

The Mayor and City Council met in regular session on Thursday, October 1, 2020 at 7:00 p.m. in the Council Chambers of City Hall located at 114 West Sycamore Street, Lincolnton North Carolina.

Mayor Ed Hatley opened the meeting and led the Pledge of Allegiance.

The following Council members were present:

WHITE WATSON EADDY

Councilman Jetton was **not** in present for the meeting.

Councilwoman White made a motion to approve the *REGULAR AGENDA*. Members voted 3-0 in favor of the motion.

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

- Approval of Minutes from the September 3, 2020 Regular Meeting
- (O-14-20) - Amendment to Code of Ordinances Title VII - Chapter 74
- (O-15-20) - Amendment to Code of Ordinances Title VII - Chapter 70

PRESENTATION:

CERTIFICATE OF RECOGNITION PRESENTED TO LOU ANN DELLINGER

Mayor Ed Hatley presented Mrs. Lou Ann Dellinger with a Certificate of Recognition for her accomplishment, being awarded the Domino's 2X national manager of the year. Mrs. Dellinger is the first woman in the history of Domino's to have achieved the highest award from Domino's as the the National Manager of the Year back-to-back for 2018 and 2019. The certificate presented reads as follows:

Certificate of Recognition

for

Lou Ann Dellinger

WHEREAS, Lou Ann Dellinger started with Domino's over 32 years ago answering phones as a customer service team member; and

WHEREAS, Lou Ann Dellinger is now part owner in the Lincolnton Domino's where she, along with her team, has earned a 4.5 out of 5 star rating on the national grading scale used for unannounced inspections over the last 10 years; and

WHEREAS, Lou Ann's team averages about 20 minutes on all deliveries to Lincolnton residents, with her team completing an "oven ready" order, on average, in about 2 minutes and 15 seconds; and

WHEREAS, there are currently about 6,000 Domino's restaurants/managers in the United States who have the opportunity to earn an official Domino's Rolex watch by exceeding difficult guidelines. Lou Ann has accomplished this goal twice; and

WHEREAS, every year Domino's, starting in 1960, chooses 1 manager to be deemed the "best" of the best with a **National Manager of the Year** award; and

WHEREAS, Lou Ann Dellinger is the first women in Domino's history to receive this prestigious award, "National Manager of the Year", twice, and only the 3rd manager to have ever earned it in back-to-back years.

NOW, THEREFORE, I, Mayor Ed Hatley and the Lincolnton City Council, do hereby recognize, applaud and congratulate you, **Lou Ann Dellinger**, for your remarkable achievement and for your outstanding service to the residents of the City of Lincolnton.

A video clip about Lou Ann that was filmed when the team from Domino's corporate came to Lincolnton was shown.

PUBLIC HEARING:

(O-16-20)

CONSIDERATION OF PROPOSED AMENDMENT TO CITY'S CODE OF ORDINANCES - ADDITION OF TITLE IX: GENERAL REGULATIONS - PUBLIC ART - CHAPTER 99

Mayor Ed Hatley opened the public hearing, asking Mr. Fred Jarrett, Chairman of the Steering Committee, to speak to the item. Mr. Jarrett provided some background information regarding reason behind, and the need for a Public Art Ordinance. He explained that the draft being presented is what the Steering Committee has recommended for approval. Mr. Jarrett pointed out that approval of the ordinance will fulfill goal #4 on the Central Business District Strategic Plan which is to develop an arts and cultural identity for Downtown Lincolnton that gives guidance on existing and future projects.

Mr. Jarrett presented the proposed Ordinance, the procedures and the standards. He also informed that an on-line application was available for those interested in submitting a project for review.

Council expressed their appreciation to Mr. Jarrett and to the committee members for their hard work and the time dedicated to this project. In response to a question from Councilman Eaddy, Mr. Jarrett confirmed that the ordinance, if approved, will only apply to the Central Business Program Area.

Councilman Eaddy made the motion to close the Public Hearing. Members voted 3-0 in favor of the motion.

