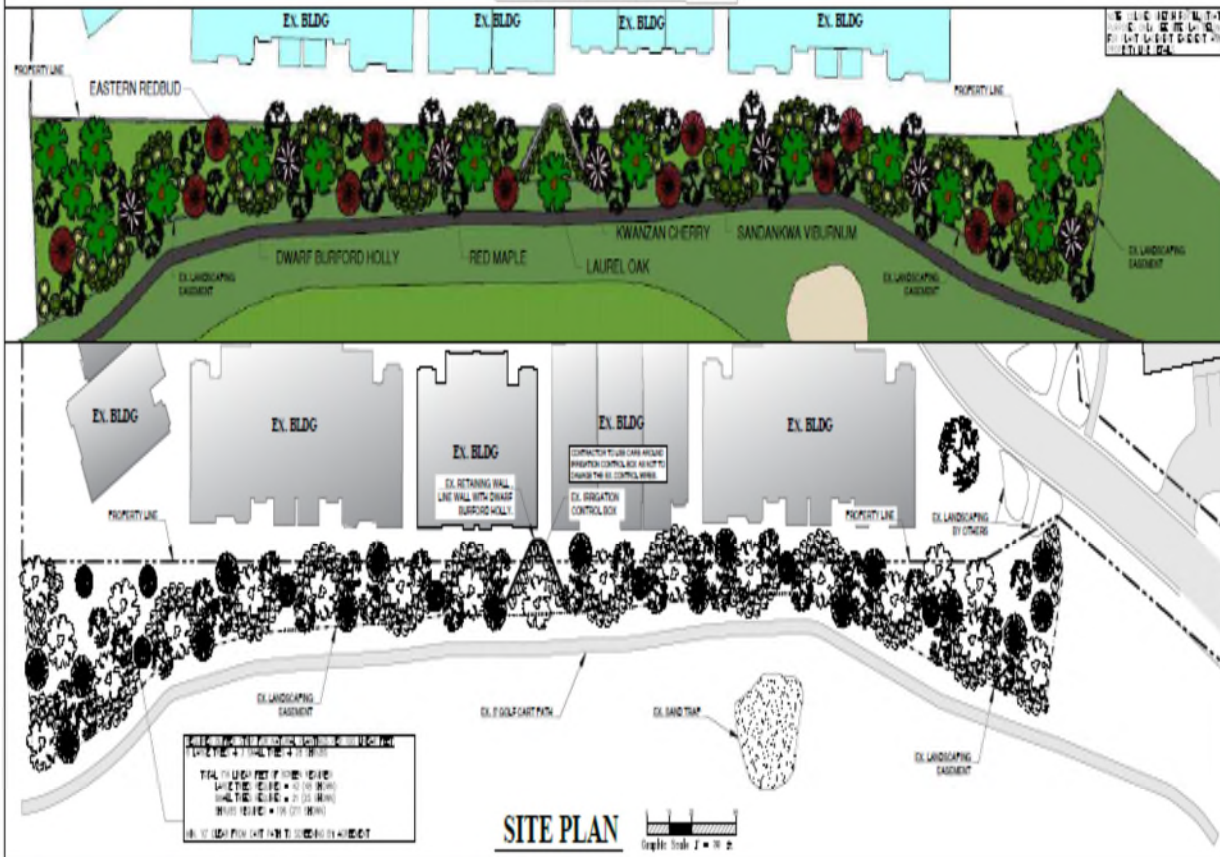
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LANDSCAPE PLAN

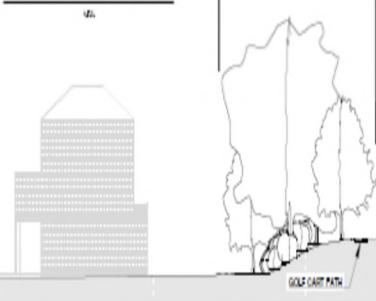
Page 1 of 2



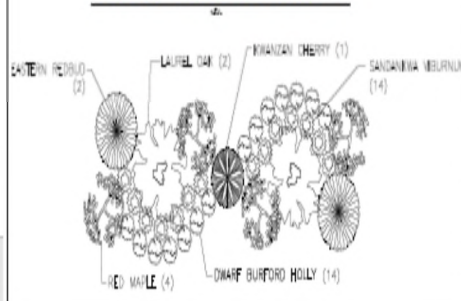
NOTE: RENDERINGS FOR ILLUSTRATIVE PURPOSES ONLY



