

A G E N D A

LINCOLNTON CITY COUNCIL



January 7, 2021

7:00 p.m.

Council Chambers

Virtual



**LINCOLNTON CITY COUNCIL
AGENDA
JANUARY 7, 2021
7:00 p.m.**

CALL TO ORDER

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.

2a - Approval of Minutes for the December 3rd Organizational and Regular meeting

(R-01-21)

2b – Resolution to Authorize and Direct City Attorney to Petition for Court Order directing compliance with order from Code Enforcement Officer regarding Minimum Housing Standards Ordinance for 609 Louise Avenue.

3. PUBLIC HEARINGS

(O-01-21)

3a – Application from Lincolnton Planning Department requesting amendment of the City of Lincolnton Abandoned Structures Ordinance, Section 150.050 through 150.058 of the City Code, to comply with recently adopted state enabling legislation (Chapter 160D) and to outline the appeal process.

Laura Elam, Planning Director

(O-02-21)

3b – Application from Lincolnton Planning Department requesting amendment of the City of Lincolnton Non-Residential Building Standards Ordinance, Section 150.100 through 150.118 of the City Code, to comply with recently adopted state enabling legislation (Chapter 160D)

Laura Elam, Planning Director

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(O-03-21)

3c – Application from Lincolnton Planning Department requesting amendment of the City of Lincolnton Minimum Housing Standards Ordinance, Section 150.070 through 150.090 of the City Code, to comply with recently adopted state enabling legislation (Chapter 160D) and to clarify the appeal process

Laura Elam, Planning Director

(O-04-21)

3d – Application from Lincolnton Planning Department requesting amendment of the City of Lincolnton Subdivision Regulations section of the Unified Development Ordinance, Section 153.370 through 153.999 of the City Code, to comply with recently adopted state enabling legislation (Chapter 160D) and to amend a provision related to subdivisions in the R-25 zoning district.

Laura Elam, Planning Director

4. REGULAR AGENDA

(APPT-01-21)

4a – Appointment – Consideration to fill vacancy of an un-expired term of the Lincolnton ABC Board

Daphne Ingram, City Clerk

(Amended P-02-20)

4b – Consideration of Amendment to the Article VI – Section 15. Families First Coronavirus Response Act (FFCRA) extending availability of the Emergency Paid Leave portion of the policy until June 30, 2021.

Tanya Osborne, Human Resources Director

(C-01-21)

4c – Consideration of contract between the City and Lowermilk, Church & Co., for the 2020 audit

Ritchie Haynes, City Manager

5. OTHER BUSINESS

5a – Monthly Financial / Overtime Report

Ritchie Haynes, City Manager

5b - Consideration of date for the City’s Annual Planning Retreat:

Friday, March 12th
Friday, March 19th

Ritchie Haynes, 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 #

2a

Approval of Minutes for the
December 3rd Organizational and
Regular Meeting

ORGANIZATION MEETING – DECEMBER 3, 2020

The Mayor and City Council met for organizational meeting on Thursday, December 3rd at 6:30 p.m. in the Council Chambers at City Hall, 114 West Sycamore Street, Lincolnton North Carolina 28092.

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

WHITE

EADDY

JETTON

Absent: Councilman Jim Watson was not in attendance

OATH OF OFFICE TO NEWLY ELECTED OFFICIALS:

Mayor Hatley called on City Clerk Daphne Ingram to administer the oath of office to Councilwoman elect Christine Poinsette, who was accompanied by members of her family. Upon taking the oath, Mayor Ed Hatley invited Mrs. Poinsette to take her seat on the Council. NOTE: Councilman Jim Watson did not seek re-election. Mrs. Poinsett defeated Dr. John “Les” Cloninger in the general election to secure the Ward II seat.

Councilman Roby Jetton came forward and City Clerk Daphne Ingram administered the Oath of Office. NOTE: Councilmen Jetton defeated Mr. Tom Flohr in the general election to secure the Ward IV seat.

On behalf of the members of the Council Mayor Ed Hatley welcomed Mrs. Poinsette and congratulated each as the successful candidate.

MAYOR’S APPONTMENTS

Mayor Hatley announced the various appointments as follows:

ABC Board – (1) appointment **Councilman Eaddy**

Lincolnton Housing Authority – (1) appointment – **Councilwoman White**

Centralina Council of Governments (COG) – (2) appointments

Delegate to the Executive Committee – **Councilwoman Poinsette**

Alternate – **Mayor Hatley**

Historic Properties Commission – (1) appointment **Councilman Jetton**

Lincolnton-Lincoln County Airport Authority – (1) appointment - **Councilman Eaddy**

Library Board – (1) appointment - **Councilman Poinsette**

ORGANIZATION MEETING – DECEMBER 3, 2020

Lincoln Cultural Center – (1) appointment **Councilwoman White**

Recreation Commission – (1) appointment **Councilman Jetton**

N.C. Municipal Power Agency (NCMPA1) – (3) appointments

(1) One Delegate – **Richard Haynes**

(2) Two Alternate Delegates - **Mayor Hatley**
- **David Ramsey**

DDA Appointment – (1) appointment **Councilwoman White**

LEDA (Lincoln Economic Development Association)

(1) Appointment - **Mayor Hatley**
Ex-Officio – **Ritchie Haynes**

Chamber of Commerce Board of Directors –(1) appointment **Mayor Hatley**

Transportation Advisory Committee – (1) appointment **Councilman Eaddy**

Communities in Schools - **Mayor Hatley**

Nominations for and Election of Mayor Pro Tempore

Councilman Jetton nominated Councilman Eaddy to serve as Mayor Pro Tem. Councilwoman White seconded the motion. With no discussion and no other nominations Councilwoman Poinsette made a motion to close the nominations. Members voted 4-0 in favor of the motion. Mayor Hatley thanked Councilman Eaddy for agreeing to serve as Mayor Pro Tem.

Appointment of City Attorney

Councilman Eaddy made a motion to employ T.J. Wilson as the City Attorney for the Lincolnton City Council for another year. Councilwoman White seconded the motion. With no other nominations, Councilman Jetton made the motion to close the nominations. Members voted 4-0 in favor of the motion.

Parliamentary Procedures

Councilwoman White made a motion to adopt the abbreviated version of Roberts Rules of Order as a guide to conduct City Council Meetings. Councilwoman Poinsette seconded the motion. Members voted 4-0 in favor of the motion.

ORGANIZATION MEETING – DECEMBER 3, 2020

Councilman Eaddy requested the July 1st meeting be moved to June 24th, as this will allow more time to ensure that any adjustments to the proposed budget can be addressed prior to July 1.

Councilman Eaddy made a motion to adopt Resolution (R-22-20) the 2021 Calendar of Regular meetings of the Lincolnton City Council in accordance with the City Charter, reflecting the recommended change. Members voted 4-0 in favor of the motion.

Having no other business for the Organizational Meeting of the Lincolnton City Council, Mayor Hatley called for a motion to **Recess until 7:00 p.m.**

Councilwoman White made a motion to take recess the meeting until 7:00 p.m. Members voted 4-0 in favor of the motion.

DAPHNE INGRAM
CITY CLERK

ED HATLEY
MAYOR

REGULAR MEETING – DECEMBER 3, 2020

Mayor Hatley reconvened, beginning the regular meeting of the Lincoln City Council at 7:00 p.m. in the Council Chambers of City Hall, 114 West Sycamore Street, Lincoln North Carolina. Council Members in attendance were as follows:

WHITE

POINSETTE

EADDY

JETTON

Prior to addressing the agenda items, Mayor Hatley invited both Councilwoman Poinsett and Councilman Jetton to make comments. Both members thanked citizens for their support and expressed their desire to work together as a council.

Mayor Hatley took the time, on behalf of City Council, to present a plaque to City Manager Steve Zickefoose in acknowledgement of his upcoming retirement. Wording on plaque as follows:

Presented to

STEVE ZICKEFOOSE
City Manager/Finance Director

In Appreciation for
and in
recognition of
your dedicated service
to the City and it's Citizens

2014 - 2020

Councilman Eaddy voiced his thanks and appreciation to Mr. Zickefoose for his leadership and all that he has done for the City of Lincoln and it's employees during his tenure. Councilman Jetton and Councilwoman White also expressed their thoughts and sentiments. City Manager Steve Zickefoose thanked Mayor and Council and reflected briefly on his years with the City.

Mayor Ed Hatley directed everyone's attention to the agenda, adding item #6c – Update on COVID-19 procedures. **Councilwoman White made a motion to approve the *REGULAR AGENDA* as presented and amended. 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 November 5, 2020 Regular Meeting
- Approval of Resolution to Adopt A Title VI policy to Prohibit Discrimination in Programs and Services (R-23-20)
- Approval of Banking Authorization Resolution (R-24-20)
- Revision to the City's Position and Classification Listing

Members voted 4-0 in favor of the motion.

PRESENTATION

Presentation of the Certificate/Award for Financial Reporting Achievement

Mr. Steve Zickefoose, City Manager/Finance Director informed the city finance department has once again received the Award of Financial Reporting Achievement from the Government Finance Officers Association. Mr. Zickefoose stated that the award is an indication of the level of commitment the staff for the city has for performing property accounting financial processes and procedures. The city has received this award consecutively for more than 20 years. Mayor Hatley thanked both Mr. Zickefoose and his staff.

PUBLIC HEARING

ZTA-4-20

Application from Shawna and Kyle Moore requesting a zoning text amendment of section 153.113 Central Business District (CB) and 153.115 General Business District (GB) of the Lincolnton Unified Development Ordinance. The requests change would allow for the following uses to be added to the Ordinance: Full Art Retail, Permanent Art Studio, and Tattoo Studio.

Mayor Ed Hatley opened the public hearing. Planning Director Laura Elam reviewed the request before council explaining that the applicant is requesting an amendment of the UDO to allow tattoo studios in the Central Business (CB) and the General Business (GB) districts as either a permitted use or a conditional use as the city's zoning regulations do not allow tattoo studios in any zoning district. Mrs. Elam stated that because the request has evolved over time, she wanted to explain, in detail, the current status of the request. She noted that during the Planning Board discussion, the Applicant stated that their intended location is near Lail Electric. Subsequent to the Planning Board meeting, staff checked on that site's zoning classification. That site is zoned Planned Business. The applicant's request to amend the zoning regulations included the Central Business and General Business districts but did not include the Planned Business district. Therefore, the Planning Board discussion of the request did not include the Planned Business district. Mrs. Elam confirmed that staff consulted with the City Attorney who determined that, in the event that City Council chooses to amend the ordinance to allow tattoo studios, the Planned Business district may be included in any consideration of this request. Mrs. Elam further informed that the Applicant has decided to drop the Central Business component of the request, therefore consideration is for allowing Tattoo Studio's in the Planned Business district subject to a conditional use permit.

Discussion among Council was generated regarding the request and which locations an amendment would affect, with Mrs. Elam stressing that council action on this request would not be for a specific location. Council action on request would address a text amendment only.

She stated that staff researched the ordinances of several other cities in North Carolina and found a wide range of regulations regarding tattoo studios. Mrs. Elam reported staff recommendations as follows:

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If the ordinance is amended to allow tattoo studios, Staff recommends one of the following options:

1. Limit the amendment to the GB district only or
2. Allow tattoo studios as a permitted use in the GB district and subject to City Council approval of a conditional use permit in the CB district.

If the ordinance is amended, the following definitions of the terms “tattoo studio” and “salon” should be added so that the difference between a tattoo studio and a salon that offers a range of beauty services including permanent makeup is clear:

- **Salon.** An establishment where people go to receive beauty treatments, and/or purchase beauty products. These treatments primarily include one or more of the following: 1) cutting, trimming, shampooing, weaving, coloring, waving, or styling hair; 2) providing facials; 3) applying makeup (including permanent makeup, but not Body Art); and 4) providing nail care services, such as manicures, pedicures, and nail extensions. Tattoo studio shall not be included under this definition.
- **Tattoo Studio (Body art).** A facility licensed by the North Carolina Department of Public Health to administer body art, including body piercing, artistic and cosmetic tattooing. See the following subsection definitions for clarity:
 1. **Body art:** Art that is made on the human body, including body piercing, artistic and cosmetic tattooing.
 2. **Body Piercing:** The act of penetrating the skin to make, generally permanent in nature, a hole, mark, or scar. Body piercing does not include practices that are considered medical procedures or the puncturing of the outer perimeter or the lobe of the ear using a pre-sterilized, single use stud and clasp ear piercing.
 3. **Tattooing:** any method of placing designs, letters, scrolls, figures, symbols or any other marks upon, under or in the skin with ink or any other substance resulting in the coloration of the skin by the aid of needles or any other instrument designed to touch or puncture the skin.

As for Planning Board recommendations, Mrs. Elam reported that Planning Board recommends the following:

1. Allow tattoo studios in the General Business District as a permitted use.
2. Allow tattoo studios in the Central Business District as a conditional use and subject to a 1000 foot separation from any other tattoo studio.

Mrs. Shawna Moore, along with several other speaker, addressed Council in favor of the request. Mrs. Moore began by thanking Council for the opportunity to share her heart and goals. She provided a handout to Council members which featured the type of work they do and a preview of

what she is proposing for the Lincolnton location if approved. She also showed a video that spoke to the ways her business gives back to the community. April Thomas addressed Council as one of the artist for the shop and spoke to the proposed design and layout of the shop. Mr. John Carpenter, retired Environmental Health Specialist for Gaston County, also addressed Council on behalf of the Applicant. Mr. Carpenter spoke to the health and safety side of the Applicant's current business in Dallas, N.C. He stated that to his knowledge there has never been a problem regarding their Dallas location. In response to a question from Councilman Eaddy, Mr. Carpenter informed that inspections are conducted by the Health Department on an annual basis. Mr. Alan Hoyle spoke in opposition to the request. Mrs. Myra Heavner, a Lincolnton business owner, spoke in favor of the request and in support of the Applicants, speaking to their integrity and character.

Councilwoman White made a motion to close the public hearing. Members voted 4-0 in favor of the motion.

Some discussion was generated with Planning Director Laura Elam stressing that action on this item is for the Planned Business District as a whole, not just one specific site.