Councilman Watson made the motion to approve the Ordinance as presented. Members voted 3-0 in favor of the motion.

REGULAR AGENDA:

REQUEST TO CONSIDER DOWNTOWN GOLF CART TROLLEY/TRANSPORTATION

Mayor Ed Hatley recognized Bradley and Brianna Rowe, 5002 Deer Run Drive, Crouse, NC, who requested to address Council regarding operating golf cart trolley/transportation in the downtown area.

Both Mr. and Mrs. Rowe spoke to the item, explaining their idea and/or concept of a golf cart trolley taxi service and giving a brief summary of the

services that would be offered and what areas they plan to service. This service will be identified as Goober, Inc. Mrs. Rowe stated that her husband is currently partnering with a friend in the Newton area who is providing this same service. There was some discussion regarding the requirements that would need to be met in reference to the registration requirements with NCDMV, the appropriate insurance and bonding. Some discussion continued among members and the applicants. Police Chief Rodney Jordan responded to several questions regarding the request as well.

Councilman Eaddy made the motion to approve the request. Members voted 3-0 in favor of the motion.

(APPT-04-20)

CONSIDERATION OF NOMINEES FROM AREA HIGH SCHOOLS FOR THE APPOINTMENT TO THE LINCOLNTON STUDENT ADVISORY COUNCIL

Councilwoman White moved to approve students as presented and the two additional ones, Charlie Wyant and Chloe Allyson Scronce. Members voted 3-0 in favor of the motion.

Nominees were as follows:

***East Lincoln High School**

Bailee Harding – Sr.
Trey Ross – Sr.
Allie Middleswarth – Sr.
Joseph Dos Santos – Sr.

Lincolnton High School

Cordin Schrum – Sr.
Leah Tweed – Sr.
Takirah Nichols – Jr.
Ashley Antonio – Jr.
Collin Clinch – Jr.

Lincoln Charter

Mason Fitzpatrick – Jr.
Darrian Bonilla – Sr.

West Lincoln High School

Gwyneth Reep – Sr.
Samuel Duncan – Sr.
Luke Stewart – Sr.
Ashlynn Eurey – Sr.
Genevieve Shutt – Jr.

North Lincoln High School

Madison File – Jr.
Xander Popko – Sr.
Sydney Hudson – Jr.
Aubrey Spicola – Sr.
Peyton Lee – Jr.

Mayor Hatley and Councilman Eaddy submitted names for consideration as council members can appoint up to three additional students. Chloe “Allyson” Scronce and Charles (Charlie) Wyant, West Lincoln High School students, were appointed by Mayor Hatley and Councilman Eaddy respectively.

Due to COVID-19 restrictions and to maintain social distancing, per the Governors Order, City Manager Steve Zickefoose stated that meetings will take place at the Board of Education Administrative Offices. The first meeting is scheduled for October 12th. Councilman Watson voice his concern regarding the East Lincoln and the fact they currently have no representation from the Junior class. Several options were discussed to address this matter. Councilman Eaddy expressed thanks to the City Manager for his efforts in pulling things together.

(BA-05-20)

BUDGET AMENDMENT - TO REDUCE WATER/SEWER/ELECTRIC CONTRA-ADMIN. AMOUNTS AND TO INCLUDE CARRYOVER PROJECTS FOR GENERAL FUND

Steve Zickefoose, City Manager, presented the following budget amendment for council approval:

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	\$ 31,250
Human Resources	10,370
Finance	112,260
General Expense	100,400
Police	40,000
Public Works	40,640
Street	41,820
Equipment Services	10,260
Planning/Zoning	3,000
Recreation	65,000
	<u>\$ 455,000</u>

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

APPROPRIATION FROM FUND BALANCE- GF	455,000
	<u>\$ 455,000</u>

Section 7: To amend the Water & Sewer Fund, the expenditures are to be changed as follows:

WATER AND SEWER INTANGIBLES	(200,000)
	<u>\$ (200,000)</u>

Section 8: To amend the Water & Sewer Fund, the revenues are to be changed as follows:

OTHER FINANCING SOURCES	(200,000)
	<u>\$ (200,000)</u>

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Section 9: To amend the Electric Fund, the expenditures are to be changed as follows:

Electric Operations \$ (100,000)

Section 10: To amend the Electric Fund, the revenues are to be changed as follows:

OTHER FINANCING SOURCES (100,000)
\$ (100,000)

TOTAL AMENDMENT \$ 155,000

Adopted this 1st day of October 2020

Attest:

Daphne Ingram
City Clerk

Edward L Hatley
Mayor

Mr. Zickefoose addressed related questions asked by council members concerning the CARES funds and the status of delinquent utility accounts, giving a brief update on each topic.

Councilwoman White made the motion to approve the budget amendment as presented by the city manager. Members voted 3-0 in favor of the motion.

MONTHLY FINANCIAL/OVERTIME REPORT

City Manager Steve Zickefoose presented the following financial report:

October 2020 Council Meeting							
Executive Summary							
August 2020 Year-To-Date							
General Fund	Budget 20-21	Actual 20-21	% of Budget	Budget 19-20	Actual 19-20	Difference	
Fund 10 Revenues	10,911,910	957,954	9%	11,543,700	1,070,349	(112,395)	
Fund Balance	-	-	-	825,000	-	-	
	10,911,910	957,954		12,368,700	1,070,349	(112,395)	
City Manager/Clerk	248,220	46,867		222,495	58,405	(11,538)	
Human Resources	317,020	62,647		262,720	48,583	14,064	
Finance	158,230	87,798		129,630	93,142	(5,344)	
General Expense	1,280,731	322,051		1,103,160	330,160	(8,109)	
General Debt Service	334,757	3,731		430,632	22,935	(19,204)	
Police	3,400,120	562,540		3,223,020	516,750	45,791	
Fire	2,234,100	340,274		2,364,700	358,973	(18,698)	
Public Works	45,660	29,035		43,010	29,183	(148)	
Street	829,825	133,278		1,329,225	122,399	10,879	
Equipment Services	211,770	37,552		122,970	26,499	11,053	
Solid Waste	692,375	80,971		908,855	97,320	(16,349)	
General Services	-	-		-	-	-	
Plannin/Zoning	497,239	65,473		557,420	55,964	9,509	
Bus & Comm. Dev	123,200	75,727		423,200	5,900	69,828	
Recreation	1,038,663	151,544		1,247,663	175,065	(23,520)	
Expenses	11,411,910	1,999,489	18%	12,368,700	1,941,276	58,213	
Difference		(1,041,535)			(870,927)	(170,608)	

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				% of			
		Budget 20-21	Actual 20-21	Budget	Budget 19-20	Actual 19-20	Difference
Water & Sewer Fund							
Fund 61 Revenues		8,146,950	1,470,262	18%	7,146,949	1,370,342	99,920
Fund Balance		-	-		3,725,010		
		8,146,950	1,470,262		10,871,959	1,370,342	99,920
	Water Treatment	1,972,500	307,700		1,496,850	278,734	28,966
	Dist & Collection	2,032,900	227,987		3,652,160	252,974	(24,987)
	Wastewater	1,625,000	198,174		1,547,000	175,610	22,564
	W & S Intangibles	4,247,050	129,265		4,175,949	146,112	(16,847)
	Expenses	9,877,450	863,125	9%	10,871,959	853,430	9,695
	Difference		607,136			516,911	90,225
				% of			
		Budget 20-21	Actual 20-21	Budget	Budget 19-20	Actual 19-20	Difference
Electric Fund							
Fund 63 Revenues		7,788,350	2,178,328	28%	7,937,102	1,852,333	325,995
Fund Balance		-	-		2,330,000	-	-
		7,788,350	2,178,328		10,267,102	1,852,333	325,995
	Electric Dept.	8,696,830	961,130		10,267,102	248,767	712,363
	Expenses	8,696,830	961,130	11%	10,267,102	248,767	712,363
	Difference		1,217,198			1,603,566	(386,368)
Overtime 80+ hours			72,167			84,449	(12,282)

Mr. Steve Zickefoose gave a brief overview of the General Fund, Water & Sewer Fund and the Electric Fund. There were no questions from Council.