### TYPICAL SECTION



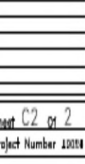
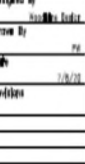
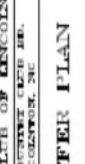
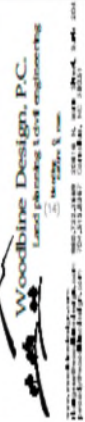
### TYPICAL BUFFER PER 100-LF



### PLANT SCHEDULE

| SYMBOL | COMMON NAME         | #  | OTHER NAME | SIZE         | HEIGHT | SPACING   | NOTES                |
|--------|---------------------|----|------------|--------------|--------|-----------|----------------------|
|        | EASTERN REDBUD      | 2  | LAUREL OAK | 2 1/2" @ 10' | 10'    | 40' x 40' | REPLANT PERIODICALLY |
|        | RED MAPLE           | 4  | LAUREL OAK | 2 1/2" @ 10' | 10'    | 40' x 40' | REPLANT PERIODICALLY |
|        | LAUREL OAK          | 2  | LAUREL OAK | 2 1/2" @ 10' | 10'    | 40' x 40' | REPLANT PERIODICALLY |
|        | KWANZAN CHERRY      | 1  | LAUREL OAK | 2 1/2" @ 10' | 10'    | 40' x 40' | REPLANT PERIODICALLY |
|        | DWARF BURFORD HOLLY | 14 | LAUREL OAK | 2 1/2" @ 10' | 10'    | 40' x 40' | REPLANT PERIODICALLY |
|        | SANDANKWA VIBURNUM  | 14 | LAUREL OAK | 2 1/2" @ 10' | 10'    | 40' x 40' | REPLANT PERIODICALLY |

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by Riley D.  
Burgess, Jr, PE  
Date: 2020.07.07  
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## **STAFF REVIEW COMMITTEE COMMENTS**

The Staff Review Committee had the following comments:

- An agreement or plan should be submitted addressing responsibility for ongoing maintenance of any plant materials required under the ordinance that are to be located off site.
- All requirements of the Lincolnton UDO must be met.
- All utilities must be coordinated with and are subject to the review and approval of the Public Works Department. Individual water meters required.
- The City will not provide solid waste services or street maintenance.
- Subdivision approval is required.
- Detailed building plans must be submitted to and approved by Lincoln County Building and Inspections.

## **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 the ordinance requirements.

## **OTHER CONDITIONAL USE PERMIT REQUIREMENTS**

Section 153.237 of the Unified Development Ordinance requires four findings be determined by City Council prior to issuance of the conditional use permit. 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.

## **ADDITIONAL REVIEW CRITERIA**

Section 153.238 of the Unified Development Ordinance notes the following additional review criteria to be addressed by City Council:

5. The proposed ingress and egress points will not result in a substantial amount of vehicular traffic to be channeled onto adjacent local streets (non- collector/non-thoroughfare streets).

**COMPLIANCE WITH SECTIONS 153.237 AND 153.238**

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 applicant will need to provide evidence that the use will be in harmony with the area.
5. Compliance is met since access is provided by Country Club Road which is a minor thoroughfare.

**PLANNING BOARD AND STAFF RECOMMENDATION**

If the applicant satisfactorily proves the findings of fact, Planning Board and Staff recommend approval of the Conditional Use Permit subject to the Staff Review Committee comments.