Councilman Eaddy made a motion to approve request to allow Tattoo Studios, as a conditional use, in the Planned Business District. Members voted 4-0 in favor of the motion.

Councilman Eaddy made a motion to approve the following Consistency and Reasonableness Statement:

The proposed amendment is **consistent** with the adopted Lincolnton Land Use Plan in that it is not contrary to the goals and objectives outlined by the Plan and **approval of the amendment is reasonable and in the public interest.**

CU-ZMA-5-20

Application from Wade Roberts requesting the conditional use rezoning of approximately 1.5 acres of land from Residential-25 (R-25) to Conditional Use General Business (CU-GB) for the purpose of operating a collision repair business. The subject properties are located at 216 Old Lincolnton Crouse Road (Parcel ID 54858, 54861, 54862)

Mayor Ed Hatley opened the public hearing. All those wishing to speak to the item were sworn in by the City Clerk, Daphne Ingram. Planning Director Laura Elam began, informing that the applicant was requesting conditional use rezoning from Residential-25 (R-25) to CU-General Business (CU-GB) for a collision repair business. The subject property is a 1.5 acre site, made up of three lots, located at the southwest corner of NC Highway 182 and Old Lincolnton Crouse Road (Parcel ID 54858, 54861, and 54862). Mrs. Elam stated that the site does have a 7,500 square foot building located on it along with a gravel parking area and several accessory structures. The current zoning for this property is zoned R-25. Adjacent land uses are zoned R-25. Land uses in the vicinity of the site are mostly single family residential and a church.

The property has two access points: one at the front of the building and one to the side with a dock and small garage door. The applicant stated that he will be adding one additional full size

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garage door to the side of the building, no additional parking will be added, and a fence will be erected for security purposes. No additions will be made to the building

In terms of the staff review committee, Mrs. Elam reported the following comments:

- (1) Building plans must be approved by Lincoln County prior to issuance of building permits.
- (2) Fire Code requirements must be reviewed and approved by the Fire Inspector.
- (3) A driveway permit is required from NCDOT. The driveway connections shall be paved, with improved radius and drainage pipe extended as needed for the larger radius.
- (4) Street landscaping, per UDO standards, across the front of the property will be required. The applicant can use 4 large trees per 100 linear feet or 4 small trees and 12 shrubs per 100 linear feet.
- (5) Screening is required, per UDO standards, around the perimeter of the properties, as needed.
- (6) Any outdoor storage of vehicles will be required to be screened with opaque fencing a minimum of six (6) feet in height.
- (7) Hours of operation will be limited to 7:00 a.m. until 6:00 p.m. Monday through Friday.
- (8) Signage will be limited to a non-lighted, 32 square foot ground-mounted sign not exceeding 8 feet in height and wall signage not exceeding 32 square foot per wall.

Mrs. Elam reminded council that the applicant would have to prove the four findings of fact. She also reported that Planning Board and Staff recommend the following actions:

- (1) If the applicant satisfactorily proves the findings of fact, recommend approval of rezoning of the property from R-25 to CU-GB.
- (2) If the applicant satisfactorily proves the findings of fact, recommend approval of the Conditional Use Permit for a collision repair business subject to Ordinance requirements and the Staff Review Committee conditions.

If approved, amend the land use plan to show the property in the mixed use residential/commercial area.

Mr. Wade Roberts, the applicant, addressed Council regarding the request. Mr. Roberts explained the reason for the request, gave a brief summary of his business history and offered to

answer questions from Mayor and Council. Some discussion was generated regarding some common misconceptions, the type of work to be done and hours of operation.

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

Councilman Jetton made a motion to approve the request for rezoning. Members voted 4-0 in favor of the motion.

Section 153.237 of the UDO requires that four findings be determined by City Council as follows:

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

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

Councilman Jetton made a motion to amend the Land Use Plan. Members voted 4-0 in favor of the motion.

Councilman Jetton made a motion to approve the Consistency and Reasonableness statement as follows: The proposed rezoning request is not consistent with the Lincolnton Land Use Plan. However, the property has been used for a manufacturing facility for the last 31 years and could continue with this use. Therefore, approval of the proposed amendment is reasonable and in the public interest provided all the conditions in the staff review committee comments are met. Members voted 4-0 in favor of the motion.

CU-ZMA-6-20

Application from Sparty Holdings requesting conditional use rezoning from Residential-Office (R-O) and Single and Two-Family Medium Density Residential (R-8) to CU-General Manufacturing and Commercial (CU-GMC) of approximately 4.92 acres for the purpose of operating a manufacturing business. The subject property is located at 215 Bonview Avenue (Parcel ID 00602)

Mayor Ed Hatley opened the public hearing, calling upon Planning Director Laura Elam to speak to the request. All those wishing to speak were directed to come to the front to be sworn in by the City Clerk, Daphne Ingram. Mrs. Elam began, stating that she was delighted to present a request to rezone from Residential-Office (R-O) and Single and Two-Family Medium Density Residential (R-8) to CU-General Manufacturing and Commercial (CU-GMC) for a manufacturing business. She reminded that site was formally the Willowbrook Mill, is a little under 5 acres and includes three lots with an approximately 145,571 square foot building. This building was formally used for manufacturing and pre-dates zoning. The subject property is zoned R-O and R-8. Nearby properties are zoned R-0, R-8 and CB. Nearby land uses include single family residential, a church and commercial.

Mrs. Elam reminded that this request is subject to the four findings of facts and reported that Planning Board and Staff recommend the following actions:

- (1) If the applicant satisfactorily proves the findings of fact, recommend approval of rezoning of the property from R-O and R-8 to CU-GMC.
- (2) If the applicant satisfactorily proves the findings of fact, recommend approval of the Conditional Use Permit for a manufacturing business subject to Staff Review Committee conditions.

If approved, amend the land use plan to show the property in the industrial planning area.

Mr. Rob Brown with Jonas Law Firm spoke on behalf of the Applicant. Mr. Brown recognized his client, Deanna Hodges, the principle owner of Sparty Holdings, Inc. and Kara Brown with Lincolnton Economic Development, who is also working with Ms. Hodges on the project. He also thanked staff (Laura Elam and Steve Zickefoose) for their assistance and guidance through the project. Mr. Brown explained the status of the project, informing that Sparty Holdings is currently under contact and will purchase the subject property if Council approves the rezoning request and the request for an Economic Development Incentive package. He gave a brief overview of the company and detailed information regarding proposed site. He also provided a preview of the applicants' vision and plans for the site are. Mr. Brown addressed each of the findings of fact, assuring that all requirements will be met, and that this use will be beneficial to the City of Lincolnton. He concluded asking for approval of the rezoning request, the findings of fact, the conditional use permit and the request to amend the Land Use Plan, as well as the incentive package.

The Applicant, Deanna Hodges, briefly commented regarding her tenure and experience in the manufacturing industry. She spoke to her love for small town and her desire to make in

difference in a small town. Mrs. Hodges explained her plans for the site as a factory, a design center and a manufacturing logistics center. Her vision also includes a community garden for the employees and various social programs promoting quality of life and community involvement.

Kari Brown also spoke in support of the request. She briefly explained how this project evolved and the many steps required to get them here. She expressed her pleasure that Lincolnton was chosen for the project.

Councilwoman White made a motion to close the public hearing. Members voted 4-0 in favor of the motion.

Councilman Eaddy made a motion to approve the request for rezoning. Members voted 4-0 in favor of the motion.

- (1) Councilman Jetton 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**
- (2) Councilwoman Poinsette made a motion that the use meets all required conditions and specification. Members voted 4-0 in favor of the motion**
- (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.**
- (4) Councilman Jetton 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.**

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

Councilman Eaddy made a motion to amend the Land Use Plan. Members voted 4-0 in favor of the motion

Councilman Jetton made a motion to approve the Consistency and Reasonableness statement as follows: The proposed rezoning request is not consistent with the Lincolnton Land Use Plan. However, the property was developed as a manufacturing facility in 1905 and the proposed re-use will be beneficial to the surrounding community and the City. Therefore, approval of the proposed amendment is reasonable and in the public interest. Members voted 4-0 in favor of the motion.

Consideration of Economic Development Incentive Package for Sparty Holdings LLC for building renovations for a new manufacturing use located at 215 Bonview Avenue (former Willowbrook Mill)

Mayor Ed Hatley opened the public hearing, recognizing Mrs. Laura Elam, Planning Director, who spoke to the item. Mrs. Elam explained the request being an economic development incentive package to assist with building renovations that will be necessary to restore the building to its manufacturing use. Information was presented as follows:

Project: Building renovations for new manufacturing use including the following:

- Removal of asbestos and lead based paint
 - Electrical system
 - Mechanical system
 - Plumbing system
 - Fire sprinkler
 - Roofing
 - Floor repair
-
- Preliminary cost estimate: \$5,191,992*

<u>Proposed Economic Development Incentive Package</u>	
Incentive	Value
• City contribution towards asbestos removal costs	200000
• City waiver of electric and water meter fees	1550
• City waiver of water connection fee	1200
• City waiver of sewer connection fee	1000
• City waiver of electricity deposit	250
• City waiver of water deposit	50
• City waiver of sewer deposit	50
• City to provide striped on-street parking on public streets near site	2000
• City waiver of rezoning request fee	200
• City waiver of variance request fee	200
• City waiver of Fire Marshal plan review fee	250

Total Value of Proposed Incentive Package

\$206,750

Mayor Hatley noted that request meets the requirements for Electricities funds received earlier in the year and the many positive things about the project. Councilman Eaddy also commented on the worthiness of the project and the positive impact this will have on the city.

Councilman Eaddy made a motion to approve the economic development financial incentive. Members voted 4-0 in favor of the motion.

REGULAR AGENDA:

Quarterly report/Update from the Lincolnton Tourism Development Authority

Mrs. Carol King, Chair of the Lincolnton Tourism Development Authority (LTDA) addressed City Council and presented the following quarterly report/update on the committees involvement in various activities and projects.

These items are not in any particular order.

- New banners were purchased for E Main Street business district.
- Funding was approved to print brochures for the Lincoln Historical Association.
- Having completed 2 years of monthly ads in Our State Magazine, we have chosen to do 4 ads next year and to explore some other options of advertising.
- We funded the replacement of the Lincolnton hardscape sign at the South Aspen and Hwy 321 ramp which had previously been hit by a car.
- Several local organizations requested funding for promoting their upcoming events this year. Since the events were cancelled, we have requested a return of the funds.
- One bike rack was installed at First Federal Park which was fabricated locally by Jason Hartness at Hartcrafters Metalworks. A second bike rack was made at the same time. We have now requested that he build a third bike rack so that we can install these additional two racks at the North and South Aspen Street sides of the Court House lawn. We have received permission from the County to do this. The City or Parks and Rec has agreed to install these 2 bike racks.
- The metal fence posts at the north end of First Federal Park splash pad have received a new look. Four art panels are installed there representing Agriculture, History, Arts/Culture, and Industry of our Lincolnton heritage.
- We have approved funds for a mural to be painted on the south facing wall of the City Welcome Center. The image will represent the old Rivoli theater and will be painted by local artist Stacey Smith. We felt that this was a good image for Water Street in that it represents Lincolnton entertainment of the past in the presence of social entertainment of the present.

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- We approved matching funding for a bronze statue of Burlon Craig which was requested of us by DDA. We gave this approval in order to acknowledge our Catawba Valley Pottery heritage. We are waiting for information on location and a rendering.
- We have received permission from NCDOT to paint a compass design on the surface of the east and west medians located on either side of the Court House. Local artist Stacey Smith will paint these after the surfaces have been cleaned.
- Funding was approved to design and create two digital kiosks to be located in the central business district. These will be electronically capable of changing and updating messaging, maps, etc.
- Funding was also approved to place kiosk signage along the Rail Trail. The signs will be designed by the Rail Trail Committee.
- Funding was approved to paint new crosswalk designs on the side streets of Academy, Poplar, and Cedar Streets and will run parallel with East Main Street. We have postponed this project until the side streets are repaved.
- A sum of \$45,000 was approved for a Rail Trail redesign project from the East Main Street stairway to Sycamore Street. David Ledford is finalizing designs. The redesign will include a retaining wall suitable for sitting and brick/paver work to create a plaza environment.

Mrs. King also provided council members with a photo presentation highlighting LTDA's projects and accomplishments from 2015 – 2020. There were no question from Council however Mayor Hatley thanked Mrs. King for all of the hard work she has done while serving on the committee.

APPOINTMENTS

(APPT-05-20)

Consideration of Appointment of Brayden Davis to the 2020-2021 Lincolnton Student Advisory Council

Mayor Ed Hatley called on City Clerk Daphne Ingram to speak to the item. Mrs. Ingram explained that Brayden Davis, an East Lincoln High student, has been nominated by his principal to serve on the 2020-2021 Student Advisory Board. This submission, which is the 5th student for East Lincoln, requires council action as all members must be appointed by city council. Councilwoman Poinsette made a motion to add Brayden Davis as a member to the 2020-2021 Student Advisory Council. Members voted 4-0 in favor of the motion.

(APPT-06-20)
Re-Appointments:

City Clerk Daphne Ingram addressed council regarding re-appointments to various boards and commissions. The following individuals were re-appointed to serve another three year term.

Housing Authority – Councilman Jetton made a motion to re-appoint Ralph Lineberger to begin serving another three year term in January 2021. Members voted 4-0 in favor of the motion

ABC Board – Councilwoman Poinsette made a motion to re-appoint Emily Robinson to begin serving another three year term in January 2021. Members voted 4-0 in favor of the motion.

Recreation Advisory Board – Councilwoman White made a motion to re-appoint Nathaniel Ingram to begin serving a three year term in January 2021. Members voted 4-0 in favor of the motion

(APPT-07-20)
New Appointments

Based on applications received and reviewed by Council for vacancies on the various City Boards and Commissions, Mayor Hatley asked for motions from City Council for approval of the following applicants to serve:

Planning Board (1 vacancy) Councilman Eaddy made a motion to appoint Joy Smith to begin serving her first three year term in January 2021. Members voted 4-0 in favor of the motion.