OTHER BUSINESS:

DISCUSSION REGARDING CITY'S ANNUAL CHRISTMAS PARADE, TREE LIGHTING CEREMONY AND ANNUAL BOARDS AND COMMISSIONS BANQUET

Mayor Ed Hatley directed City Manager Steve Zickefoose to speak to the issue, as he opened the floor for input and guidance concerning upcoming events. Mr. Zickefoose explained the difficulty staff is having trying to figure out how to coordinate events traditionally hosted by the City such as the Christmas parade, Tree Lighting or Apple Drop, due to the restriction on gathering currently in place. Mayor and Council members discussed the different phases and the limitations of each. Community Relations Director Laura Morris joined the conversation, voicing her concerns and suggestions on what could possibly work. She pointed out the short window of time between now and the date the parade and tree lighting are traditionally held. Although she did not feel that guidelines could be met at a parade,

Ms. Morris stated that she did feel that an official tree lighting was a possibility. Ms. Morris also informed Council of the Parks and Recreation Departments interest in doing a drive-thru Trick or Treating at First Federal Park. *The Special Event Permit Application and proposed map is attached to and made an official part of these minutes.* She stated that if all goes well, it could be a model for other things that can be done, such as a drive-thru Santa. Councilman Watson had questions regarding the Apple Drop event and suggested holding off on making a decision until closer to the event date.

In conclusion, Mayor Hatley summarized the discussion, announcing the cancelation of the Christmas Parade, the tree lighting, Santa House on Court Square and the annual Boards and Commissions banquet. The decision on the Apple drop will be delay for another month.

PUBLIC COMMENT:

No public comment request

CLOSED SESSION

Councilman Watson made the motion to enter closed session in accordance with NCGS 143-318.11(a)(6). Members voted 3-0 in favor of the motion

Upon returning to open session, Mayor Ed Hatley announced Councils approval to move forward with pay adjustments recommended by the pay study for Group C, retroactive to the July 1st. *Memorandum is attached to and made an official part of these minutes.* Pay adjustments were frozen as a precautionary measure due to COVIE-19. The retroactive adjustments will appear on the November 3rd paycheck. Motion was made by Councilman Waston. Members voted 3-0 in favor of the motion.

Mayor also announced the Lincolnton City Council would hold a Special Called meeting on Thursday, October 8, 2020 at 9:00 a.m. in the Council Chambers at City Hall to discuss Personnel.

NEWS MEDIA:

No news media present

ADJOURNMENT:

Councilwoman White made the motion to adjourn the meeting. Members voted 3-0 in favor of the motion.

**DAPHNE INGRAM
CITY CLERK**

**ED HATLEY
MAYOR**

[Print](#)**Special Event Permit Application - Submission #6389**

Date Submitted: 9/11/2020**Important Information**

- Applications must be submitted a minimum of 45 days prior to the event, the earlier the better
- There is a limit of 2 events per day that require city personnel or street blocking
- This application is also applicable to all city departments
- Applicants must abide by local ordinances and state/federal laws
- Event organizers may be required to pay for assisting city personnel, including police officers assigned to work the event. Applicable fees are included in the City Fee Schedule.
- All applicants will be held accountable for trash clean up after each event.
- If any cooking, food heating devices, or portable sanitary units will be used at this event, you will need to contact the Lincoln County Health Department and the Lincolnton Fire Department.
- The special event permit must be approved by all city departments providing event services.
- No changes will be made without prior approval.
- The Permit may be revoked by the City of Lincolnton for the applicant's failure to comply with terms and conditions stated on the application.
- Any street closures on State maintained roads, require written approval from NCDOT prior to the date of the event.