**Administrative Policy Addition: #15 Employee Service Recognition**

**Proposed Effective 09-03-2020**

**CITY OF LINCOLNTON  
ADMINISTRATIVE POLICY**

|                                                            |                                                                             |
|------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Subject:</b><br><br><b>Employee Service Recognition</b> | <b>Manual:</b><br><b>Administrative</b>                                     |
|                                                            | <b>Effective Date:</b><br><b>September 3, 2020</b>                          |
| <b>Policy Number: 15</b>                                   | <b>Revision:</b>                                                            |
| <b>Issued By:</b><br><br><b>Human Resources Department</b> | <b>City Manager Approval:</b><br><br><b>Steven Zickefoose, City Manager</b> |

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

**Section I. Intent**

It is the desire of the City of Lincolnton to recognize and reward employees for their years of service to its citizens. It is through the dedication and hard work of the employees, the City is able to offer the services which make Lincolnton an attractive location to live, work and play. The following gives guidance for the recognition of full time active employees and retiring employees. This administrative policy will replace the following policies: # 4 Service Awards and # 9 Procedures for Recognition of Retiring Employees.

**Section II. Recognition of Full Time Active Employees**

City of Lincolnton employees will be recognized for each 5-year increment of service with the City. Service time does not have to be consecutive, but must be time earned while in a regular full-time budgeted position.

Recognition of employees will normally be done once a year in the month of December on a date determined by the City Manager. Qualifying employees will be eligible to select a gift card(s) from a list of companies as approved by the City Manager. The gift card(s) amount will start at \$125 for the first five year increment of service and increase by \$125 each successive five years. Following is a chart indicating the amount rewarded for years five thru forty.

| <b>Years of City Service</b> | <b>Gift Card Eligibility Amount</b> |
|------------------------------|-------------------------------------|
| Five                         | \$125                               |
| Ten                          | \$250                               |
| Fifteen                      | \$375                               |
| Twenty                       | \$500                               |
| Twenty-five                  | \$625                               |
| Thirty                       | \$750                               |
| Thirty-five                  | \$875                               |
| Forty                        | \$1000                              |

## **#15 Employee Service Recognition Program**

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An employee on an authorized leave of absence without pay shall be eligible to participate in the program. Retiring employees may use their accumulated sick hours to meet a 5-year increment of service, so long as the accumulated sick hours convert through the Local Governmental Retirement System into creditable service time. Dependent upon the employee's retirement month, the service award may be presented to the retiring employee in a month other than the traditional recognition month of December.

### **Section III. Recognition of Retiring Employees**

A retiring City of Lincolnton employee will be recognized for their years of service to the City. The employee must have submitted an application to the NC Local Governmental Employees' Retirement System and be eligible to receive a full, reduced, or disability retirement benefit.

Recognition for the retiring employee will be done in the month prior to the retirement date. The department head of the retiring employee, in coordination with the Human Resources Department, will determine an appropriate date for scheduling the recognition. Qualifying employees will receive a certificate of appreciation, and be eligible to select a gift card(s) from a list of companies as approved by the City Manager. The dollar amount of the gift card(s) will be as listed on the chart below.

| <b>Years of City Service</b> | <b>Gift Card Eligibility Amount</b> |
|------------------------------|-------------------------------------|
| 5 thru 14                    | \$300                               |
| 15 thru 19                   | \$450                               |
| 20 thru 24                   | \$600                               |
| 25 thru 29                   | \$800                               |
| 30+                          | \$1000                              |

As is tradition, a retiring employee with the Fire Department may elect to receive a fireman's bronze helmet or ax, and a retiring employee with the Police Department may elect to receive the service weapon. The gift card(s) eligibility amount will be reduced by the value of the item received, and the value of both may not exceed the dollar amount listed above. If the value of the item exceeds the allowable dollar amount, the employee will be responsible for paying the difference to the City thru payroll deduction on the final paycheck.

### **Section IV. Additional Guidelines**

Full-time employees who terminate employment with the City voluntarily or by administrative dismissal prior to the date of the recognition, temporary, and part-time employees are not eligible to participate in the programs.

The dollar amounts on the schedules may be adjusted for inflation by the City Manager.

This administrative policy is merely a set of guidelines for implementation of a recognition program. The City reserves the right to modify any of the provisions as needed.