Recreation Advisory Commission (1 vacancy) Councilwoman White made a motion to appoint Sandra Vilanova. Councilman Jetton made a motion to appoint Christopher Rhyne. Councilman Jetton and Councilwoman Poinsette voted in favor of appointing Christopher Rhyne. Councilwoman White and Councilman Eaddy voted in favor of appointing Sandra Vilanova. Motion to appoint Sandra Vilanova. to begin serving her first three year term in January 2021 passed 3-2. Mayor Hatley broke the tie.

Tourism Development Authority (1 vacancy) Councilwoman White made a motion to appoint Jamel Farley to begin serving her first three year term in January 2021. Members voted 4-0 in favor of the motion.

Historic Properties Commission (1 vacancy) Councilman Eaddy made a motion to appoint Laura Gregory to begin serving her first three year term in January 2021. Members voted 4-0 in favor of the motion.

Housing Authority (1 vacancy) Councilman Eaddy made a motion to appoint Kristy McBryde to begin serving her first three year term in January 2021. Members voted 4-0 in favor of the motion.

(BA-06-20)

Ordinance Establishing Revenues and Authorizing Expenditures for Fiscal Year 2020-2021 for the City of Lincolnton

City Manager Steve Zickefoose addressed Council regarding the following budget amendment. Mr. Zickefoose briefly explained what these funds will be used for, one being the acquisition of the damaged Lincoln Times News building which the city will convert into public parking. He also spoke to the purchase of a fire truck for the Boger City station, noting that funds for this item is being taken from the Boger City budget. Budget Amendment presented as follows:

BUDGET ORDINANCE

AN ORDINANCE ESTABLISHING REVENUES AND AUTHORIZING EXPENDITURES FOR
FISCAL YEAR 2020-2021 FOR THE CITY OF LINCOLNTON

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, 2021.

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

City Manager/Clerk	\$	-
Human Resources		-
Finance		-
General Expense	350,000	
General Debt Service		-
Police		-
Fire	662,149	
Public Works		-
Street		-
Equipment Services		-
Solid Waste		-
Planning/Zoning		-
Bus & Comm. Dev		-
Recreation		-
	\$	1,012,149

Section 2: To amend the General Fund, the revenues are to be changed as follows:

LOAN PROCEEDS	662,149
APPROPRIATION FROM FUND BALANCE- GF	<u>350,000</u>
	<u>\$ 1,012,149</u>
 TOTAL AMENDMENT	 \$ 1,012,149

There were no questions from Council regarding this request. Councilwoman Poinsette made a motion to approve the budget amendment as presented. Members voted 4-0 in favor of the motion.

OTHER BUSINESS

Steve Zickefoose, City Manager, gave the following monthly financial update/overtime report overview.

14

Information regarding training for Newly and Current Elected Officials

Mayor Ed Hatley recognized City Clerk Daphne Ingram who provided information regarding trainings offered to the newly elected and re-elected officials. Mrs. Ingram informed that Essentials of Municipal Government training is scheduled for December 15th and 16th. She also provided information on the Newly Elected Officials Academy scheduled for Saturday, December 12, 2020. Both Councilwoman Poinsette and Councilman Jetton elected to wait to and complete their trainings sometime in the 2021 calendar year.

Update on COVID-19 Procedures

City Manager Steve Zickefoose gave a brief update on COVID-19 regarding Executive Order 180 recently passed by the Governor. Mr. Zickefoose spoke to the mandate for face coverings in indoor setting, outdoor setting if social distancing cannot be maintained. He also spoke to the new requirements imposed on gyms, fitness centers, retail stores and that the mandate is now enforceable on individuals, not just business owners. Mr. Zickefoose reported on the number of cases, which continues to increase, stating that Lincoln County is now in the orange, with Gaston County and Catawba County being in the red (critical) category.

Mr. Zickefoose informed that the city is taking the proactive approach, using media messaging, as well as partnering with the Chamber of Commerce to provide signage to downtown businesses. He also mentioned the mix of opinions related to the legal authority to enforce civil penalties on those that violate the order. Vaccines were also discussed.

PUBLIC COMMENT:

David Ramsey requested to speak and express his appreciation and gratitude to City Manager Steve Zickefoose. He commented on the many improvements that have taken place under Steve's tenure, leadership.

NEWS MEDIA:

No questions from the new media

ADJOURNMENT:

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

**DAPHNE INGRAM
CITY CLERK**

**ED HATLEY
MAYOR**

ITEM #

2b

(R-01-21)

Resolution to Authorize and Direct City
Attorney to Petition for Court Order directing
compliance with order from Code
Enforcement Officer regarding Minimum
Housing Standards Ordinance for 609 Louise
Avenue

MEMO TO: Mayor and City Council Members

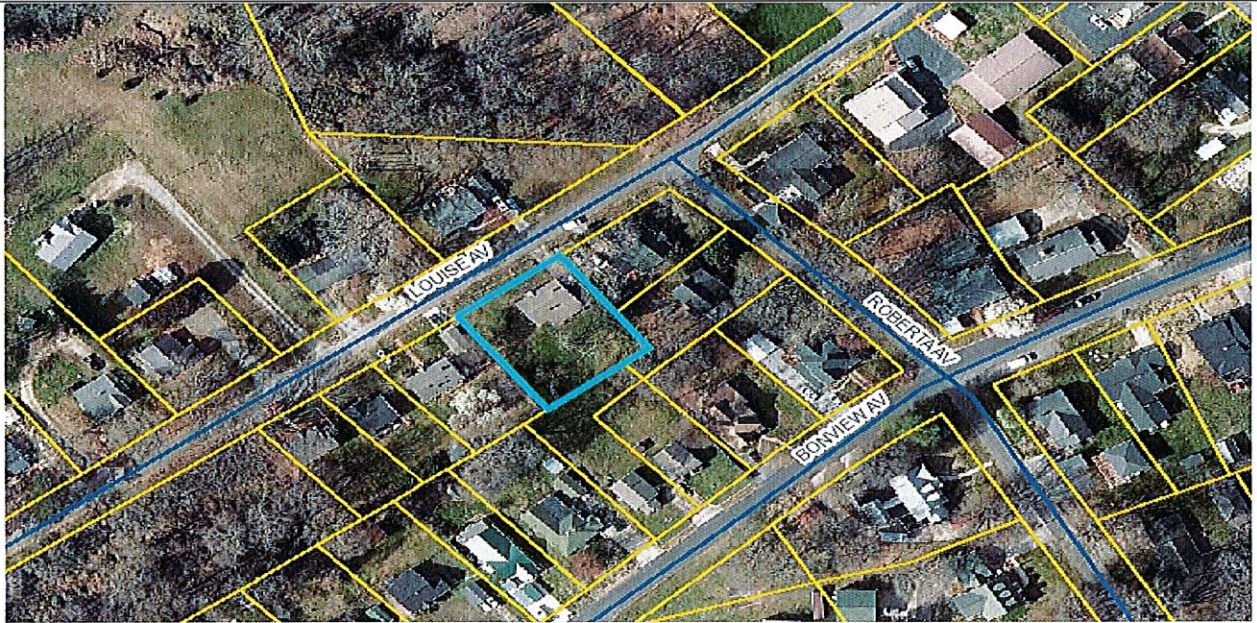
FROM: Laura Elam

SUBJECT: Resolution to Authorize and Direct City Attorney to Petition for Court Order Directing Compliance with Order from Code Enforcement Officer Regarding Minimum Housing Standards Ordinance for **609 Louise Avenue**

DATE: January 7, 2021

Property Address

609 Louise Avenue

	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: 9/8/2020																																																																																																
																																																																																																	
	<table><tr><td>Parcel ID</td><td>20972</td><td>Owner</td><td colspan="2">HOVIS KATHY ELAINE</td></tr><tr><td>Map</td><td>3623</td><td>Mailing</td><td colspan="2">128 CAMP CREEK RD</td></tr><tr><td>Account</td><td>0086416</td><td>Address</td><td colspan="2">IRON STATION, NC 28080</td></tr><tr><td>Deed</td><td>1063 449</td><td>Last Transaction Date</td><td>08/20/1998</td><td>Sale Price 50</td></tr><tr><td>Plat</td><td></td><td>Subdivision</td><td>HINSON & GARRISON</td><td>Lot 28-30 PT 27 31</td></tr><tr><td>Land Value</td><td>\$18,000</td><td>Improvement Value</td><td>\$51,850</td><td>Total Value \$69,850</td></tr><tr><td>Previous Parcel</td><td colspan="4"></td></tr><tr><td colspan="5"> -----All values for Tax Year 2020 ----- </td></tr><tr><td>Description</td><td colspan="2">609 LOUISE AVE</td><td>Deed Acres</td><td>0</td></tr><tr><td>Address</td><td colspan="2">609 LOUISE AV</td><td>Tax Acres</td><td>0.273</td></tr><tr><td>Township</td><td colspan="2">LINCOLNTON</td><td>Tax/Fire District</td><td>LINCOLNTON</td></tr><tr><td>Main Improvement</td><td colspan="2">RANCH</td><td>Value</td><td>\$51,850</td></tr><tr><td>Main Sq Feet</td><td>1237</td><td>Stories</td><td>1</td><td>Year Built 1952</td></tr><tr><td>Zoning District</td><td>Calc Acres</td><td>Voting Precinct</td><td>Calc Acres</td><td></td></tr><tr><td>R-10</td><td>0.27</td><td>LN11</td><td>0.27</td><td></td></tr><tr><td>Watershed</td><td>0.27</td><td>Sewer District</td><td>0.27</td><td></td></tr><tr><td>Census County</td><td>109</td><td>Tract</td><td>070100</td><td>Block 3012</td></tr><tr><td>Flood</td><td>X</td><td>Zone Description</td><td colspan="2">NO FLOOD HAZARD</td></tr><tr><td></td><td></td><td>Panel</td><td>3710362300</td><td>0.27</td></tr></table>		Parcel ID	20972	Owner	HOVIS KATHY ELAINE		Map	3623	Mailing	128 CAMP CREEK RD		Account	0086416	Address	IRON STATION, NC 28080		Deed	1063 449	Last Transaction Date	08/20/1998	Sale Price 50	Plat		Subdivision	HINSON & GARRISON	Lot 28-30 PT 27 31	Land Value	\$18,000	Improvement Value	\$51,850	Total Value \$69,850	Previous Parcel					-----All values for Tax Year 2020 -----					Description	609 LOUISE AVE		Deed Acres	0	Address	609 LOUISE AV		Tax Acres	0.273	Township	LINCOLNTON		Tax/Fire District	LINCOLNTON	Main Improvement	RANCH		Value	\$51,850	Main Sq Feet	1237	Stories	1	Year Built 1952	Zoning District	Calc Acres	Voting Precinct	Calc Acres		R-10	0.27	LN11	0.27		Watershed	0.27	Sewer District	0.27		Census County	109	Tract	070100	Block 3012	Flood	X	Zone Description	NO FLOOD HAZARD				Panel	3710362300	0.27
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Property Owner

Kathy Elaine Hovis

Code Enforcement Activity Summary

Code Violations Determined:

1. Carport roof system deteriorated
2. Carport fascia material deteriorated
3. Holes in carport roof
4. Water damage at carport ceiling

Notice of Violation/ Order of Code Enforcement Officer and Hearing sent by certified and regular mail:

3/17/2020

Mail returned to sender

Hearing:

4/1/2020

Owners/parties of interest in attendance at hearing:

None

Obtained Title Opinion Due to Returned Mail

5/22/2020

Notice of Findings of Fact and Order of Code Enforcement Officer sent by certified and regular mail:

7/29/2020

Copy of Notice Attached on Pages 5 - 9

Notice of Findings of Fact and Order published in Lincoln Times News:

8/3/2020, 8/10/2020, 8/17/2020 and 8/24/2020

Deadline for Compliance:

10/30/2020

Communication from Owner(s)/ Parties of Interest:

Owner came into Planning Department office several months ago and indicated repairs would be made.

Owner has not taken any action to repair or demolish.

Action Requested

In accordance with Section 150.084 of the Minimum Housing Standards Ordinance, staff recommends that City Council authorize and direct the City Attorney to petition Superior Court for an order directing the owner to comply with the order of the Code Enforcement Officer.

**RESOLUTION AUTHORIZING AND DIRECTING CITY ATTORNEY
TO PETITION SUPERIOR COURT FOR AN ORDER
REQUIRING THE OWNER OF CERTAIN PROPERTY LOCATED AT
609 LOUISE AVENUE IN THE CITY OF LINCOLNTON
TO COMPLY WITH ORDER
OF THE CODE ENFORCEMENT OFFICER**

WHEREAS, the City Council of the City of Lincolnton finds that the structure herein described is unsafe and thereby constitutes a fire and safety hazard and is dangerous to life, health and other property and that all of the procedures of the Code of the City of Lincolnton, North Carolina, have been complied with; and

WHEREAS, the owner of this structure has failed to comply with a lawful Order of the Code Enforcement Official to repair or demolish the same within the time therein prescribed; and

WHEREAS, G. S. 160A-446 and Section 150.084 of the Code of the City of Lincolnton, North Carolina, empowers the City of Lincolnton to seek enforcement when an Order of the Code Enforcement Official is not complied with;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Lincolnton that the City Attorney is hereby authorized and directed to proceed, as authorized by G. S. 160A-432 to petition the Superior Court of Lincoln County for an order requiring the owner, Kathy Elaine Hovis, of the structure located at 609 Louise Avenue in the City of Lincolnton, North Carolina, to take such steps as may be necessary to comply fully with the Order of the Code Enforcement Official issued pursuant to the Minimum Housing Standards Ordinance contained in Chapter 150 of the Code of the City of Lincolnton, North Carolina.

This Resolution shall become effective upon adoption.

ED HATLEY, MAYOR

ATTEST:

DAPHNE INGRAM, CITY CLERK

**CITY OF LINCOLNTON
CODE ENFORCEMENT OFFICE
P.O. Box 617
Lincolnton NC 28093-0617
704-736-8930**

VIOLATION NOTICE AND ORDER

FINDING OF FACTS AND ORDER

July 29, 2020

Katherine Elaine Hovis
128 Camp Creek Rd.,
Iron Station, NC 28080

**Re: Minimum Housing Code Violations
609 Louise Avenue, Lincolnton, NC**

Dear Mrs. Hovis:

Owners and parties in interest of the structure located at 609 Louise Avenue, Lincolnton, North Carolina. The undersigned Building Inspector of the City of Lincolnton, pursuant to law, conducted a hearing at the time and place stated in the Complaint and Notice heretofore issued and served. The evidence was carefully analyzed and considered by the undersigned. In addition to other evidence presented, the undersigned personally inspected the structure described above, and such inspection and examination has been considered, along with other evidence offered at this hearing.