Name of Event: ***Trick-or-Treat Drive-Thru****Name of Agency/Organization: *****City of Lincolnton Parks and Recreation****Event Date and Time*****10/31/2021****5:00 PM**

—

10/31/2021**7:00 PM****Non-Profit 501.C3 Tax ID #:****Type of Event ***

- ☐ **Public Gathering (Festival, Concert)**
- ☐ **Parade**
- ☐ **Walk or Run**
- ☐ **Religious**
- ☐ **Private Gathering**
- ☒ **Other**

Brief description of the event***Drive-thru trick-or-treating event held at First Federal Park from 5 - 7pm or until supplies last.**

Set-up Date and Time?*

10/31/2021

3:00 PM

10/31/2021

5:00 PM

Breakdown Date and Time?*

10/31/2021

7:00 PM

10/31/2021

7:15 PM

Exact Location of Event (be specific, list streets to be closed)*

301 N. Poplar St. Blocking N. Poplar St. at the entrance and exit of FFP in the morning. Need barricade blocking traffic turning left from Main St. onto N. Poplar St. (this barricade can be staged on the corner and moved into place by park staff before the start of the event.)

Example: Main Street from Laurel to Court Square

A poll of downtown merchants impacted by street closure(s) indicating their support or non-support of the event is required for approval consideration.

Number supporting:**Number opposed:**

Please add this to the community calendar listings

☒ Yes☐ No

Please add this event to the Police Department's outdoor sign

☒ Yes☐ No**Estimated Attendance****Number of Participants**

200

Number of Spectators

0

Description of assistance requested from Lincolnton City Departments**Police**

None. May want to have police unit in the downtown vicinity if the need arose.

Includes all security, crowd control, traffic management

Fire

none

Includes EMT, EMS services

Sanitation**none**

Includes trash roll-outs

Streets

Wall barricade placed on the right -hand side of N. Poplar St. as you would turn from Main St. This can be moved into place by park staff before the event begins.
Traffic barrels staged on the corners of N. Poplar St. at FFP to close the parking lot of the park. They will be moved into place on Saturday morning when Jared opens the bathrooms at FFP.

Includes barricades & stage

Electric**Portable PA systems used to play Halloween-themed music.**

Includes any Public Address system needs. Electrical support is generally limited to stage location.

Water/Sewer**none**

Includes grey water disposal.

Parks**First Federal Park**

Includes use of any park, rail trail, park shelter

Primary Contact Person**First Name*****Nathan****Last Name*****Eurey****Email*****nathaneurey@ci.lincolnton.nc.us****Phone*****7047352671**

Address

PO Drawer 617

City/State/Zip

Lincolnton

Secondary Contact Person**First Name***

Shelby

Last Name*

Barkley

Email*

sbarkley@ci.lincolnton.nc.us

Phone*

7047352671

Address

PO Drawer 617

City/State/Zip

Lincolnton

Please answer the following questions completely in order to have your application properly processed.

Will this event be using a sound system?

☒ Yes☐ No

Will there be amplified sound, loud speakers, music, etc. causing a potential noise concern?

☒ Yes☐ No

If yes to either question above, please specify:

Portable PA systems used to play Halloween-themed music.

Are electrical outlets required for this event?

☒ Yes☐ No

If yes, please specify anticipated electrical use and load

Will this event require trashcan roll-outs?

☐ Yes☒ No

How many trashcans do you anticipate needing?

Will tents, canopies, tension-membrane structures, trailers, inflatable/air supported devices, fending, scaffolding, etc. be involved in this event?

☒ **Yes**☐ **No**

If yes, please specify:

10 x 10 canopy tent may be needed depending on the weather.

Will alcohol be provided, served, or sold at this event?

☐ **Yes**☒ **No**

If yes, please specify:

Only those organizations issued a valid ABC permit may provide alcohol. This permit must be provided by the ABC Commission in advance of this event.

ABC Permit Number:

Will this event impede the flow of traffic or require that streets be blocked?

☒ **Yes**☐ **No**

If yes, will the entire width of the street be necessary for this event?

☐ **Yes**☒ **No**

Will there be vehicles in this event?

☒ **Yes**☐ **No**

How many?