Upon the record and all of the evidence offered and contentions made, the undersigned Building Inspector does hereby find the following facts:

1. The above named owner and parties in interest with respect to the structure located at the place specified above were duly served as required by law with written Complaint and Notice of Hearing which set forth in the Complaint that the structure located at the above address is hazardous to the health, safety and welfare of the residents of the City of Lincolnton, North Carolina and in violation of §§150.073 through §150.078 of the Code of Ordinances of the City of Lincolnton and the particulars thereof, and fixed a time and place for a hearing upon the complaint as provided by law. **No one** appeared at the hearing on behalf of the owner or parties in interest.

Property:	609 Louise Ave., Lincolnton, NC
Owner:	Katherine Elaine Hovis

2. The structure described above violated §150.073 through §150.078 of the Code of Ordinances of the City of Lincolnton by reason of the following conditions found to be present and to exist in and about the structure:

See Attached: Code Violations List:

3. Due to these conditions, the structure described above is found to be hazardous to the health, safety and welfare of the residents of the City of Lincolnton, North Carolina, and in violation of §§150.073 through §150.078 of the Code of Ordinances of the City of Lincolnton, North Carolina.

IT IS THEREFORE ORDERED that the owner of the structure named above is required to bring such structure into compliance with §150.073 through §150.078 of the Code of Ordinances of the City of Lincolnton, North Carolina, by repairing, altering or improving the structure so that it is no longer hazardous to the public health, safety and welfare of the residents of the City of Lincolnton, North Carolina, or else by demolishing or removing the structure from the premises by a date not later than the 30th day of October, 2020.

Further information as to this matter may be obtained by contacting Laura Elam at (704) 736-8930 or lelam@lincolntonnc.org.

This the 29th day of July 2020.

James W. Luster
Building Inspector

**CITY OF LINCOLNTON
MINIMUM HOUSING CODE
VIOLATIONS**

Property Address: 609 Louise Ave.
Lincolnton, NC 28092

Violations:

1. Carport roof system deteriorated
2. Carport fascia material deteriorated
3. Holes in carport roof
4. Water damage at carport ceiling

Note: All appropriate permits must be secured from the City Planning Department and County Building Inspections Department prior to start of work. Certificate of completion must be secured from County Building Inspections Department and a copy must be provided to the City of Lincolnton when all work is completed.

Building Condition “Photo Documentation” Form:

Property Address: 609 Louise Ave., Lincolnton, NC

Owner(s): Katherine Elaine Hovis

Note: (General structure comments)

This is a severely deteriorated residential structure which in its present condition poses significant health and safety risks.



Front View

"Photo Documentation" Form:

Property Address: 609 Louise Ave., Lincolnton, NC

Owner(s): Katherine Elaine Hovis

Owner Address: 128 Camp Creek Rd., Iron Station, NC 28080



Carport roof / ceiling deteriorated



P.O. Box 2459
3638 N. Hwy 16
Denver, NC 28037
Phone 704.489.2491
Fax 704.489.2493



Wesley L. Deaton †

Attorney at Law

Megan H. Gilbert

Attorney at Law

Jacob R. Glass

Attorney at Law

† Also Licensed in New York

May 22, 2020

City of Lincolnton Code Enforcement

RE: Property at 609 Louise Avenue, Lincolnton / Parcel ID No. 21124

To Whom It May Concern:

I have performed a title search on the above-referenced property, which is attached hereto. The most recent deed recorded in the chain of title is that deed to Kathy E. Hovis recorded October 7, 1998 in Book 1072 at Page 648 of the Lincoln County Public Registry.

Any notice regarding this property should be directed to Ms. Hovis at the property address and her most recent mailing address. According to a public records search, and a search of the Lincoln County records, the most recent mailing address and property address for Ms. Hovis is:

Kathy E. Hovis
128 Camp Creek Road
Iron Station, NC 28080

Kathy E. Hovis
609 Louise Avenue
Lincolnton, NC 28092

Please let me know if there are any additional questions or concerns.

Sincerely,

THE DEATON LAW FIRM, PLLC

Megan H. Gilbert
Attorney at Law

ITEM #

3

PUBLIC HEARINGS

ITEM #

3a

ORDINANCE

(O-01-21)

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

SUBJECT: Application from Lincolnnton Planning Department requesting amendment to the Abandoned Structures Ordinance of the City Code to conform to recently adopted state legislation, to outline an appeal process and to clarify the process for the serving of complaints.

DATE: January 7, 2020

BACKGROUND

In 2019 and 2020, the North Carolina General Assembly adopted updated and consolidated state planning and development regulation statutes commonly referred to as “Chapter 160D.” The new Chapter 160D consolidates and relocates the current enabling legislation for local planning and development regulations that are now located in Chapters 153A and 160A.

Chapter 160D is effective now but local governments have until July 1, 2021 for the development, consideration and adoption of necessary amendments to conform local ordinances to the new statutes. All city and county zoning, subdivision, and other development regulations throughout the state will need to be updated by that date to conform to the new statutes.

PROPOSED TEXT AMENDMENT

Chapter 160 D Changes

The City’s Abandoned Structures Ordinance requires only updating of the references to state enabling legislation in order to comply with Chapter 160D.

Other Changes

1. Section 150.054 is amended to outline an appeal process to be consistent with state legislation and the City’s Minimum Housing Standards Ordinance.
2. Section 150.055 is revised to clarify the process for serving of complaints and orders and for consistency with state legislation.

The proposed changes will make the Abandoned Structures Ordinance consistent with state enabling legislation and will not result in any substantive changes to the ordinance.

STAFF RECOMMENDATION

Staff recommends approval of the amendment as outlined above in order to comply with recently adopted state legislation, to outline an appeals process and to clarify the process for the serving of complaints.

**An Ordinance to Amend the City of Lincolnton
Abandoned Structures Ordinance
In Compliance with Chapter 160D
of the North Carolina General Statutes**

Section 1. Amend Section 150.050 through 150.058, Abandoned Structures, as follows. Newly adopted language is underlined and **highlighted in yellow**. Language to be deleted is struck through and ~~red~~.

§ 150.050 FINDINGS; INTENT.

It is hereby found that there exists within the city abandoned structures which the City Council finds to be hazardous to the health, safety and welfare of the residents of the city due to the attraction of insects or rodents, conditions creating a fire hazard; dangerous conditions constituting a threat to children, or frequent use by vagrants as living quarters in the absence of sanitary facilities. Therefore, pursuant to the authority granted by G.S. § ~~160A-441~~, **160D-1201**, it is the intent of this subchapter to provide for the repair, closing or demolition of any abandoned structures in accordance with the same provisions and procedures as are set forth by law for the repair, closing or demolition of dwellings unfit for human habitation.

Statutory reference:

*Minimum housing standards; authority, see G.S. § ~~160A-441~~ **160D-1201**.*

§ 150.054 PROCEDURE FOR ENFORCEMENT.

(A) *Preliminary investigation; notice hearing.* Whenever a petition is filed with the City Manager or designee by at least five residents of the city charging that any structure exists in violation of this subchapter or whenever it appears to the City Manager or designee, upon inspection, that any structure exists in violation hereof, the officer shall, if the officer's preliminary investigation discloses a basis for the charges, issue a cause to be served upon the owner of and parties in interest in the structure a complaint stating the charges and containing a notice that a hearing will be held before the City Manager or designee at a place therein fixed, not less than ten nor more than 30 days after the serving of the complaint. The owner and any party in interest shall have the right to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the place and time fixed in the complaint. Notice of the hearing shall also be given to at least one of the persons signing a petition relating to the structure. Any person desiring to do so may attend the hearing and give evidence relevant to the matter being heard. The rules of evidence prevailing in courts of law shall not be controlling in hearings before the City Manager or designee.

(B) *Procedure after hearing.*

(1) After the notice and hearing, the City Manager or designee shall state in writing the officer's determination whether the structure violates this subchapter.

(2) If the City Manager or designee determines that the **dwelling structure** is in violation the officer shall state in writing the officer's findings of fact to support the determination, and shall issue and cause to be served upon the owner thereof an order directing and requiring the owner to either repair, alter and improve the structure or else remove or demolish the same within a specified period of time not to exceed 90 days.

(C) *Failure to comply with order.*

(1) *In personam remedy.* If the owner of any structure shall fail to comply with an order of the City Manager or designee within the time specified therein, the City Manager or designee may submit to the City Council at its next regular meeting a resolution directing the City Attorney to petition the Superior Court for an order directing the owner to comply with the order of the City Manager or designee, as authorized by G.S. § ~~160A-446(g)~~ **160D-1208(e)**.

(2) *In rem remedy.* After failure of an owner of a structure to comply with an order of the City Manager or designee within the time specified therein, if injunctive relief has not been sought or has not been granted as provided in division (C)(1) above, the City Manager or designee shall submit to the City Council an ordinance ordering the City Manager or designee to cause the structure to be removed or demolished, as provided in the original order of the City Manager or designee, and pending the removal or demolition, to placard the dwelling as provided by G.S. § ~~160A-443~~ **160D-1203**.

(3) *Enforcement and penalties.* See § 150.999.

(D) Appeals from orders of City Manager or designee. An appeal from any decision or order of the City Manager or designee may be taken by any person aggrieved thereby. Any appeal from the action of the City Manager or designee shall be taken within ten days from the rendering of the decision or service of the order, and shall be taken by filing with the City Manager or designee and with the Zoning Board of Adjustment a notice of appeal which shall specify the grounds upon which the appeal is based. Upon the filing of any notice of appeal, the City Manager or designee shall forthwith transmit to the Board all the papers constituting the record upon which the decision appealed from was made. When an appeal is from a decision of the City Manager or designee refusing to allow the person aggrieved thereby to do any act, the City Manager's or designee's decision shall remain in force until modified or reversed. When any appeal is from a decision of the City Manager or designee requiring the person aggrieved to do any act, the appeal shall have the effect of suspending the requirement until the hearing by the Board, unless the City Manager or designee certifies to the Board, after the notice of appeal is filed with the City Manager or designee, that by reason of the facts stated in the certificate a copy of which shall be furnished the appellant, a suspension of the City Manager's or designee's requirement would cause imminent peril to life or property, which case the requirement shall not be

suspended except by a restraining order, which may be granted for due cause shown upon not less than one day's written notice to the City Manager or designee, by the Board or by a court of record upon petition made pursuant to G.S. § 160D- 1208(d) and division (D) below of this section.

(1) The Board shall fix a reasonable time for the hearing of all appeals, shall give due notice to all the parties, and shall render its decision within a reasonable time. Any party may appear in person or by agent or attorney. The Board may reverse or affirm, wholly or partly, or may modify the decision or order appealed from, and may make a decision and order as in its opinion ought to be made in the matter, and to that end it shall have all the powers of the City Manager or designee, but the concurring vote of three members of the Board shall be necessary to reverse or modify any decision or order of the City Manager or designee. The Board shall have power also in passing upon appeals, in any case where there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the subchapter, to adapt the application of the subchapter to the necessities of the case to the end that the spirit of the subchapter shall be observed, public safety and welfare secured and substantial justice done.

(2) Every decision of the Board shall be subject to review by proceedings in the nature of certiorari instituted within 15 days of the decision of the Board, but not otherwise.

(4) (E) *Petition to Superior Court by owner.* Any person aggrieved by an order issued by the City Manager or a decision rendered by the Board shall have the right, within 30 days after issuance of the order to petition the Superior Court for a temporary injunction restraining the City Manager or designee pending a final disposition of the cause, as provided by G.S. 160D-1208(d).

§ 150.055 METHODS OF SERVICE OF COMPLAINTS AND ORDERS.

~~—Complaints or orders issued by the City Manager shall be served upon persons either personally or by first class mail, but if the whereabouts of the persons are unknown and the same cannot be ascertained by the City Manager or designee, in the exercise of reasonable diligence, the City Manager or designee shall make an affidavit to that effect, and the serving of the complaint or order upon the person may be made by publication in a newspaper having general circulation in the city at least once, no later than the time at which personal service is required under § 150.054. Where service is made by publication, a notice of the pending proceedings shall be posted in a conspicuous place on the premises affected by the complaint or order.~~

(A) Complaints or orders issued by the Director shall be served upon persons either personally or by certified mail. When service is made by certified mail, a copy of the complaint or order may also be sent by regular mail. Service shall be deemed sufficient if the certified mail is unclaimed or refused but the regular mail is not

returned by the post office within 10 days after the mailing. If regular mail is used, a notice of the pending proceedings shall be posted in a conspicuous place on the premises affected.

(B) If the identities of any owners or the whereabouts of persons are unknown and cannot be ascertained by the Director in the exercise of reasonable diligence, or, if the owners are known but have refused to accept service by certified mail, and the Director makes an affidavit to that effect, then the serving of the complaint or order upon the owners or other persons may be made by publication in a newspaper having general circulation in the jurisdiction at least once no later than the time at which personal service would be required under the provisions of this chapter. When service is made by publication, a notice of the pending proceedings shall be posted in a conspicuous place on the premises affected.

§ 150.056 IN REM ACTION BY CITY MANAGER OR DESIGNEE; PLACARDING.

(A) After failure of an owner of a structure to comply with an order of the City Manager or designee issued pursuant to the provisions of this subchapter, and upon adoption by the City Council of an ordinance authorizing the directing the officer, to do so, as provided by G.S. § ~~160A-443(5)~~ 160D-1203(5) and § 150.054(C) of this code, the City Manager or designee shall proceed to cause the structure either to be repaired or else removed or demolished, as directed by the ordinance of the City Council and shall cause to be posted on the main entrance of the structure a placard prohibiting the use or occupation of the structure. Use or occupation of a building so posted shall constitute a misdemeanor.

(B) Each ordinance shall be recorded in the office of the Register of Deeds of the county and shall be indexed in the name of the property owner in the grantor index, as provided by G.S. § ~~160A-443(5)~~ 160D-1203(5).

§ 150.057 COSTS OF LIEN ON PREMISES.

(A) As provided by G.S. § ~~160A-443(6)~~ 160D-1203(7), the amount of the cost of any removal or demolition caused to be made or done by the Inspector pursuant to this subchapter shall be a lien against the real property upon which the cost was incurred.

(B) The lien shall be filed, have the same priority and be enforced and the costs collected as provided by G.S. Chapter 160A, Article 10 (§§ 160A-216 *et seq.*).

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

ITEM #

3b

ORDINANCE

(O-02-21)

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

SUBJECT: Application from Lincolnton Planning Department requesting amendment to the Minimum NonResidential Building Standards Ordinance of the City Code to conform to recently adopted state legislation

DATE: January 7, 2020

BACKGROUND

In 2019 and 2020, the North Carolina General Assembly adopted updated and consolidated state planning and development regulation statutes commonly referred to as “Chapter 160D.” The new Chapter 160D consolidates and relocates the current statutes for local planning and development regulations that are now located in Chapters 153A and 160A.

All city and county zoning, subdivision, and other development regulations will need to be updated by that date to conform to the new statutes.

Chapter 160D is effective now but local governments have until July 1, 2021 for the development, consideration and adoption of necessary amendments to conform local ordinances to the new statutes.

PROPOSED TEXT AMENDMENT

The City’s Minimum Nonresidential Building Standards Ordinance requires only updating of the references to state enabling legislation in order to conform with Chapter 160D.

STAFF RECOMMENDATION

Staff recommends approval of the amendment in order to comply with recently adopted state legislation.

**An Ordinance to Amend the City of Lincolnton
Minimum Nonresidential Building Standards Ordinance
In Compliance with Chapter 160D
of the North Carolina General Statutes**

Section 1. Amend Section 150.100 through 150.118, Minimum Nonresidential Building Standards as follows. Newly adopted language is underlined and **highlighted in yellow**. Language to be deleted is struck through and ~~red~~.

§ 150.101 PURPOSE.

In order to protect the health, safety and welfare of the city and its citizens, it is the purpose of this subchapter to establish minimum standards of maintenance, sanitation, and safety relating to nonresidential buildings or structures, as expressly authorized by G.S. ~~160A-439~~ **160D-1129**. This subchapter provides for the repair, closing or demolition of nonresidential buildings or structures as a result of a public necessity caused by conditions that are dangerous to the public health, safety and welfare.

§ 150.112 INTERIM ACTION BY THE CODE ENFORCEMENT OFFICER.

After failure of an owner of a nonresidential building or structure to comply with an order of the code enforcement officer issued pursuant to the provisions of this subchapter and upon adoption by the City Council of an ordinance authorizing and directing the owner to do so, as provided by G.S. ~~160A-439(f)~~ **160D-1129(f)** and § 150.107(D) of this section, the code enforcement officer shall proceed to cause such nonresidential building or structure to be repaired, altered, or improved to comply with the minimum standards established by this section, or to be vacated and closed or to be removed or demolished, as directed by the ordinance of the City Council. The code enforcement officer may cause to be posted on the main entrance of any nonresidential building or structure which is to be vacated and closed a placard with the following words: "This building is unfit for any use; the use or occupation of this building for any purpose is prohibited and unlawful." Any person who occupies or knowingly allows the occupancy of a building or structure so posted shall be guilty of a class 3 misdemeanor.

§ 150.113 COSTS, A LIEN ON PREMISES.

(A) As provided by G.S. ~~160A-439(i)~~, **160D-1129(i)**, the amount of the cost of any repairs, alterations, or improvements, or vacating and closing, or removal or demolition, caused to be made or done by the code enforcement officer pursuant to §§ 150.107 (D) or 150.110 shall be a lien against the real property upon which such costs were incurred. Such lien shall be filed, have the same priority, and be enforced and the costs collected as provided by G.S. 160A, Article 10. The amount of the costs shall also be a lien on any other real property of the owner located within the city limits except for the owner's primary residence. The additional lien provided in this subdivision is inferior to all prior liens and shall be collected as a money judgment.

(B) If the nonresidential building or structure is removed or demolished by the code enforcement officer, the code enforcement officer shall offer for sale the recoverable materials of the building or structure and any personal property, fixtures, or appurtenances found in or attached to the building or structure and shall credit the proceeds of the sale, if any, against the cost of the removal or demolition, and any balance remaining shall be deposited in the superior court by the code enforcement officer, shall be secured in a manner directed by the court, and shall be disbursed by the court to the persons found to be entitled thereto by final order or decree of the court. Nothing in this section shall be construed to impair or limit in any way the power of the governing body to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise.

§ 150.114 EJECTMENT.

If any occupant fails to comply with an order to vacate a nonresidential building or structure, the code enforcement officer may file a civil action in the name of the city to remove the occupant. The action to vacate shall be in the nature of summary ejectment and shall be commenced by filing a complaint naming as parties-defendant any person occupying the nonresidential building or structure. The Clerk of Superior Court shall issue a summons requiring the defendant to appear before a magistrate at a certain time, date, and place not to exceed ten days from the issuance of the summons to answer the complaint. The summons and complaint shall be served as provided in G.S. 42-29. The summons shall be returned according to its tenor, and if on its return it appears to have been duly served and if at the hearing the code enforcement officer produces a certified copy of an ordinance adopted by the City Council pursuant to G.S. ~~160A-493(f)~~ 160D-1129(f) and § 150.107(D) to vacate the occupied nonresidential building or structure, the magistrate shall enter judgment ordering that the premises be vacated and all persons be removed. The judgment ordering that the nonresidential building or structure be vacated shall be enforced in the same manner as the judgment for summary ejectment entered under G.S. 42-30. An appeal from any judgment entered under this subsection by the magistrate may be taken as provided in G.S. 7A-228, and the execution of the judgment may be stayed as provided in G.S. 7A-227. An action to remove an occupant of a nonresidential building or structure who is a tenant of the owner may not be in the nature of a summary ejectment proceeding pursuant to this subsection unless the occupant was served with notice, at least 30 days before the filing of the summary ejectment proceeding, that the City Council has ordered the code enforcement officer to proceed to exercise his duties under G.S. ~~160A-493(f)~~ 160D-1129(f) and § 150.107 (D) to vacate and close or remove and demolish the nonresidential building or structure.

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

ITEM #

3c

ORDINANCE

(O-03-21)

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

SUBJECT: Application from Lincoln Planning Department requesting amendment to the Minimum Housing Standards Ordinance of the City Code to conform to recently adopted state legislation, to clarify the process for the serving of complaints and to clarify the appeal process.

DATE: January 7, 2020

BACKGROUND

In 2019 and 2020, the North Carolina General Assembly adopted updated and consolidated state planning and development regulation statutes commonly referred to as “Chapter 160D.” The new Chapter 160D consolidates and relocates the current statutes for local planning and development regulations that are now located in Chapters 153A and 160A.

All city and county zoning, subdivision, and other development regulations will need to be updated by that date to conform to the new statutes.

Chapter 160D is effective now but local governments have until July 1, 2021 for the development, consideration and adoption of necessary amendments to conform local ordinances to the new statutes.

PROPOSED TEXT AMENDMENT

Chapter 160 D Changes

1. References to state enabling legislation are updated to the appropriate Chapter 160D provisions.
2. The definitions of the terms “owner” and “unfit for human habitation” are revised to conform to state statute.
3. A definition of the term “parties in interest” is added since it is used throughout the ordinance and for consistency with state statute.
4. Section 150.084(A) contains two minor updates for consistency with state statute.

Other Changes

1. Section 150.085 is revised to clarify the process for serving of complaints and orders and for consistency with state statute.

2. Section 150.089 conflicts with Section 150.084(D). The proposed revision eliminates Section 150.089 in order to provide internal consistency and conformity with state statute.

The proposed changes will not result in any substantive changes to the ordinance and will make it consistent with state enabling legislation.

STAFF RECOMMENDATION

Staff recommends approval of the amendment as outlined above in order to conform to recently adopted state legislation, to clarify the process for the serving of complaints and to clarify the appeal process.

**An Ordinance to Amend the City of Lincolnton
Minimum Housing Standards Ordinance
In Compliance with Chapter 160D
of the North Carolina General Statutes**

Section 1. Amend Section 150.070 through 150.090, Minimum Housing Standards Ordinance as follows. Newly adopted language is underlined and **highlighted in yellow**. Language to be deleted is struck-through and in ~~red font~~.

§ 150.070 DEFINITIONS.

For the purposes of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

BASEMENT. A portion of a building which is located partly underground having direct access to light and air from windows located above the level of the adjoining ground.

CELLAR. A portion of a building located partly or wholly underground having an inadequate access to light and air from windows located partly or wholly below the level of the adjoining ground.

DETERIORATED. A dwelling that is unfit for human habitation and can be repaired, altered or improved to comply with all of the minimum standards established by this subchapter, at a cost not in excess of 50% of its value, as determined by finding of the Director.

DILAPIDATED. A dwelling that is unfit for human habitation and cannot be repaired, altered or improved to comply with all of the minimum standards established by this subchapter, at a cost not in excess of 50% of its value, as determined by finding of the Director.

DIRECTOR. The Director of Public Works and Utilities or the Director's designee.

DWELLING. Any building which is wholly or partly used or intended to be used for living or sleeping by human occupants; provided that temporary housing as hereinafter defined shall not be regarded as a ***DWELLING***.

DWELLING, DWELLING UNIT, ROOMINGHOUSE, ROOMING UNIT or PREMISES. These terms construed as though they were followed by the words "or any part thereof."

DWELLING UNIT. Any room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating.

EXTERMINATION. The control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that

may serve as their food; by poisoning, spraying, fumigating, trapping or by any other recognized and legal pest elimination methods approved by the Inspector.

GARBAGE. The animal and vegetable waste resulting from the handling, preparation, cooking and consumption of food.

HABITABLE ROOM. A room or enclosed floor space used or intended to be used for living, sleeping, cooking or eating purposes, excluding bathrooms, water closet compartments, laundries, heater rooms, foyers or communicating corridors, closets and storage spaces.

INFESTATION. The presence, within or around a dwelling, of any insects, rodents or other pests in a number as to constitute a menace to the health, safety or welfare of the occupants or to the public.

INSPECTOR. The Director as herein defined or Building Inspector or any agent of the Director who is authorized to act by the Director.

MULTIPLE DWELLING. Any dwelling containing more than two dwelling units.

OCCUPANT. Any person over one year of age, living, sleeping, cooking or eating in, or having actual possession of a dwelling unit or rooming unit.

OPERATOR. Any person who has charge, care or control of a building, or part thereof, in which dwelling units or rooming units are let.

OWNER. ~~Any person who alone, or jointly, or severally with others:~~

~~—(1) Shall have title to any dwelling or dwelling unit, with or without accompanying actual possession thereof; or~~

~~—(2) Shall have charge, care or control of any dwelling or dwelling unit, as owner or agent of the owner, or as executor, executrix, administrator, administratrix, trustee or guardian of the estate of the owner. Any person representing the actual owner shall be bound to comply with the provisions of this subchapter and of rules and regulations adopted pursuant thereto, to the same extent as if the person were the owner.~~

The holder of the title in fee simple and every mortgagee of record.

PARTIES IN INTEREST. All individuals, associations, and corporations who have interests of record in a dwelling and any who are in possession thereof.

PLUMBING. All of the following supplied facilities and equipment: gas pipes, gas burning equipment, water pipes, mechanical garbage disposal units (mechanical sink grinder), waste pipes, water closets, sinks, installed dishwashers, lavatories, bathtubs, shower baths, installed clothes washing machines, catch basin, drains, vents and any other similar supplied fixtures, together with all connections to water, sewer or gas line.

PUBLIC AUTHORITY. The city housing authority or any officer who is in charge of any department or branch of the government of the city or the state relating to health, fire, building regulations or other activities concerning dwellings in the city.

ROOMING UNIT. Any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking or eating purposes.

ROOMINGHOUSE. Any dwelling, or that part of any dwelling containing one or more rooming units, in which space is let by the owner or operator to three or more persons who are not husband or wife, son or daughter, mother or father, or sister or brother of the owner or operator.

RUBBISH. Combustible and noncombustible waste materials, except garbage and ashes, and the term shall include paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass crockery and dust.

SUPPLIED. Paid for, furnished, or provided by, or under the control of, the owner or operator.

TEMPORARY HOUSING. Any tent, trailer or other structure used for human shelter which is designed to be transportable and which is not attached to the ground, to another structure, or to any utilities system on the same premises for more than 30 consecutive days.

UNFIT FOR HUMAN HABITATION. ~~Conditions exist in a dwelling which violate or do not comply with one or more of the minimum standards of fitness or one or more of the requirements established by this subchapter.~~ Dilapidation; defects increasing the hazards of fire, accidents or other calamities; lack of ventilation, light, or sanitary facilities; or other conditions rendering a dwelling unsafe or unsanitary, or dangerous or detrimental to the health, safety, morals, or otherwise inimical to the welfare of the residents of the city.

§ 150.071 FINDINGS; PURPOSE.

(A) Pursuant to G.S. § ~~160A-441~~, 160D Article 12, it is hereby found and declared that there exist in the city dwellings which are unfit for human habitation due to dilapidation, defects increasing the hazards of fire, accidents and other calamities, lack of ventilation, light and sanitary facilities, and due to other conditions rendering the dwellings unsafe or unsanitary, and dangerous and detrimental to the health, safety and morals and otherwise inimical (harmful) to the welfare of the residents of the city.

(B) In order to protect the health, safety and welfare of the residents of the city as authorized by G.S. ~~Chapter 160A, Article 19, Part 6~~, 160D Article 12, it is the purpose of this subchapter to establish minimum standards of fitness for the initial and continued occupancy of all buildings used for human habitation, as expressly authorized by G.S. § ~~160A-444~~, 160D – 1205.

§ 150.084 PROCEDURE FOR ENFORCEMENT.