Unknown - participants will drive-thru

Types of vehicles (cars, trucks, tractors, floats, golf carts, bicycles, motorcycles, etc.)

Will there be any cooking, food heating devices, etc. used for this event?

☐ **Yes**☒ **No**

Specify

The Lincoln County Health Department and Lincolnton Fire Department must be contacted if there will be any cooking on-site. Any permit issued by either of these departments must be submitted to the City of Lincolnton prior to event. Any special event permit approval is conditional pending the receipt of these permits.

Will there be fire hazard materials at this event?

☐ Yes

☒ No

Specify

Will admission be charged and/or will there be booths/vendors selling items/services?

☐ Yes

☒ No

Will you have a first aid station?

☐ Yes

☒ No

Will animals be used in this event?

☐ Yes

☒ No

Specify

No animals are allowed at events unless being used in the event as specified above. This does not apply to service animals. Animals brought by spectators/ participants as pets are not allowed.

Will children under the age of 18 be involved in this event?

☒ Yes

☐ No

Is this event covered by liability insurance?

☒ Yes

☐ No

If yes, submit a copy of the policy with this application.

Attach liability insurance certificate:

Choose File

No file chosen

You will be required to provide liability insurance coverage for this event in the minimum amount of \$1,000,000 per occurrence and the City of Lincolnton must be named as an also insured party. This is generally a rider on your organization's existing liability insurance, not a separate special event insurance policy. Proof of insurance coverage must be provided prior to the event or activity and any special event permit approval is conditional pending proof of liability insurance coverage. *The City of Lincolnton is not responsible for providing liability insurance for this event.**

Where is the exact location of the event assembly area?

Where is the disassembly area?

Attach a map indicating the event area including street closures, barridade locations, etc. For parade events indicate staging area, start/end points, streets traveled. You may attach multiple files if necessary.

Attach files here:
Trick_Or_Treat_Drive_Thru_Event_Plan.pdf

Add any other description or notes on event area and location information.

Printed Name/ Signature*

Date

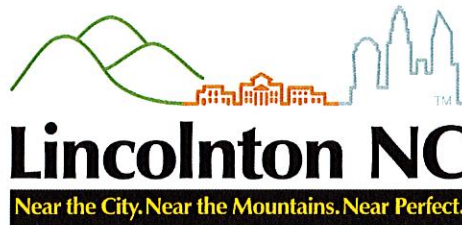
Nathan Eurey	9/11/2020
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Legend

- Road
- Rail-Trail
- Barricade/Traffic Cones
- Event Traffic Flow
- Regular Traffic Flow



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
d Ingram@lincolntonnc.org
CITY ATTORNEY
Thomas J. Wilson, Jr..

MEMORANDUM

TO: Mayor and Council

FROM: Steve Zickefoose *Steve*

SUBJECT: Frozen Pay Adjustments

DATE: October 1, 2020

As you know, the pay adjustments recommended by the pay study for Group C have been frozen as a precautionary measure due to COVID-19. This impacts 35 employees. The total cost to implement the pay adjustments is approximately \$140,000 for the General Fund and \$21,000 for the Utility Funds.

I have been closely monitoring our financials for the first quarter. I believe that we are in a position to move forward with the adjustments retroactive to the first pay period in the budget year. The retroactive adjustments would appear on the November 3rd paycheck.

This recommendation is based on the following observations:

1. The City is receiving \$830,000 of CARES stimulus funds for Public Safety costs incurred in 2019-20. This will improve our General Fund fund balance. As a result, we are able to offset the utility revenue losses by decreasing the amount of Contra-Admin charged to the utility funds (\$300,000).
2. This still leaves an additional \$500,000 in the General Fund fund balance.
3. We budgeted for a 15% loss in revenue for sales and property tax. Currently, sales tax is showing an 8% increase over last year. Property taxes are holding steady and are not showing any decreases.
4. Utility revenues are also within our budget projections. Also, the final amount of nonpayment's was less than half of what it originally was. The losses are now being covered with steps take in #1.

Capital projects will still be frozen until January as a precautionary measure.