(A) *Preliminary investigation, notices, hearing.* Whenever a petition is filed with the Director by a public authority or by at least five residents of the city charging that any dwelling or dwelling unit is unfit for human habitation, or whenever it appears to the Director, upon inspection, that any dwelling or dwelling unit is unfit for human habitation,

the Director shall, if the preliminary investigation discloses a basis for the charges, issue and cause to be served upon the owner of and parties in interest in a dwelling or dwelling unit a complaint stating the charges and containing a notice that a hearing will be held before the Director at a place therein fixed, not less than ten, nor more than 30 days after the serving of the complaint. The owner ~~or~~ and any party in interest shall have the right to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the place and time fixed in the complaint. Notice of the hearing shall also be given to at least one of the persons signing a petition relating to the dwelling. Any person desiring to do so may attend the hearing and give evidence relevant to the matter being heard. The rules of evidence prevailing in courts of law ~~or equity~~ shall not be controlling in hearings before the Director.

(B) *Procedure after hearing.* After the notice and hearing, the Director shall state in writing the Director's determination whether the dwelling or dwelling unit is unfit for human habitation, and if so, whether it is deteriorated or dilapidated.

(1) If the Director determines that the dwelling or dwelling unit is deteriorated, the Director shall state in writing the findings of fact in support of the determination, and shall issue and cause to be served upon the owner thereof an order directing and requiring the owner to repair, alter and improve the dwelling or dwelling unit to comply with the minimum standards of fitness established by this subchapter within a specified period of time, not to exceed 90 days. The order may also direct and require the owner to vacate and close the dwelling or dwelling unit until the repairs, alterations and improvements have been made.

(2) If the Director determines that the dwelling is dilapidated, the Director shall state in writing the findings of fact to support the determination, and shall issue and cause to be served upon the owner thereof an order directing and requiring the dwelling unit to comply with the minimum standards of fitness established by this subchapter, or else vacate and remove or demolish the same within a specified period of time, not to exceed 90 days.

(C) *Failure to comply with order.*

(1) *In personam remedy.* If the owner of any deteriorated dwelling or dwelling unit shall fail to comply with an order of the Director to repair, alter or improve the same within the time specified therein, or if the owner of a dilapidated dwelling shall fail to comply with an order of the Director to vacate and close, and remove or demolish the same within the time specified therein, the Director shall submit to the City Council at its next regular meeting a resolution directing the City Attorney to petition the Superior Court for an order directing the owner to comply with the order of the Director, as authorized by G.S. § ~~160A-446(g)~~ 160D-1208(e).

(2) *In rem remedy.* After failure of an owner of a deteriorated dwelling or dwelling unit, or of a dilapidated dwelling, to comply with an order of the Director within the time specified therein, if injunctive relief has not been sought or has not been granted as provided in division (C)(1), the Director shall submit to the City Council an ordinance ordering the Director to cause the dwelling or dwelling unit to be repaired, altered, improved, or vacated and closed and removed or demolished, as provided in the

original order of the Director, and pending the removal or demolition, to placard the dwelling as provided by G.S. § ~~160A-443~~ 160D-1203 and § 150.085 of this chapter.

(3) *Enforcement and penalties.* See § 150.999.

(D) *Appeals from orders of Director.* An appeal from any decision or order of the Director may be taken by any person aggrieved thereby. Any appeal from the action of the Director shall be taken within ten days from the rendering of the decision or service of the order, and shall be taken by filing with the Director and with the Zoning Board of Adjustment a notice of appeal which shall specify the grounds upon which the appeal is based. Upon the filing of any notice of appeal, the Director shall forthwith transmit to the Board all the papers constituting the record upon which the decision appealed from was made. When an appeal is from a decision of the Director refusing to allow the person aggrieved thereby to do any act, the Director's decision shall remain in force until modified or reversed. When any appeal is from a decision of the Director requiring the person aggrieved to do any act, the appeal shall have the effect of suspending the requirement until the hearing by the Board, unless the Director certifies to the Board, after the notice of appeal is filed with the Director, that by reason of the facts stated in the certificate a copy of which shall be furnished the appellant, a suspension of the Director's requirement would cause imminent peril to life or property, in which case the requirement shall not be suspended except by a restraining order, which may be granted for due cause shown upon not less than one day's written notice to the Director, by the Board or by a court of record upon petition made pursuant to G.S. § ~~160A-446(f)~~ 160D-1208(d) and division (E) below of this section.

(1) The Board shall fix a reasonable time for the hearing of all appeals, shall give due notice to all the parties, and shall render its decision within a reasonable time. Any party may appear in person or by agent or attorney. The Board may reverse or affirm, wholly or partly, or may modify the decision or order appealed from, and may make a decision and order as in its opinion ought to be made in the matter, and to that end it shall have all the powers of the Director, but the concurring vote of ~~four~~ three members of the Board shall be necessary to reverse or modify any decision or order of the Director. The Board shall have power also in passing upon appeals, in any case where there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the subchapter, to adapt the application of the subchapter to the necessities of the case to the end that the spirit of the subchapter shall be observed, public safety and welfare secured and substantial justice done.

(2) Every decision of the Board shall be subject to review by proceedings in the nature of certiorari instituted within 15 days of the decision of the Board, but not otherwise.

(E) *Petition to Superior Court by owner.* Any person aggrieved by an order issued by the Director or a decision rendered by the Board shall have the right, within 30 days after issuance of the order or rendering the decision, to petition the Superior Court for a temporary injunction restraining the Director pending a final disposition of the cause, as provided by G.S. § ~~160A-446(f)~~ 160D-1208(d).

§ 150.085 METHODS OF SERVICE OF COMPLAINTS AND ORDERS.

~~—Complaints or orders issued by the Director shall be served upon persons, either personally or by first class mail, but if the whereabouts of the persons are unknown and the same cannot be ascertained by the Director in the exercise of reasonable diligence, the Director shall make an affidavit to that effect, and the serving of the complaint or order upon the person may be made by publishing the same once each week for two successive weeks in a newspaper, (printed and published and circulating) in the city. Where service is made by publication, a notice of the pending proceeding shall be posted in a conspicuous place on the premises affected by the complaint or order.~~

(A) Complaints or orders issued by the Director shall be served upon persons either personally or by certified mail. When service is made by certified mail, a copy of the complaint or order may also be sent by regular mail. Service shall be deemed sufficient if the certified mail is unclaimed or refused but the regular mail is not returned by the post office within 10 days after the mailing. If regular mail is used, a notice of the pending proceedings shall be posted in a conspicuous place on the premises affected.

(B) If the identities of any owners or the whereabouts of persons are unknown and cannot be ascertained by the Director in the exercise of reasonable diligence, or, if the owners are known but have refused to accept service by certified mail, and the Director makes an affidavit to that effect, then the serving of the complaint or order upon the owners or other persons may be made by publication in a newspaper having general circulation in the jurisdiction at least once no later than the time at which personal service would be required under the provisions of this chapter. When service is made by publication, a notice of the pending proceedings shall be posted in a conspicuous place on the premises affected.

§ 150.086 IN REM ACTION BY DIRECTOR; PLACARDING.

(A) After failure of an owner of a dwelling or dwelling unit to comply with an order of the Director issued pursuant to the provisions of this subchapter, and upon adoption by the City Council of an ordinance authorizing and directing the Director to do so, as provided by G.S. § ~~160A-443(5)~~ 160D-1203(5) and § 150.084 hereof, the Director shall proceed to cause the dwelling or dwelling unit to be repaired, altered or improved to comply with the minimum standards of fitness established by this subchapter, or to be vacated and closed and removed or demolished, as directed by the ordinance of the City Council and shall cause to be posted on the main entrance of the dwelling or dwelling unit a placard with the following words: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful." Occupation of a building so posted shall constitute a misdemeanor.

(B) Each ordinance shall be recorded in the office of the Register of Deeds in the county wherein the property is located, and shall be indexed in the name of the property owner in the grantor index, as provided by G.S. § ~~160A-443(5)~~, 160D-1203(5).

§ 150.087 COSTS A LIEN ON PREMISES.

As provided by G.S. § ~~160A-443(6)~~, 160D-1203(7), the amount of the cost of any repairs, alterations or improvements, or vacating and closing, or removal or demolition, caused to be made or done by the Director pursuant to § 150.086 shall be a lien against the real property upon which the cost was incurred. The lien shall be filed, have the same priority, and be enforced and the costs collected as provided by G.S. Chapter 160A, Article 10.

~~§ 150.089 COUNCIL TO HEAR APPEALS.~~

~~—All appeals which may be taken from decisions or orders of the Director pursuant to § 150.084(D) shall be heard and determined by the City Council. As the appeals body, the Council shall have power to fix the times and places of its meetings, to adopt necessary rules of procedure and any other rules and regulations which may be necessary for the proper discharge of its duties. The Council shall perform the duties prescribed by § 150.084(D) and shall keep an accurate journal of all its proceedings.~~

~~(Prior Code, § 4-69)~~

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

ITEM #

3d

ORDINANCE

(O-04-21)

MEMO TO: Planning Board

FROM: City of Lincoln Planning Staff

SUBJECT: Application from Lincoln Planning Department requesting amendment to the Subdivision Regulations, Section 153.370 through Section 153.999 of the Unified Development Ordinance to conform to recently adopted state legislation and to amend a provision related to subdivisions in the R-25 zoning district.

DATE: December 15, 2020

BACKGROUND

In 2019 and 2020, the North Carolina General Assembly adopted updated and consolidated state planning and development regulation statutes commonly referred to as “Chapter 160D.” The new Chapter 160D consolidates and relocates the current statutes for local planning and development regulations that are now located in Chapters 153A and 160A.

All city and county zoning, subdivision, and other development regulations will need to be updated by that date to conform to the new statutes.

Chapter 160D is effective now but local governments have until July 1, 2021 for the development, consideration and adoption of necessary amendments to conform local ordinances to the new statutes.

PROPOSED TEXT AMENDMENT

Chapter 160 D Changes

The City’s Subdivision regulations require only updating of the references to state enabling legislation in order to conform with Chapter 160D.

Change Related to Subdivisions in R-25

This proposed amendment also includes a request to eliminate the current requirement for approval of a conditional use permit in order to approve subdivisions that include over 35 lots in the R-25 district.

REQUIREMENTS OF SUBDIVISION REGULATIONS FOR PRELIMINARY PLAT APPROVAL

The current requirements outlined by the Subdivision Regulations for preliminary plat approval are as follows:

- Preliminary plat approval of subdivisions containing 250 lots or less is made by the Planning Board.
- Preliminary plat approval for subdivisions containing over 250 lots is made by City Council.
- Subdivisions containing over 35 lots and located in the Residential-25 (R-25) zoning district shall automatically be reviewed as a Planned Residential Development. (A Planned Residential Development requires approval of a conditional use permit by City Council).

From staff's perspective, requirement of a conditional use permit for approval of a subdivision that otherwise meets all of the standards of the zoning district within which it is located is unnecessary and inadvisable.

STAFF RECOMMENDATION

Staff recommends approval of the proposed amendment.

**An Ordinance to
Amend the
City of Lincolnton
Subdivision Regulations**

Section 1. Amend Section 153.370 through 153.999, Subdivision Regulations, as follows. Newly adopted language is underlined and highlighted in yellow. Language to be deleted is ~~struck through~~ and ~~red~~.

§ 153.370 AUTHORITY, PURPOSE AND CONFLICT WITH OTHER LAWS.

(A) *Authority.* Subdivision provisions enacted herein are under the authority of G.S. § ~~160A-372~~, 160D-804.

§ 153.379 PLAT SHALL BE REQUIRED ON ANY SUBDIVISION OF LAND.

Pursuant to G.S. § ~~160A-373~~, 160D-803, a final plat shall be prepared, approved and recorded pursuant to the provisions of these regulations whenever any subdivision of land takes place, except as herein provided.

(Prior UDO, § 17.9) Penalty, see § 153.999

§ 153.380 APPROVAL PREREQUISITE TO PLAT RECORDATION.

Pursuant to G.S. § ~~160A-373~~, 160D-803, no final plat of a subdivision within the planning jurisdiction of the city as established in § 153.015 of these regulations shall be recorded by the County Deeds Office until it has been approved as provided herein.

(Prior UDO, § 17.10) Penalty, see § 153.999

§ 153.384 PRELIMINARY MAJOR SUBDIVISION PLAT SUBMISSION AND REVIEW.

(A) Preliminary and final plat approval shall be required for all major subdivisions. Preliminary plat approval of all major subdivisions containing 250 lots or less may be made by the Planning Board. Final approval of all preliminary plats containing over 250 lots or subdivisions that require the placement of oversized utility lines may only be made by the City Council. ~~Any subdivision in excess of 35 lots and located in the Residential-25 (R-25) zoning district shall automatically be reviewed as a planned residential development (PRD) as outlined in §§ 153.215 through 153.220 of this chapter. (Procedures for accommodating PRDs in the subdivision process are also outlined in § 153.386)~~

§ 153.386 PLANNING UNIT DEVELOPMENTS (PUDs) AND PLANNED RESIDENTIAL DEVELOPMENTS (PRDs).

(A) To accommodate the difference between traditional lot-by-lot subdivisions and PUDs/PRDs, the city may waive or modify the design standards of these regulations and incorporate design standards applicable only to planned developments as set forth in §§ ~~153.215 through 153.220~~ 153.123 through 153.127 of this chapter. The waivers or

modifications shall not be subject to the approval procedures outlined in § 153.378 of these regulations. To be reviewed under the PRD/PUD procedures a development must meet the criteria set forth in §§ ~~153.215 or 153.216~~ 153.123 or 153.124 of this chapter. ~~Any subdivision in excess of 35 lots and located in the Residential-25 (R-25) zoning district shall automatically be reviewed as a planned residential development (PRD).~~

(B) The subdivision design standards may be waived or modified for PRDs provided that the intent of these regulations is not mollified or lessened and provided that sufficient proof is given substantiating the adequacy of the attentive design. Planned unit developments and planned residential development shall follow the review procedures and development standards as set forth in §§ ~~153.215 through 153.220~~ 153.123 through 153.127 of this chapter.

§ 153.999 PENALTY.

(D) In addition to the other remedies cited in this chapter for the enforcement of its provisions, and pursuant to G.S. §§ ~~160A-175, 160A-365, 160A-375 and 160A-389~~, 160D-807 and 160D-404, the regulations and standards in this chapter may be enforced through the issuance of civil penalties by the Administrator. Additionally, and pursuant to the authority granted by G.S. § ~~160A-175 (b)~~, 160D-404, the city declares that the violation of the aforementioned civil penalty provisions shall not be a misdemeanor or infraction as provided in G.S. § 14-4.

(H) Pursuant to G.S. § ~~160A-389~~, 160D-404(c), if a building or structure is erected, constructed, reconstructed, altered, repaired, converted or maintained, or any building, structure or land is used in violation of this chapter or other regulation made under authority conferred thereby, the city in addition to other remedies, may institute any appropriate action or proceedings to prevent the unlawful erection, construction, reconstruction, alteration, repair, conversion, maintenance or use, to restrain, correct or abate the violation, to prevent occupancy of the building, structure or land, or to prevent any illegal act, conduct, business or use in or about the premises.

(I) Pursuant to G.S. § ~~160A-175~~, 160D-807, the city may seek a mandatory or prohibitory injunction and an order of abatement commanding the offender to correct the unlawful condition upon or cease the unlawful use of the subject premises. The action shall be governed in all respects by the laws and rules governing civil proceedings, including the Rules of Civil Procedure in general and Rule 65 in particular.

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

ITEM #

4

REGULAR AGENDA

ITEM #

4a

APPOINTMENT

Appt-01-21

CITY COUNCIL
Ed L. Hatley, Mayor
Martin A. Eaddy, Mayor Pro-Tem
Mary Frances White
Roby D. Jetton
Jim Watson



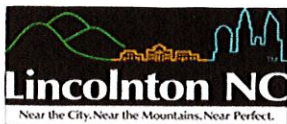
CITY MANAGER
Steve Zickefoose, MBA
szickefoose@lincolntonnc.org
CITY CLERK
Daphne Ingram
dingram@lincolntonnc.org
CITY ATTORNEY
Thomas J. Wilson, Jr.

BOARD VACANCY

The City of Lincolnton is currently accepting applications to fill an un-expired term on the Lincolnton ABC Board. Applicants must reside inside the Lincolnton city limits to be eligible to serve.

To submit an on-line application, please visit our website at www.lincolntonnc.org and click on Boards and Commissions under the Government tab. For additional information you may contact Daphne Ingram via email at dingram@lincolntonnc.org or by phone at (704) 736-8980 ext. 2281. Applications will be accepted through Thursday, December 31, 2020 at 5:00 p.m.

Advertise: Monday, December 21st, 2020
Wednesday, December 31st, 2020



Daphne Ingram <dingram@lincolntonnc.org>

Online Form Submittal: Boards and Commissions Application

1 message

noreply@civicplus.com <noreply@civicplus.com>

Tue, Dec 15, 2020 at 8:12 PM

To: dingram@lincolntonnc.org, szickefoose@lincolntonnc.org, rhaynes@lincolntonnc.org

Boards and Commissions Application

Application for Boards/Commissions/Committees

RECEIVED
DEC 16 2020
CITY OF LINCOLNTON, NC

Please complete each section

First Name	Johnny Leon
Last Name	Harmon
Date of Birth	02/01/1950
Home Street Address	701 E Park Dr
Home City	Lincolnton
Home Zip Code	28092
Home Phone	(704 735-0558
Cell Phone	(704) 742-4289
Email Address	leonhar@bellsouth.net
Board/Commission/Committee Applying For:	Alcoholic Beverage Commission
Why are you interested in serving on this Board/Commission/Committee?	Serve citizens of Lincolnton, using knowledge of public administration and finance
Interest/Skills/Areas of Expertise/Professional Organization/Activities	Worked in county administration total 38 years last 25 years as finance director. BA UNCC Business Administration, attended various courses at UNC-CH School of Government including county administration course.
Current Employer	Retired from Lincoln County
Years in current position	Field not completed.
Job Title	Field not completed.
Employer Phone Number	Field not completed.
Duties	Field not completed.

Other employment history Army and Air National Guard retired total of 25 years

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

Council Ward No. Ward 3

Gender Male

Ethnic Origin White

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 in the box below:

Affirmation of Eligibility:

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

Yes or No No

If yes, please explain disposition *Field not completed.*

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 or No No

If yes, please explain *Field not completed.*

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

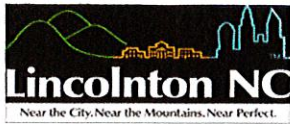
this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain 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

Leon Harmon

DateDecember 15, 2020

Email not displaying correctly? [View it in your browser.](#)



Daphne Ingram <dingram@lincolntonnc.org>

Online Form Submittal: Boards and Commissions Application

1 message

noreply@civicplus.com <noreply@civicplus.com>

Sat, Dec 19, 2020 at 10:24 PM

To: dingram@lincolntonnc.org, szickefoose@lincolntonnc.org, rhaynes@lincolntonnc.org

Boards and Commissions Application

Application for Boards/Commissions/Committees

Please complete each section

First Name	Don
Last Name	Mauldin
Date of Birth	11041956
Home Street Address	144 Valerie Dr
Home City	Lincolnton
Home Zip Code	28092
Home Phone	9804295598
Cell Phone	9804295598
Email Address	don.mauldin@hotmail.com
Board/Commission/Committee Applying For:	Alcoholic Beverage Commission
Why are you interested in serving on this Board/Commission/Committee?	Being born, raised in Lincolnton as well as serving in local law enforcement for 34 yrs, Lincolnton has been good to me and I enjoy public service in my hometown.
Interest/Skills/Areas of Expertise/Professional Organization/Activities	Law Enforcement knowledge Code Enforcement knowledge Knowledge of NC ABC laws
Current Employer	Semi-retired -part-time at Bessemer City Police department
Years in current position	1.5
Job Title	Code Enforcement Officer
Employer Phone Number	7046295542
Duties	Enforce city ordinances,
Other employment history	Lincolnton ABC Store

RECEIVED
DEC 21 2020
CITY OF LINCOLNTON, NC

Lincoln County Sheriff's Office
Lincolnton Police Department

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. Ward 4

Gender Male

Ethnic Origin White

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 in the box below:

Field not completed.

Affirmation of Eligibility:

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

Yes or No No

If yes, please explain disposition *Field not completed.*

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 or No No

If yes, please explain *Field not completed.*

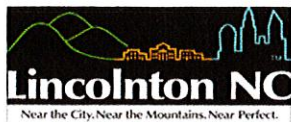
I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. 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	Don M. Mauldin
-----------	----------------

Date	12192020
------	----------

Email not displaying correctly? [View it in your browser.](#)



Daphne Ingram <dingram@lincolntonnc.org>

Online Form Submittal: Boards and Commissions Application

1 message

noreply@civicplus.com <noreply@civicplus.com>

Sun, Dec 27, 2020 at 3:03 PM

To: dingram@lincolntonnc.org, szickefoose@lincolntonnc.org, rhaynes@lincolntonnc.org

Boards and Commissions Application

Application for Boards/Commissions/Committees

RECEIVED
DEC 29 2020
CITY OF LINCOLNTON, NC

Please complete each section

First Name	Theresa "Terri"
Last Name	Corneau
Date of Birth	11/1/1967
Home Street Address	113 Wendover Drive
Home City	Lincolnton
Home Zip Code	28092
Home Phone	7042916214
Cell Phone	7042916214
Email Address	terrincorneau@kw.com
Board/Commission/Committee Applying For:	Alcoholic Beverage Commission
Why are you interested in serving on this Board/Commission/Committee?	I would love to be part of this commission. To take part in making suggestions and decisions on how we can serve and make our community a better place to live. Helping to keep our community safer by making responsible rules and regulations to stores keeping them responsible and accountable in the sales of alcoholic beverages to the public. I want to give back to our community that I love so much.
Interest/Skills/Areas of Expertise/Professional Organization/Activities	Listing homes, working with buyers, lenders and attorneys to purchase and sell properties. Former business owner of two prior businesses of my own not including my family's business and ex-husband's business. I have 30+years of being an entrepreneur working full time+
Current Employer	Self Employed/Keller Williams
Years in current position	5
Job Title	Realtor

Employer Phone Number	7042916214
Duties	Bring buyers and sellers to the closing table and working with lenders, attorneys, contractors, home inspectors, surveyors, photographers and so many more businesses to make each deal successful. Paperwork dealing with addendums and contracts. Working with many other brokers/Realtors and professionals. Working with the public on selling and purchasing properties from land to homes.
Other employment history	Owned a 24 hr telephone answering service Hot Line USA 1992-1997 & sold company to Message World of Charlotte. Worked as Secretary Treasurer for Furnace Rebuilders INC. family owned from 1996-2001 and resigned to open my own candle making retail store 2171 Hwy 16 Denver NC 2002-2012, Executive Assistant at Charlotte Motor Speedway 2013-2015 Keller Williams licensed broker/Realtor to currently. I work full time plus. I am on the leadership council of our office that only top selling agents are a part of. This committee helps plans social events and educational classes for new and seasoned agents.

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.	Ward 2 [#] 3
Gender	Female
Ethnic Origin	White
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 in the box below:	None

Affirmation of Eligibility:

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

Yes or No	No
If yes, please explain disposition	Field not completed.

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 or No

No

If yes, please explain

Field not completed.

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.

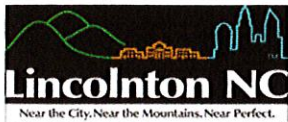
Signature

Theresa Corneau

Date

December 27, 2020

Email not displaying correctly? [View it in your browser.](#)



Daphne Ingram <dingram@lincolntonnc.org>

Online Form Submittal: Boards and Commissions Application

1 message

noreply@civicplus.com <noreply@civicplus.com>

Wed, Dec 30, 2020 at 11:07 AM

To: dingram@lincolntonnc.org, szickefoose@lincolntonnc.org, rhaynes@lincolntonnc.org

Boards and Commissions Application

Application for Boards/Commissions/Committees

Please complete each section

First Name	Randall
Last Name	WILLIAMS
Date of Birth	10/07/1973
Home Street Address	1169 TIMBERLANE DR
Home City	Lincolnton
Home Zip Code	28092
Home Phone	704-240-4725
Cell Phone	828-514-9878
Email Address	rwilliams@clayton-engineering.net
Board/Commission/Committee Applying For:	Alcoholic Beverage Commission
Why are you interested in serving on this Board/Commission/Committee?	<i>Field not completed.</i>
Interest/Skills/Areas of Expertise/Professional Organization/Activities	<i>Field not completed.</i>
Current Employer	Clayton Engineering & Design, PLLC
Years in current position	3
Job Title	Construction Administration
Employer Phone Number	8284553456
Duties	<i>Field not completed.</i>
Other employment history	<i>Field not completed.</i>

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. Ward 2

Gender Male

Ethnic Origin White

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 in the box below:

Field not completed.

Affirmation of Eligibility:

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

Yes or No No

If yes, please explain disposition *Field not completed.*

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 or No No

If yes, please explain *Field not completed.*

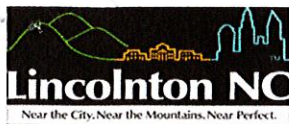
I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. 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 WILLIAMS

Date 12/30/2020

Email not displaying correctly? [View it in your browser.](#)



Daphne Ingram <dingram@lincolntonnc.org>

Online Form Submittal: Boards and Commissions Application

noreply@civicplus.com <noreply@civicplus.com>

Tue, Dec 29, 2020 at 10:56 AM

To: dingram@lincolntonnc.org, szickefoose@lincolntonnc.org, rhaynes@lincolntonnc.org

Boards and Commissions Application

Application for Boards/Commissions/Committees

Please complete each section

First Name	Jennifer
Last Name	Hames
Date of Birth	11/8/1981
Home Street Address	109 Commonwealth Drive
Home City	Lincolnton
Home Zip Code	28092
Home Phone	7047472144
Cell Phone	7047351888
Email Address	jennifer@jhameslaw.com
Board/Commission/Committee Applying For:	Alcoholic Beverage Commission
Why are you interested in serving on this Board/Commission/Committee?	I have a strong interest in public service and serving on various committees in our community.
Interest/Skills/Areas of Expertise/Professional Organization/Activities	Small business owner Family Law Attorney Certified Family Financial Mediator Lincoln County Juvenile Crime Prevention Council Lincoln County Airport Authority Board Member
Current Employer	Self
Years in current position	5
Job Title	Attorney
Employer Phone Number	704 735 3550
Duties	Attorney responsible for domestic case load, extensive trial

experience, negotiations, and contractual drafting.

Other employment history Jonas Law Firm 2008-2015

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. Ward 3

Gender Female

Ethnic Origin White

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 in the box below:

Affirmation of Eligibility:

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

Yes or No No

If yes, please explain disposition *Field not completed.*

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 or No No

If yes, please explain *Field not completed.*

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 Jennifer M. Hames

Date 12/29/2020

[Quoted text hidden]

ITEM #

4b

Policy Amendment

(P-02-20)

City of Lincolnton
114 West Sycamore Street
P. O. Box 617
Lincolnton, North Carolina
28093-0617



Human Resources Department
Phone (704) 736-8980
FAX (704) 736-8975
www.lincolntonnc.org

MEMORANDUM

TO: Ritchie Haynes, City Manager

FROM: Tanya Osborne, Human Resources Director

SUBJECT: Request for Council Consideration:
Amendment to Personnel Policy Article VI Section 15-FFCRA
Addition of City of Lincolnton Emergency Paid Sick Leave

DATE: December 29, 2020

The Families First Coronavirus Response Act (FFCRA), which was approved on April 1, 2020, put into place two employer paid emergency leaves for specific reasons related to the COVID-19 pandemic. These two emergency paid leaves, Emergency Paid Sick Leave (EPSL) and Emergency Paid Family Leave (EPFL) were enacted with a December 31, 2020 expiration date.

There has been additional legislation approved recently, but it does not include an extension of the two emergency paid leaves. As of January 1, 2021, these resources are no longer available to employees even though we continue to experience the impact of the pandemic.

There is hope in the forthcoming vaccination, but the reality is there may be several more months before the pandemic spread is substantially reduced. To continue assistance to employees who may experience a hardship due to the pandemic in the upcoming months, I would like to request Council's consideration to continue an employer paid emergency sick leave with the following guidelines:

1. Implement a City of Lincolnton Employer Paid Sick Leave (COLEPSL) of 80 hours which mirrors the FFCRA Emergency Paid Sick Leave in respect to qualifying reasons.
2. Timeframe for the COLEPSL will be retro to January 1, 2021, and expire June 30, 2021.
3. The COLEPSL is for an extension of time and does not provide an additional 80 hours or portion thereof to employees who have already exhausted the FFCRA EPSL.
4. This policy will become null and void should Congress extend or adopt an Emergency Paid Sick Leave Act prior to the expiration date of this policy.

At this time, I would ask City Council to consider approving the following amendment to the Personnel Policy:

Amendment to the Personnel Policy of Article VI Section 15. Families First Coronavirus Response Act (FFCRA).

The City of Lincoln will provide eligible employees with temporary emergency paid sick leave under certain conditions. This policy will become null and void should Congress extend or adopt an Emergency Paid Sick Leave Act prior to the expiration date of this policy.

The City of Lincoln Emergency Paid Sick Leave

The City of Lincoln Emergency Paid Sick Leave (COLEPSL) is separate from and independent of Family and Medical Leave (FMLA) and is independent of any existing sick leave policies the City grants employees in the normal course of business.

The COLEPSL allows an eligible employee to qualify for emergency paid sick leave as follows:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by their healthcare provider to self-quarantine because they are infected with or have been exposed to COVID-19 or because they are at high risk of complications from COVID-19.
3. The employee is showing symptoms of COVID-19 and is actively seeking but has not yet received a medical diagnosis;
4. The employee is caring for an individual subject to a federal, state, or local quarantine or isolation order related to COVID-19 or who has been advised by their healthcare provider to self-quarantine for COVID-19 related reasons;
5. The employee is caring for his or her son or daughter because the child's school or childcare facility has been closed or the childcare provider is no longer available because of COVID-19 related reasons; or

Eligibility

All employees who have been employed with the City for at least 30 days (full-time, or part-time) are eligible for COLEPSL in the event the employee is unable to work because the employee meets one or more of the conditions stated above.

Duration/Compensation

Employees are eligible for, on a one-time basis, the following:

- **Full-Time employees:** 80 hours of pay at their regular hourly rate of pay.
- **Part-Time employees:** The number of hours the employee worked, on average, over the most immediate prior full pay period.

General COLEPSL Rules

- Employees may elect to use COLEPSL prior to utilizing any accrued paid sick leave under the City's sick leave policy.
- Leave provided by the City under The FFCRA to include Emergency Paid Sick Leave and Emergency Paid Family Leave prior to January 1, 2021, will be credited against the COLEPSL 80 hour eligibility.
- Employees are responsible for immediately notifying Human Resources of their intent to utilize this policy, so that the appropriate application paperwork may be given to the employee in a timely manner.
- Employees must successfully complete the necessary application paperwork and return it to Human Resources in a timely manner in order to receive compensation under this policy. Failure to return application paperwork and required supporting documentation in a timely manner may result in a delay in receiving compensation under this policy.
- Employees seeking compensation under this policy found solely to be taking this leave to defraud the City will be subject to disciplinary action up to and including termination of employment.
- The City will not retaliate against any employee who requests to take COLEPSL in accordance with this policy.
- This policy expires on June 30, 2021.

Definitions

Child Care Provider Defined for the Purposes of COLEPSL

For the purpose of this policy, the term "child care provider" is defined as one who provides child care services on a regular basis and receives compensation for those services, including an 'eligible child care provider' as defined in Section 658P of the Child Care & Development Block Grant Act of 1990 (42 USC 9858n).

School Defined for Purposes of COLEPSL

The term "school" means an 'elementary school' or 'secondary school' as such terms are defined in Section 8101 of the Elementary & Secondary Education Act of 1965 (20 USC 7801).

ITEM #

4c

CONTRACT

(C-01-21)

CITY COUNCIL
Ed L. Hatley, Mayor
Martin A. Eaddy, Mayor Pro-Tem
Mary Frances White
Roby D. Jetton
Christine Poinsette



CITY MANAGER
Ritchie Haynes
rhaynes@lincolntonnc.org
CITY CLERK
Daphne Ingram
[dingram@lincolntonnc.org](mailto:d Ingram@lincolntonnc.org)
CITY ATTORNEY
Thomas J. Wilson, Jr..

MEMORANDUM

TO: Mayor and Council

FROM: Ritchie Haynes, City Manager

SUBJECT: Audit Contract 2020-21

DATE: January 7, 2021

Please see the attached letter and a copy of the proposed contract for fiscal year 2021 from Mr. Phil Church of Lowdermilk Church and Company.

The contract amount is for \$35,800, which is still lower than the 2005 contract with Cherry, Bekaert and Holland of \$36,700. The fee also includes the printing of 40 audits, which was an additional cost paid separately to a printing company in 2005 and prior years.

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

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

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

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

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

The of and	Governing Board City Council
	Primary Government Unit (or charter holder) City of Lincolnton
	Discretely Presented Component Unit (DPCU) (if applicable) Lincolnton Tourism Development Authority

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Lowdermilk, Church & Co., L.L.P
	Auditor Address 121 North Sterling Street, Morganton, NC 28655

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/21	Audit Report Due Date 10/31/21

Must be within four months of FYE

hereby agree as follows:

- The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
- At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.
- If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.)(G.S. 159-34 and 115C-447) All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

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

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern.

30. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

31. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

32. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

33. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

34. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: ☒ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:
Ritchie Haynes	City Manager	rhaynes@lincolntonnc.org

OR Not Applicable ☐ (Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the billings for the last annual audit of the unit submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

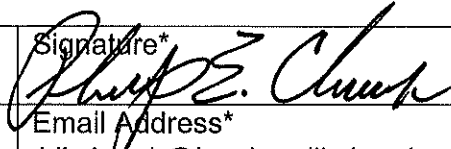
Primary Government Unit	City of Lincoln
Audit Fee	\$ 29,700
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ 0
Writing Financial Statements	\$ 6,100
All Other Non-Attest Services	\$ 0
75% Cap for Interim Invoice Approval (not applicable to hospital contracts)	\$ 26,850.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	Lincolnton Tourism Development Authority
Audit Fee	\$ 0
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ 0
Writing Financial Statements	\$ 0
All Other Non-Attest Services	\$ 0
75% Cap for Interim Invoice Approval (not applicable to hospital contracts)	\$ 0.00

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Lowdermilk, Church & Co., L.L.P	
Authorized Firm Representative (typed or printed)*	Signature*
Phillip E. Church	
Date*	Email Address*
12-31-20	phil.church@lowdermilkchurchcpa.com

GOVERNMENTAL UNIT

Governmental Unit*	
City of Lincolnton	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Edward L. Hatley	
Date	Email Address
	ehatley@lincolntonnc.org

Chair of Audit Committee (typed or printed, or "NA")	Signature
NA	
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Ritchie Haynes	
Date of Pre-Audit Certificate*	Email Address*
	rhaynes@lincolntonnc.org

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
Lincolnton Tourism Development Authority	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)* Angela Lovelace	Signature*
Date*	Email Address* quilttrail@gmail.com

Chair of Audit Committee (typed or printed, or "NA") NA	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)* Ritchie Haynes	Signature*
Date of Pre-Audit Certificate*	Email Address* rhaynes@lincolntonnc.org

Remember to print this form, and obtain all
required signatures prior to submission.

PRINT

Directory of Governmental Unit and Audit Firm Officials

City of Lincolnton
Governmental Unit

Lowdermilk Church & Co., L.L.P.
Auditor for the 2020-2021 Fiscal Year

GOVERNMENTAL UNIT

1. ELECTED OFFICIAL:

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

Edward L. Hatley

Name

Mayor

Title

2. MANAGER:

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

Ritchie Haynes

Name

City Manager/Finance Director

Title

3. FINANCE OFFICER:

Ritchie Haynes

Name

City Manager/Finance Director

Title

(704) 736-8980

Phone No.

(704) 736-8999

Fax No.

rhaynes@ci.lincolnton.nc.us

E-Mail Address

AUDITOR

1. CONTACT PERSON:

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

Phillip E. Church

Name

Partner

Title

(828) 433-1226

Phone No.

(828) 433-1230

Fax No.

carol.avery@lowdermilkchurchepa.com

E-Mail Address

2. AUDITOR ANTICIPATES PREPARING THE FOLLOWING TYPE OF REPORT:

(Check the appropriate box)

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

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

Notes:

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

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

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

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

December 17, 2020

We are pleased to confirm our understanding of the services we are to provide City of Lincolnton, North Carolina for the year ended June 30, 2021. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Lincolnton, North Carolina as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as Management's Discussion and Analysis (MD&A), to supplement City of Lincolnton, North Carolina's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Lincolnton, North Carolina's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles, and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Information
- 3) Law Enforcement Officers' Special Separation Allowance Schedules of Changes in Total Pension Liability and Total Pension Liability as a Percentage of Covered Payroll
- 4) Local Government Employees' Retirement System Schedule of the Proportionate Share of Net Pension Liability (Asset) and Schedule of Contributions
- 5) Schedule of the Proportionate Share of Net Pension Liability-Firefighters' and Rescue Squad Workers' Pension

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

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

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

- 1) Introductory Information
- 2) Statistical Information

Audit Objectives

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

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets which, in our professional judgement, prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

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

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to perform specific procedures to detect waste or abuse in financial audits, nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

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

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

Audit Procedures—Internal Control

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

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and to those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.

Audit Procedures—Compliance

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

Other Services

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

Management Responsibilities

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

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

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

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

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

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

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

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

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for the interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Engagement Administration, Fees, and Other

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

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

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

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

We expect to begin our audit on approximately August 25, 2021 and to issue our reports no later than October 31, 2021. Phillip E. Church is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. To ensure that Lowdermilk Church & Co., L.L.P.'s independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fee for these services will be at our standard hourly rates, plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$35,800. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. We are required to inform you that we charge interest at a rate of 18% per annum on all invoices over 30 days old.

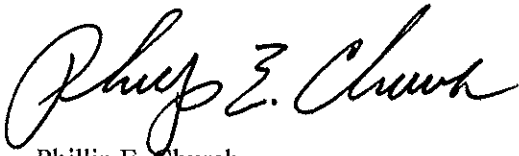
You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence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

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

We are providing you with a copy of our 2018 external peer review report which accompanies this letter.

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

Very truly yours,

A handwritten signature in cursive script that reads "Phillip E. Church".

Phillip E. Church
Partner

RESPONSE:

This letter correctly sets forth the understanding of City of Lincolnton, North Carolina.

Management signature: _____

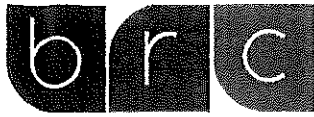
Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



Bernard Robinson & Company, L.L.P.

Report on the Firm's System of Quality Control

October 30, 2018

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

We have reviewed the system of quality control for the accounting and auditing practice of Lowdermilk Church & Co., L.L.P. (the firm) in effect for the year ended May 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

1501 Highwoods Blvd., Ste. 300 (27410)
P.O. Box 19608 | Greensboro, NC 27419
P: 336-294-4494 • F: 336-294-4495

brccpa.com

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Lowdermilk Church & Co., L.L.P. in effect for the year ended May 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lowdermilk Church & Co., L.L.P. has received a peer review rating of *pass*.

Bernard Robinson & Company, L.L.P.

BERNARD ROBINSON & COMPANY, L.L.P.

ITEM #

5

OTHER BUSINESS

ITEM #

5a

Monthly
Financial/Overtime
Report

Executive Summary

November 2020 Year-To-Date

General Fund	% of					Difference
	Budget 20-21	Actual 20-21	Budget	Budget 19-20	Actual 19-20	
Fund 10 Revenues	10,911,910	5,708,768	52%	11,543,700	5,714,597	(5,829)
Fund Balance	-	-	-	825,000	-	-
	10,911,910	5,708,768		12,368,700	5,714,597	(5,829)
City Manager/Clerk	248,220	130,255		222,495	128,984	1,271
Human Resources	317,020	150,748		262,720	117,269	33,479
Finance	158,230	219,763		129,630	224,408	(4,645)
General Expense	1,280,731	626,271		1,103,160	712,810	(86,539)
General Debt Service	334,757	7,462		430,632	11,666	(4,204)
Police	3,400,120	1,426,182		3,223,020	1,331,343	94,839
Fire	2,234,100	916,659		2,364,700	951,102	(34,443)
Public Works	45,660	84,285		43,010	73,568	10,718
Street	829,825	347,633		1,329,225	545,764	(198,131)
Equipment Services	211,770	112,066		122,970	70,248	41,818
Solid Waste	692,375	193,107		908,855	557,310	(364,202)
General Services	-	-		-	-	-
Plannin/Zoning	497,239	163,979		557,420	140,018	23,961
Bus & Comm. Dev	123,200	87,449		423,200	22,225	65,224
Recreation	1,038,663	391,064		1,247,663	638,998	(247,934)
Expenses	11,411,910	4,856,924	43%	12,368,700	5,525,713	(668,789)
Difference		851,844			188,884	662,960

Water & Sewer Fund		% of			
Fund 61	Revenues	Budget 20-21	Actual 20-21	Budget	Difference
	Fund Balance	-	-	44%	232,763
		8,146,950	3,616,678		
		8,146,950	3,616,678		232,763
	Water Treatment	1,972,500	565,784		21,198
	Dist & Collection	2,032,900	640,654		(1,225,922)
	Wastewater	1,625,000	534,382		34,214
	W & S Intangibles	4,247,050	272,412		(65,646)
	Expenses	9,877,450	2,013,232	20%	(1,236,156)
	Difference		1,603,446		1,468,919

Electric Fund		% of			
Fund 63	Revenues	Budget 20-21	Actual 20-21	Budget	Difference
	Fund Balance	-	-	58%	573,136
		7,788,350	4,555,055		
		7,788,350	4,555,055		573,136
	Electric Dept.	8,696,830	2,929,815		45,562
	Expenses	8,696,830	2,929,815	34%	45,562
	Difference		1,625,239		527,575

Overtime 80+ hours

192,532

205,984

(13,452)

ITEM #

5b

Consideration of date for
2021 Annual Planning
Retreat

**NO BACK-UP
AVAILABLE**